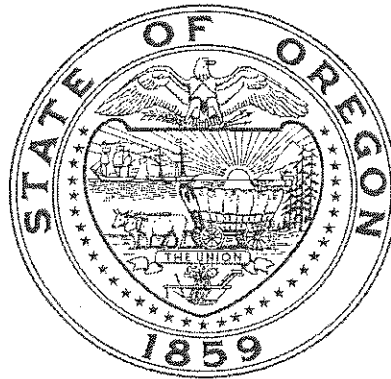


AFFIRMATIVE ACTION PLAN



Occupational Therapy Licensing Board

Nancy Schuberg, Executive Director
800 NE Oregon St., Suite 407
Portland, OR 97232
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Diversity & Inclusion/Affirmative Action Plan July 1, 2017 – June 30, 2019

"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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November 28, 2016

Office of the Governor
Diversity & Inclusion/Affirmative Action
255 Cottage Street NE, Suite 126
Salem, OR 97301

RE: 2017-2019 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.

As the only full-time position, the Board's Director has been in the position for the 6 months. There is only one part-time staff position. The Director plans to continue the work of her predecessor to make multicultural training a priority and will work to meet the objectives of the Affirmative Action and Equal Employment Opportunity initiative. The Board's Diversity & Inclusion/Affirmative Action Plan and Policy Statement serve to help prevent and help eliminate discrimination of protected classes.

The Board has in place, rules to promote cultural competency and make it part of the Continuing Education of therapists.

We pledge to 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

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A. Affirmative Action Policy Statement

Introduction

The purpose of this plan is to update and maintain the previously initiated affirmative action program for the Occupational Therapy Licensing Board (Board) in keeping with the directive of the Governor, state and federal laws and regulations, executive orders of the President of the US concerning affirmative action, discrimination/non-discrimination guidelines appropriate under the Civil Rights Acts, equal employment opportunity (EEO) policies, and the Americans with Disabilities Act.

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 actions of the Board, and all licensing actions and disciplinary actions 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 which 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. Internal procedure supports the statewide policy is located in this plan.

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, 2017 and shall be evaluated annually or as needed when statewide changes occur.

The Board's Affirmative Action Representative is Nancy Schuberg, Director, 971-673-0198.

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B. Affirmative Action Summary Statement

a. Affirmative Action 2015-2017 Objectives

1. The Board will continue to provide information and opportunities for staff to participate in diversity training and multi-cultural events. The Board will continue to develop strategies to recruit, retain and promote a diverse staff. The Board recognizes the value of individual and cultural difference and creates a work environment where talents and abilities are valued.
2. Management staff is proactive in communicating the importance of diversity in staff meetings, and includes diversity discussions in communications with staff. The Board utilizes diversity within the workforce by incorporating diverse perspectives into business decisions. Management will also continue to attend required training to participate in the development and implementation of a program to foster cultural competency and multi-cultural organizational development. Management and staff will continue to communicate area cultural events.
3. HR is incorporated in the role of the Director and supported by the Board, will continue to educate and guide Managers in creating applicant pools and interviewing processes that are welcoming to all people, and helping them understand the benefits of a diverse workforce and supporting the Affirmative Action Plan. The Director and Board will actively participate in recruitment and selection activities and include AA performance measures on evaluations.
4. All managers will support activities that develop a work environment that is attractive to a diverse pool of applicants, retains employees, and is accepting and respectful of employees' differences. A welcoming environment will be created a number of ways - by sharing e-mail activity notices from the Governor's Affirmative Action Office, posting posters and flyers in the office common area, encouraging employees to share their thoughts and ideas, responding to issues quickly and efficiently.
5. Respectful workplace behaviors will be expected and enforced. Expectations will be presented by training, written policies and one-on-one.
6. Managers will also utilize employee retention ideas that include offering flexible schedules, open door policies, listening respectfully and responding quickly to problems.
7. Managers will be evaluated on their compliance with the agency's AA objectives on the annual performance evaluation.

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i. 2015-2017 Goals accomplished

1. The Director continues to work with the Oregon Health Authority obtain Workforce data from the licensees. The OT Licensing Board pays \$4 per licensee for the Oregon Health Authority to collate and provide charts and information about therapists in the state. The reports are attached to this report.
2. The Director worked with the OHA to provide information about classes on Cultural Competence on the web site.
3. Rules were adopted in October 2014 acknowledging continuing education in cultural competency as relevant for current practice and may be used toward satisfying the CE requirement.
4. The Board continues to strive to create a culturally diverse staff though there is only a Director and one part time staff. The past director's succession plan ensured a smooth transition of the incoming Director.
5. Management staff is proactive in communicating the importance of diversity with the staff, and includes diversity discussions in periodic one to one meetings.
6. Management/staff makes an effort to communicate cultural events throughout the area.
7. The Director attended various cultural/diversity events and meets with a diverse group of people.
8. The Director previously lived overseas in China and Thailand continues to respect and seek opportunities to celebrate diversity in her life through friendships, reading, films and cultural events and contact with people of diverse backgrounds.
9. Cross-training and career development opportunities are encouraged. The goal is to retain employees by keeping them challenged and giving them room for growth. The small size of the Occupational Therapy Licensing Board requires that more than one person knows a job. Detailed Desk Manuals for the Director and Administrative Assistant positions continue to be updated.

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ii. 2015-2017 Goals still to meet

1. There is only one part-time .5 FTE position beside the Director. This person is a white woman who has been on staff under a year. The board will shall seek out opportunities to provide education in diversity training and multi-cultural events.
2. The Director will present the 2017-2019 Affirmative Action Plan to the part-time employee, one to one, and to all Board Members.
3. The new Director will seek out opportunities for education to staff, Board, and licensees on cultural competence.
4. The Director in the role as HR manager will request employee assistance in identifying ways to meet the goals of this plan.
5. The board recognizes the value of individual and cultural difference. The Board will continue to develop strategies to recruit retain, and promote a diverse Board.

b. Affirmative Action 2017-2019 Objectives

The Occupational Therapy Licensing Board has 1.5 FTE. The Board's strategy for recruiting and training employees:

- a. Encourage a welcoming environment. Keep doors open for questions and concerns.
- b. Inform applicants for vacant positions that the Board is an equal employment employer committed to workforce diversity. Have a copy of the Board's Affirmative Action Plan available for applicants.
- c. Work with the Human Resources Section to utilize State of Oregon procedures/rules to fill vacancies.
- d. Attend equal opportunity, affirmative action and diversity-related training to be informed of issues.
- e. Display the Board's Affirmative Action Policy Statement and have available a hard copy of the Affirmative Action Plan in the office. Post Affirmative Action Plan on the Board website.
- f. Act immediately if aware of any Board employee engaging in any type of harassment.
- g. Periodically report to employees on the Board's progress in attaining its' affirmative action goals.
- h. Be held accountable for promoting affirmative action on their annual performance evaluations.

The Boards strategy for retaining & advancement of our employees includes:

- a. Value employees and urge them to participate in decisions that affect their work;
- b. Treat employees with respect and dignity;
- c. Show employees the benefits of working for the State of Oregon: pay, health insurance, location;
- d. Support employees in their learning and personal development plans;
- e. Maintain the Board's reputation for professionalism by making it a business people are proud to work for;
- f. Communicate well and often. Let people know what is happening in the organization;
- g. Make wise hiring decisions and continually evaluate our hiring practices; and
- h. Hold people accountable for adhering to our respectful workplace and harassment-free policy.

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b. Affirmative Action 2017-2019 Objectives continued.

Ongoing: The OTLB will work to increase diversity of the Board membership through efforts to encourage women, disabled persons and minorities to seek positions on the board. This will be accomplished through notices on the Board website and e-newsletter and through efforts to coordinate with the Governor's office to appoint a diverse voting membership.

Ongoing: The Director will continue to work with Oregon Health Authority on the definition of cultural competency, identify existing standards and inform licensees of free and low cost opportunities for cultural competency continuing education.

Ongoing: The Director will continue to work with the Oregon Health Authority to collect workforce data collection for licensees.

Ongoing: The Director will listen and take action on our employee's feedback; continue to keep cultural diversity in the forefront of all employees by sending out information sent to us by the Governor's Affirmative Action Office and showing management's commitment to cultural diversity by example of patience, tolerance and respect.

c. Human Resources services: Done by the Director within the Agency.

d. Governor's Policy Advisor: Jeremy Vandehey

e. Occupational Therapy Licensing Board Affirmative Action Representative:

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