

AFFIRMATIVE ACTION PLAN



Occupational Therapy Licensing Board

Nancy Schuberg, Executive Director
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Portland, OR 97232
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Diversity & Inclusion/Affirmative Action Plan July 1, 2019 – June 30, 2021

"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



Oregon

Kate Brown, Governor

Occupational Therapy Licensing Board
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May 24, 2019

Sophorn Cheang, Affirmative Action Manager
Office of the Governor
255 Cottage Street NE, Suite 126
Salem, OR 97301

RE: 2019-2021 Occupational Therapy Licensing Board Diversion & Inclusion/Affirmative Action Plan

The Executive Director and members of the Occupational Therapy Licensing Board (Board) recognize and appreciate the benefit of Diversity & Inclusion/Affirmative Action. The Board pledges its commitment to promote best practices in support of equal employment opportunity and to achieve the full and fair contribution of minorities, women, people with disabilities, older persons, and all protected classes found to be under utilized in the workforce.

Although the Occupational Therapy Board is small, with just two staff members and no projected turnover or adds during the 2019-2021 biennium, the Board realizes that affirmative action and diversity and inclusion go beyond the employment realm. The Board consciously considers these elements of affirmative action when recruiting new Board members, and in dealings with vendors, contract workers and in service to the public.

To meet the objectives of the Board's Affirmative Action and Equal Employment Opportunity initiative, the Board has prepared an Affirmative Action Policy and a Summary Statement that will serve to eliminate and prevent discrimination of all protected classes.

As Agency Director and Affirmative Action Representative, I pledge uphold and support compliance with the Board's Diversity & Inclusion/Affirmative Action Plan and Policy, to ensure equality and avoid discrimination, and to promote a workforce that is representative of the population as a whole.

Thank you for your continued direction and support.

Respectfully submitted,

Nancy Schuberg
Executive Director

Occupational Therapy Licensing Board

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A. Affirmative Action Policy Statement

The Occupational Therapy Licensing Board will not tolerate discrimination or harassment on the basis of age, color, marital status, mental or physical disability, national origin, race, religion, sex, sexual orientation, or any reason prohibited by state or federal statute. Nor shall the Board do business with any vendor/provider for the state of Oregon who discriminates or harasses in the above-described manner. All personnel, licensing actions and disciplinary actions of the Board shall be administered according to this policy.

All staff of the Board shall adhere to the Affirmative Action Policy and Plan. Supervisory and management staff, in particular, shall assure that the intent as well as the requirements are implemented in all employee relationships and personnel practices. In addition, it is the duty of every employee of the Board to create a job environment atmosphere that is conducive to non-discrimination policies and free of any form of discrimination or harassment. The application of this policy is the individual responsibility of all administrative and supervisory staff, and each shall be evaluated on his/her performance in achieving this affirmative action policy as well as in other job performance criteria. The Affirmative Action Plan is posted on the Board's website and a hard copy is available at the Board office.

All employees shall be advised of the procedure for lodging a discrimination/ harassment complaint, and all employees with concerns of any kind related to affirmative action shall be encouraged to bring them to the attention of the Executive Director.

It is further the policy of the Board to establish and maintain this program of affirmative action to provide for a method of eliminating any effects of past or present discrimination, intended or unintended, which may be indicated by analysis of present employment patterns, practices, or policies.

Duration of Plan

This revision of the Board's Affirmative Action Plan is effective July 1, 2019 and shall be re-evaluated biennially or as needed when statewide changes occur.

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B. Diversity and Inclusion Statement

The Occupational Therapy Licensing Board is committed to equitable treatment and elimination of discrimination in all its forms. The Board recognizes the rights of all individuals to mutual respect, acceptance of others without biases based on differences of any kind.

The Board values its staff and Board members. Recognizing the uniqueness of everyone and the contribution that each can make, respecting those of different cultures and creating an inclusive work environment where awareness of, and respect for, those of different backgrounds is promoted.

The Board Director spent three and a half years living abroad in China and Thailand and continues to celebrate diversity in her work and personal life through friendships, reading, cultural events, films and contact with people of diverse backgrounds. She pledges to act immediately if made aware of any employee or Board member engaging in any type of harassment.

Board staff and members of the Occupational Therapy Licensing Board will be treated with respect and dignity.

C. Affirmative Action Agency Statement

a. Governor's Policy Advisor:

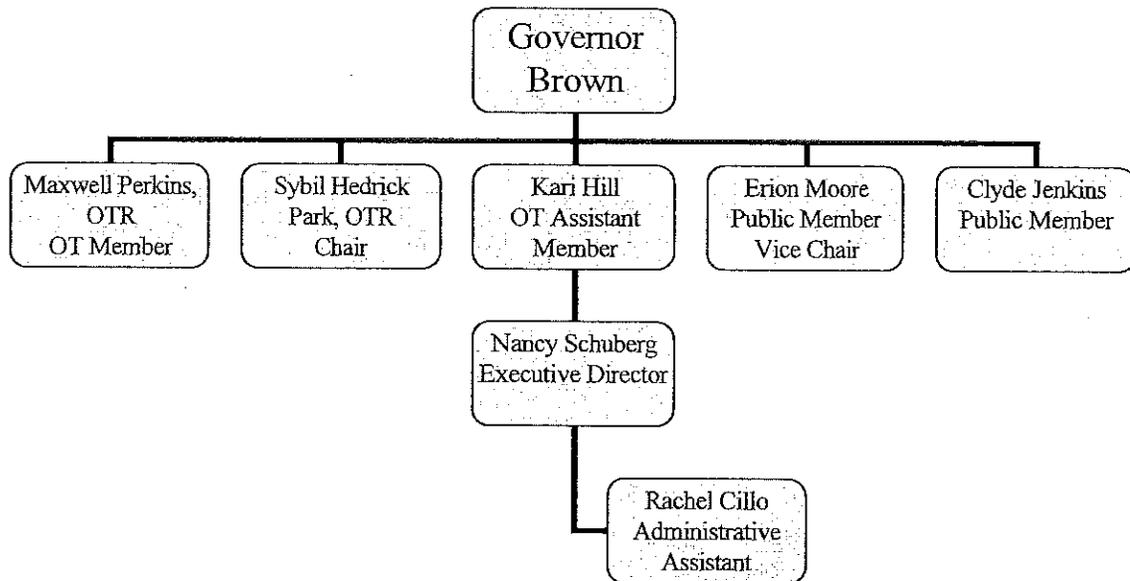
The Governor's Policy Advisor for the Occupational Therapy Licensing Board is Linda Roman.
Phone number: 503-986-5180.

b. Agency Affirmative Action Representative:

The Affirmative Action Representative for the Occupational Therapy Licensing Board is Nancy Schuberg. Phone number: 971-673-0198.

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c. **Organizational Chart:**



d. **Human Resources services:**

Due to the agency's small size, Human Resources needs are handled within the agency by the Director.

e. **Agency Employee Diversity Training/Professional Development:**

The agency staff includes a full time Director and half time administrative assistant. Cross-training and career development opportunities are encouraged to keep her challenged and allow room for growth.

- f. **Community Engagement efforts:** The Oregon Occupational Therapy Licensing Board is committed to open communication with the licensees and the citizens of the state. The Executive Director and staff has given numerous presentations to the association, licensees, and to students regarding licensing, scope of practice, rules, and how to avoid discipline by the Board. The Board maintains its newly designed website, publishes quarterly newsletters that are emailed to all licensees and utilizes blast emails and mailings to communicate important Board information to all licensees.

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g. Affirmative Action 2017-2019 Objectives

Summary of goals and achievements for the plan year 2017-19

All staff and Board members are provided with the Board's affirmative action plan for review. The plan is published on the Board website home page and is on display in the Director's office

Both Board staff members completed "Celebrating Diversity", a webinar offered by Cascade Centers a provider for the Employee Assistance Program

The Board Director attends all DI/AA meetings in person and disseminates relative information to the staff and the Board. Board staff listens in to the DI/AA meetings by telephone.

The Board recognizes the value of individual and cultural differences. The OT licensing Board is comprised of five members who are ethnically and demographically diverse. There are three white women and two African American males, one of whom is disabled. The range in age is from 34 to 68. Under the guidance of the Governor's office of Executive Appointments, the Board is actively recruiting a new OT member and will focus on his/her geographic location within the state.

Respectful workplace behaviors are expected and enforced. The Director has an open door policy of listening respectfully and responding quickly to problems.

The Board has not utilized any new outside vendors or entered into any new contracts during the plan period. Vendors are supplied an electronic copy of the Board's AA plan.

The Director worked with the OHA in promoting courses on Cultural Competency by notifying all licensees by email of upcoming courses offered and posting them on the Board website.

The Board worked with the OHA to gather work force data and survey licensees regarding their continuing education on cultural competency.

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h. Affirmative Action 2019-2021 Objectives

Summary of goals and achievements for the plan year 2019-2021

The Board recognizes the value of individual and cultural differences. However, being a small Board with just 1.5 FTE and no personnel activity does not lend itself the opportunity to do much in the way of diversity staffing considerations. In this plan period the Board will replace one new Board member who will reach term limitations. In this case, the Board will look for opportunities to further diversify its profile.

Other than turnover, the Board Director will continue to create a welcoming environment by fostering an acceptance of people's differences and treating everyone with respect and professionalism whether they are staff or customer.

The Board Director will continue to attend DI/AA meetings in person and share information with staff and the Board. The Board will continue to display the agency commitment to the Affirmative Action Plan by posting the link on their website homepage and displaying a copy in the Board office and make copies available when considering new vendor/contract relationships.

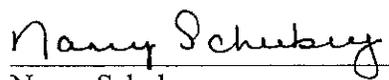
The Board Director will forward notices and emails about cultural activities, webinars and other information that supports diversity and tolerance to licensees, Board members and staff.

The Director will continue to work with the Oregon Health Authority to collect workforce data on licensee including the survey on cultural competence CE.

The Director will continue to be a positive supporter of the Office of Diversity and Inclusion and proponent of orders, plans and strategies to increase diversity and inclusiveness with our agency.

Nancy Schuberg is the Board's affirmative action representative and may be contacted as follows:

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Nancy Schuberg
Executive Director
Occupational Therapy Licensing Board

5/24/19

Date