

## AFFIRMATIVE ACTION PLAN



# OREGON BOARD OF NATUROPATHIC MEDICINE

Mary-Beth Baptista, Executive Director  
800 NE Oregon St. Suite 407  
Portland, OR 97232  
971-673-0193

Affirmative Action Plan  
July 1, 2021-June 30, 2023

*"We hold these truths to be self-evident, that all People\* are created equal,  
that they are endowed by their Creator with certain unalienable Rights,  
that among these are Life, Liberty, and the Pursuit of Happiness."*

*-- U.S. Declaration of Independence*

***COVER LETTER/STATEMENT***

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January 24, 2021

Diversity, Equity, and Inclusion Director for the Governor's Office  
The Governor's Office of Diversity & Inclusion/Affirmative Action  
900 Court Street NE, Suite 254  
Salem, OR 97301

As the Executive Director of the Oregon Board of Naturopathic Medicine (Board), I recognize and appreciate the importance and benefits of inclusion. Board members, staff and I are committed to promoting diversity, equity and inclusion in all aspects of our work. We consistently seek out education and training to learn and employ best practices for creating an inclusive environment for non-majority persons. We strive to cultivate an atmosphere that sustains their presence and participation in the workplace and on Board.

The Board employs three staff members and we do not anticipate staff turnover during the 2021-2023 biennium. The Board recognizes that affirmative action; diversity, equity and inclusion go beyond those employed by the Board. The Board members and I consciously consider elements of affirmative action when slating new board members, and in dealings with vendors and contract workers.

To meet the objectives of the Agency's Affirmative Action and Equal Employment Opportunity initiative, the Agency has prepared an Affirmative Action Plan and Policy Statement that will serve to eliminate and prevent discrimination and maintain an inclusive workplace.

As the Board's Executive Director and Affirmative Action Officer, I pledge to uphold and support compliance with the Board's Affirmative Action Plan and Policy to ensure equity through inclusion, interrupt oppression, prevent discrimination and discriminatory practices, and promote a work force and Board that is representative of our diverse community.

We appreciate the continued direction and support from the Office of Diversity and Inclusion.

With Regards,

Mary-Beth Baptista,  
Executive Director

## AFFIRMATIVE ACTION PLAN OVERVIEW

### I. Summary and Analysis of Representation

A. Agency Director: White Female

B. Agency Executives: N/A

C. Agency Management: N/A

### II. Affirmative Action Progress Report – 2019-2023 Strategies and Goals

A. Introduction: The purpose of this plan is to update and maintain the previously initiated affirmative action plan for the Oregon Board of Naturopathic Medicine (Board) in accordance with the directive of the Governor, state and federal laws and regulations, executive orders of the President of the United States concerning affirmative action, discrimination/non-discrimination guidelines appropriate under the Civil Rights Acts, Equal Employment Opportunity (EEO) policies, and the Americans with Disabilities Act.

B. Adherence: All Board leadership, staff, Board and Council Members are in compliance with the Affirmative Action Policy and Plan (Plan). The Agency Director has proactively promoted the intent and requirements of the Plan, and ensured the elements are implemented in all employee and Board member relationships and personnel practices. Additionally, every employee, member of the Board and Council, have engaged and embraced non-discriminatory practices, creating an environment free from any form of discrimination or harassment.

C. Goals: To meet the goal of ensuring each individual has adhered to and engaged in the Plan, each employee and board member was evaluated on their efforts to reach the goals presented in the Plan along with other job performance criteria as part of their annual staff and Board review. Further the Agency Director, board staff and board members were asked on their annual review questionnaire to provide feedback on additional strategies that individuals and the Board as a whole could implement to meet Affirmative Action standards and advance diversity and inclusion of the Board.

### III. Affirmative Action Strategies and Goals for the 2021-2023 Biennium

A. Policy Statement: Oregon Board of Naturopathic Medicine will not tolerate discrimination or harassment on the basis of age, marital status, mental or physical abilities, national origin, race, religion, gender, sexual orientation, or any reason prohibited by state or federal statute.

B. Contract Awards: The Board shall not conduct business with any vendor/provider for the State of Oregon who discriminates or harasses in the above-described

manner. All employment and personnel actions of the Board, all licensing and disciplinary actions, all outsourcing and contracts shall be administered according to this policy.

- C. Community Engagement: The Affirmative Action Plan is posted on the Board's website and a hard copy is available at the Board office. The Affirmative Action Policy Statement is posted on a bulletin board in the common area of the office alongside of other required personnel posts.
- D. Staff / Board Engagement: All employees and Board members have been advised of the procedure for lodging a discrimination/harassment complaint. The Board members and the Executive Director encourage all employees and Board members to discuss any concerns related to affirmative action with either the Board Chair or the Executive Director. Internal procedures supporting the statewide policy are included in the Plan.
- E. Agency Director Leadership: The Executive Director and the Board shall maintain and enhance the Affirmative Action Policy and Plan with the goal of repairing the impact of past or present discrimination, intended or unintended. The Executive Director and the Board shall continue to seek guidance to analyze present employment and volunteer patterns, practices, and/or policies with an eye to increasing inclusivity and equity among staff and Board members.
- F. Duration of Plan: This revision of the Board's Affirmative Action Plan is effective July 1, 2021 and shall be evaluated annually or as needed when statewide changes occur.
- G. Affirmative Action Representative: Mary-Beth Baptista, Executive Director, 971-673-0193; [Marybeth.baptista@oregon.gov](mailto:Marybeth.baptista@oregon.gov)

#### **IV. Agency Diversity Data**

- A. Agency Director/Executive / Management: White Female - 1
- B. Board Staff:
  - 1. White Female: 1
  - 2. White Male: 1
- C. Board and Council Membership:
  - 1. White Females: 5
  - 2. White Males: 5
  - 3. One or more race: Male – 1
- D. Vacancies: 2

## V. Diversity and Inclusion Statement

- A. Federal Executive Order: The Order gives priority to the development and implementation of a comprehensive, integrated, and strategic focus on diversity and inclusion as a key component of their human resources strategies. It includes an effort to identify and adopt best practices to promote diversity and inclusion and to identify and remove barriers to equal employment opportunity.

The Board is committed to equity, diversity, and inclusion. Our goal is to accomplish our mission by recruiting a diverse workforce and Board membership to "achieve a work force from all segments of society," while avoiding discrimination for or against any employee or applicant on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, age, disability, sexual orientation or any other prohibited basis. (5 U.S.C. 2301(b)(1), 2302(b)).

- B. State Agencies, Boards and Commissions: All have an obligation to attain a diverse, qualified work force as a cornerstone of the merit-based state service. A continued goal is to use resources for all our members of our community and ensure fairness and justice in the workplace. But more than that, Diversity is more broadly defined to being open to diversity of thought, and the perspective that being open to diversity enriches our lives and helps us realize our full potential. Diversity and inclusion is a moral and business imperative to improve our public service within the State of Oregon.

Even with difficult budget restraints, there is an increased demand for innovation and efficiency. State Agencies can look to a diverse and inclusive work force to help meet the future challenges of the State of Oregon. Our state population is changing and we recognize that inclusion and diversity, by creating a culture that fosters creativity and inclusion, are positive for us individually, for our work force, and for the State of Oregon.

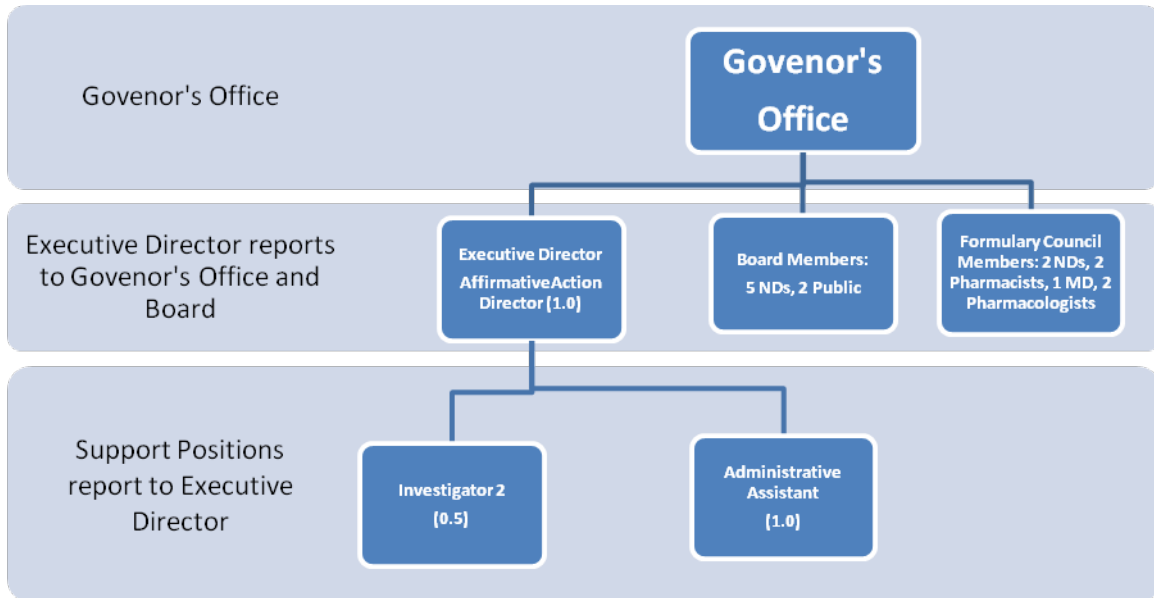
- C. The Federal Office of Diversity and Inclusion Strategic Plan in the Personnel Office: "Research shows that recruiting with an emphasis on cultural, experiential, and cognitive diversity will improve agencies' prospects of having a work force that is capable of addressing increasingly complex challenges more efficiently".
- D. Work Force Diversity: Defined as "a collection of individual attributes that together help agencies pursue organizational objectives efficiently and effectively. These include, but are not limited to, characteristics such as national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, and family structures. The concept also

encompasses differences among people concerning where they are from and where they have lived and their differences of thought and life experiences”.

- E. Inclusion: Defined as “a culture that connects each employee to the organization; encourages collaboration, flexibility, and fairness; and leverages diversity throughout the organization so that all individuals are able to participate and contribute to their full potential.”
- F. Best Practices for Diversity and Inclusion: Working on leadership, accountability, measurement, and training. The following goals are necessary for the successful growth of diversity and inclusion.
  - a. Recruit from a diverse group of potential applicants to secure a high performing work force drawn from all segments of the population.
  - b. Cultivate a culture that encourages collaboration, flexibility, and equity to encourage individuals to contribute to their full potential and achieve retention.
  - c. Develop structures and strategies to equip leaders with the tools to manage diversity, be accountable, measure results, refine approaches on the basis of such data, and institutionalize a culture of inclusion.

## **VI. Affirmative Action Agency Statement**

- A. Governor’s Policy Advisor:  
Health Care Policy Advisor  
900 Court Street NE, Suite 254  
Salem, OR  
(503) 378-6169
- B. Agency Executive Director:  
Mary-Beth Baptista, Oregon Board of Naturopathic Medicine  
800 NE Oregon Street, Suite 407, Portland OR 97232  
971-673-0193; Marybeth.baptista@oregon.gov
- C. Agency Affirmative Action Representative:  
Mary-Beth Baptista, Oregon Board of Naturopathic Medicine  
800 NE Oregon Street, Suite 407, Portland OR 97232  
971-673-0193; Marybeth.baptista@oregon.gov
- D. Organizational Chart



E. Federal and State EEO Job Categories:

**1.0 FTE Director:** Management, Professional, Executive Service - hired by and works for the Board, serves at the pleasure of the Governor. Protective classifications: age, gender.

**1.0 FTE Administrative Assistant:** Administrative Specialist II - hired by and works for the Director, serves at the pleasure of the Board. Protective classifications: age, gender.

**1.0 FTE Investigator 2:** Represented position - hired by and works for the Director, serves at the pleasure of the Board. Protective classifications: age, gender.

F. Human Resources And Equity In Hiring, Promotion, And Succession Planning:

- a. The Board has no short term or long range plans for staff changes over the next five to seven years. However, emergency succession plans and training are outlined in the Boards Business Continuity Plan.
- b. The Board provides resources and encourages employees to engage in career development to continue and advance in state service. To accomplish this mission, the Board provides training opportunities to employees for developing proficiency, enhancing skills and encouraging development in areas for potential advancement.

- c. Staff and Board members is encouraged to take cultural competency, diversity development and other trainings with an equity and inclusion lens as a part of their career development.
- d. The Board recruits new members with outreach to non-majority communities through various diverse networks, including non-majority publications and organizations with a diversity and equity lens.

**G. Employee Diversity Training/Professional Development**

- a. Employees and Board Members are provided with the Affirmative Action Plan as part of the on-boarding process. All updates to the existing Plan are distributed. The Plan and any updates are an agenda discussion item for staff and bi-monthly Board meetings.
- b. The Board member on-boarding materials highlight their rights and responsibilities under the OBNM’s affirmative action plan and other Board policies to eliminate discrimination or harassment on the basis of age, color, marital status, mental or physical ability, national origin, race, religion, gender, sexual orientation, military status, or any reason prohibited by state or federal statute.
- c. Managers and employees attend trainings in the areas of AA/EEO, Valuing Diversity and Harassment. Training may be in the form of formal classes, sharing of information from the Governor’s Affirmative Action Office, attending Affirmative Action meetings and/or one-on-one discussions.
- d. As part of their annual performance review, all employees, including the Executive Director, are evaluated for their adherence the Affirmative Action Plan.
- e. The Board provides educational and training opportunities for employees and Board members that focus on developing a work environment that is welcoming to a diverse pool of applicants, and engage in training and education to ensure implementation of best practices in order to retain a diverse workforce and Board membership.

**VII. Affirmative Action 2019-21 Objectives**

**A. Agency Goals Set and Met:**

- a. Annual staff performance reviews now include the following question: “Do you have any suggestions to improve and expand the equity, diversity and inclusion efforts of the Board.
- b. As part of their annual performance review, all employees, including the Executive Director, are evaluated for their adherence the Affirmative Action Plan and their efforts to enhance the diversity, equity and inclusion of the Board and Board activities.



- c. The Board recruits new members with outreach to non-majority communities through various diverse networks, including non-majority publications and organizations with a diversity and equity lens.
- d. In selection of new Board members, the Board will partner with the Governor’s Office of Executive Appointments to appoint and promote increased diversity in the slate of candidates to fill vacant Board positions.
- e. The Board changed the Oregon Administrative Rule to allow licensees to annually receive two continuing education credits for Cultural Competence
- f. Board staff forwards all Cultural Competence Continuing Education announcements to all licensees.
- g. Board Executive Director, or an agency representative, attends all DI AA EEO meetings.
- h. The Board posts a copy of the Affirmative Action and Equal Employment Opportunity policy and plan on its web site and a copy is available to each new employee as part of their orientation.
- i. The Board’s recruitment announcements and advertisements identify the Agency as an Equal Opportunity/Affirmative Action employer and include: “The Oregon Board of Naturopathic Medicine as an equal opportunity, affirmative action employer committed to work force diversity”.

B. Agency Community Engagement Efforts:

- a. The Board recruits new members with outreach to non-majority communities through various diverse networks, including non-majority publications and organizations with a diversity and equity lens.
- b. In selection of new Board members, the Board will partner with the Governor’s Office of Executive Appointments to appoint and promote increased diversity in the slate of candidates to fill vacant Board positions.
- c. Board staff forwards all Cultural Competence Continuing Education opportunity announcements to all licensees.
- d. Board Executive Director, or an agency representative, attends all DI AA EEO meetings.
- e. The Board posts a copy of the Affirmative Action and Equal Employment Opportunity policy and plan on its web site and a copy is available to each new employee as part of their orientation.
- f. The Board’s recruitment announcement identify the Board as an Equal Opportunity/Affirmative Action employer and include the following language: “The Oregon Board of Naturopathic Medicine as an equal opportunity, affirmative action employer committed to work force diversity”.

- C. Affirmative Action 2021-23 Objectives:
- a. Bi-annual Cultural Competency training for all staff and Board members.
  - b. Annually hold one Board meeting in a location strategic to including non-majority communities.
  - c. Inform and encourage staff and Board members to regularly attend diversity, equity and inclusion trainings.
  - d. Inform and encourage staff and Board members to join committees, boards, or attend meetings with an equity, diversity, inclusion focus.
  - e. Inform and encourage licensees to attend Cultural Competence Continuing Education opportunities.
  - f. Record and report annually the number of Cultural Competence Continuing Education hours taken by licensees.
  - g. Engage in outreach to non-majority communities through various diverse networks, including non-majority publications and organizations with a diversity and equity lens, to recruit a more diverse and inclusive Board.
  - h. Engage in training to implementation of best practices ensure retention of a diverse workforce and Board membership.
  - i. Staff review of all vendors to ensure they support the Board's commitment to diversity, equity and inclusion.



