



Oregon

Kate Brown, Governor

Occupational Therapy Licensing Board

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November 12, 2020

Steve Lee, Affirmative Action Manager
Office of Governor Kate Brown
900 Court Street NE, Room 254
Salem, OR 97301

RE: 2021-2023 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 Board is small, with just two staff members and no projected turnover or adds during the 2021-23 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



AFFIRMATIVE ACTION PLAN



Occupational Therapy Licensing Board

Nancy Schuberg, Executive Director
800 NE Oregon St., Suite 407
Portland, OR 97232
971-673-0198

Diversity & Inclusion/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

Occupational Therapy Licensing Board

2021-2023 Affirmative Action Plan

Agency Overview: The Oregon Occupational Therapy Licensing Board, created in 1977, regulates occupational therapy practice to assure that only qualified persons provide occupational therapy services. The Board sets the standards of practice, examines applicants for licensure, and issues licenses to qualified applicants. The Board investigates complaints and takes appropriate disciplinary action when violations are found to have occurred. The Board staff includes a full time Director and half time Administrative Assistant.

Mission Statement: To protect the public by supervising Occupational Therapy (OT) practice and to assure safe and ethical delivery of Occupational Therapy services.

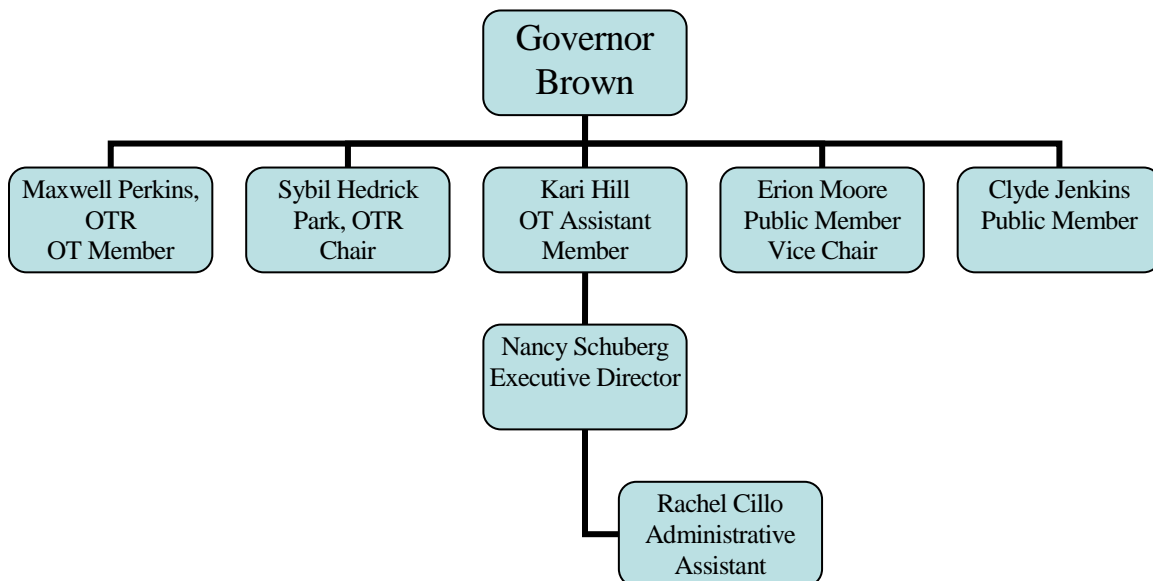
Agency Director / Affirmative Action Representative:

Nancy Schuberg, Executive Director
Oregon Occupational Therapy Licensing Board
800 NE Oregon St. Suite 407
Portland, OR 97232
Phone: 971-673-0198
Email: nancy.schuberg@state.or.us

Governor’s Policy Advisor:

Jackie Yerby, Policy Advisor for Behavioral Health and Health Licensing

Organizational Chart:



Occupational Therapy Licensing Board

2021-2023 Affirmative Action Plan

Affirmative Action 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. It is the duty of employees 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 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. Posters detailing state and federal employment laws are on display in the Board office common area.

All employees are 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 or the Board Chair.

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.

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

Occupational Therapy Licensing Board

2021-2023 Affirmative Action Plan

Progress on 2019-2021 Affirmative Action Goals

The Board recognizes the value of individual and cultural differences. Being a small Board with just 1.5 FTE and no personnel activity did not lend itself the opportunity to do much in the way of diversity staffing considerations during the 2019-21 plan period.

The OT licensing Board is comprised of five members who are ethnically and demographically diverse. There are two white women, two African American males, and one white male. The range in age is from 37 to 66. In the 19-21 biennium, the Board replaced one OT female member who reached term limitations. Under the guidance of the Governor's office of Executive Appointments, the Board recruited the newest member from outside the Portland Metro area to increase the geographic diversity of the Board.

Other than turnover, the Board Director continues 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 shares information from DEI/AA meetings 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 forwards notices and emails about cultural activities, webinars and other information that supports diversity and tolerance to licensees, Board members and staff. In 2020, Board staff completed trainings on Diversity in the Workplace, Racial Injustice and attended the DEI Conference.

The Director continues to work with the Oregon Health Authority to collect workforce data on licensee. In 2020, the Board established rules in accordance with HB 2011 (2019) requiring all licensees to complete continuing education on cultural competence during every renewal period.

On a national level, the national OT association, AOTA Federal Affairs team last year worked with members of Congress to introduce the Allied Health Workforce Diversity Act (read here for more info: <https://www.aota.org/Advocacy-Policy/Congressional-Affairs/Legislative-Issues-Update/2019/Workforce-Diversity-Bill-Introduced-In-Senate-103119.aspx>) which would provide grants to increase opportunities for those from under-represented backgrounds in OT, PT, speech therapy and audiology. In the House, it eventually got rolled into a larger bill that passed the House and went to the Senate. At that point the bill lost traction after the pandemic hit and other issues took priority. The AOTA is continuing to push for this legislation.

The AOTA created a Diversity, Equity, and Inclusion Task Force in February of this year. A consultant was hired to work with the AOTA on this project and held a series of listening sessions during the summer. All the feedback from the listening sessions is in the process of being compiled and looked at to determine what are the best next steps to take for the association and for the profession.

Occupational Therapy Licensing Board

2021-2023 Affirmative Action Plan

DEMOGRAPHIC ANALYSIS

Workforce: Demographics of employees within both job classifications are attached at the end of this document. A parity analysis will be included in the next Affirmative Action Plan (2023-2025).

Promotions: There were no promotions (supervisor or non-supervisor) during the 19-21 biennium.

2021-2023 Affirmative Action Goals

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. However, in the 21-23 plan period the Board will replace one of the OT Board members who will reach term limitations and the Board will look for opportunities to further diversify its profile.

In recruiting the new OT board member, The OTLB will work to increase diversity of the Board membership through efforts to encourage women, disabled persons, veterans and minorities to seek positions on the board. This will be accomplished through notices on the Board website, e-newsletter and through efforts to coordinate with the Governor's office of Executive Appointments to select diverse candidates. Applicants will be informed that the Board values and is committed to workforce diversity and will be provided with the Boards current Affirmative Action plan.

The Boards strategy for retaining its board members and staff includes encouraging a welcoming environment, keeping doors open for questions and answers and treating employees with respect and dignity. Board members and staff will continue to be provided with opportunities to attend affirmative action and diversity-related training courses.

The Board will continue to work with the Oregon Health Authority to collect workforce data collection for licensees and to inform licensees of free and low cost opportunities for cultural competency continuing education.

The Director will act immediately if made aware of any Board employee or board member engaging in any type of harassment.

The Director will be evaluated on compliance with the agency's AA objectives on the annual performance evaluation.

MANAGEMENT

Leadership Evaluation

Starting in 2021, the criteria for evaluating the Board Director has been expanded to include effectiveness in achieving affirmative action objectives.

The Board will encourage career development by offering opportunities to further educate on diversity issues.



DEI Dashboard: EEO Job Categories by
Race/Ethnicity

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11/18/2020
Page 1 of 1

Company: Occupational Therapy Licensing Board

Include Subordinate Organizations: No

Employee Type: Academic

Limited Duration

Permanent

Seasonal In-Season (Seasonal)

Temporary

Worker Types: Employee

Record Type: Activity

Snapshot

Start Date: 06/30/2020

End Date: 06/30/2020

Race/Ethnicity	Administrative Support (Including Clerical Sales)		Officials and Administrators		Total	
	Percent	Number	Percent	Number	Percent	Number
White (United States of America)	100.0%	1	100.0%	1	100.0%	2
Total	100.0%	1	100.0%	1	100.0%	2



DEI Dashboard: EEO Job Categories by Gender

Company: Occupational Therapy Licensing Board

Include Subordinate Organizations: No

Employee Type: Academic

Limited Duration

Permanent

Seasonal In-Season (Seasonal)

Temporary

Worker Types: Employee

Record Type: Activity

Snapshot

Start Date: 06/30/2020

End Date: 06/30/2020

Gender (Binary Options)	Administrative Support (Including Clerical Sales)		Officials and Administrators		Total	
	Percent	Number	Percent	Number	Percent	Number
Female	100.0%	1	100.0%	1	100.0%	2
Total	100.0%	1	100.0%	1	100.0%	2



DEI Dashboard: EEO Job Categories by
Disability Reporting

Company: Occupational Therapy Licensing Board

Include Subordinate Organizations: No

Employee Type: Academic

Limited Duration

Permanent

Seasonal In-Season (Seasonal)

Temporary

Worker Types: Employee

Record Type: Activity

Snapshot

Start Date: 06/30/2020

End Date: 06/30/2020

Disability Reporting	Administrative Support (Including Clerical Sales)		Officials and Administrators		Total	
	Percent	Number	Percent	Number	Percent	Number
No Reported Disability	100.0%	1	100.0%	1	100.0%	2
Total	100.0%	1	100.0%	1	100.0%	2



DEI Dashboard: EEO Job Categories by Veteran Status

Company: Occupational Therapy Licensing Board

Include Subordinate Organizations: No

Employee Type: Academic

Limited Duration

Permanent

Seasonal In-Season (Seasonal)

Temporary

Worker Types: Employee

Record Type: Activity

Snapshot

Start Date: 06/30/2020

End Date: 06/30/2020

Veteran Status	Administrative Support (Including Clerical Sales)		Officials and Administrators		Total	
	Percent	Number	Percent	Number	Percent	Number
Not a Veteran	100.0%	1	100.0%	1	100.0%	2
Total	100.0%	1	100.0%	1	100.0%	2



DEI Dashboard: Promotions by Race/Ethnicity

Company - Proposed: Occupational Therapy Licensing Board

Include Subordinate Organizations: No

Starting Effective Date: 06/30/2020

Ending Effective Date: 06/30/2020

Employee/Contingent Worker Type - Proposed: Academic

Limited Duration (Fixed Term)

Permanent

Seasonal In-Season (Seasonal) (Seasonal)

Temporary (Fixed Term)

Race/Ethnicity	Count
Total	0

OT Licensing Board Demographics

Comparison of Board vs. Workforce/Licensees

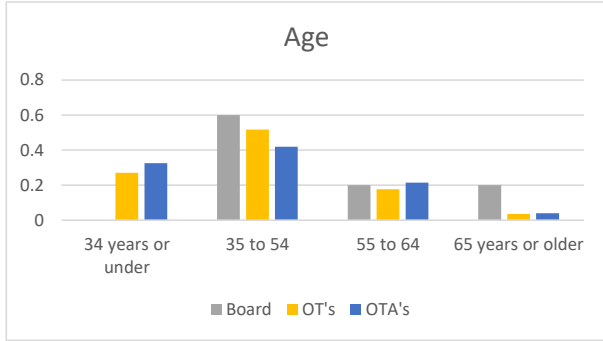
Board: 5 Members: 2 OT's, 1 OTA, 2 Public Members

Per 2020 Renewal Data

Age

34 years or under
35 to 54
55 to 64
65 years or older

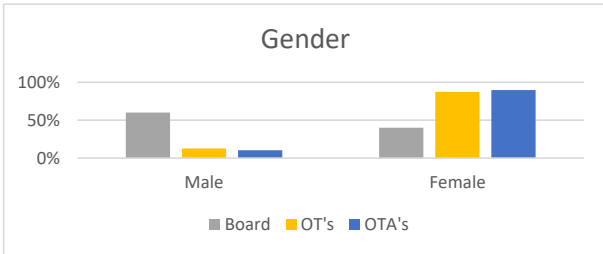
	Board	OT's	OTA's
34 years or under	0	27.10%	32.60%
35 to 54	60%	51.70%	41.90%
55 to 64	20%	17.70%	21.40%
65 years or older	20%	3.60%	4%



Gender

Male
Female

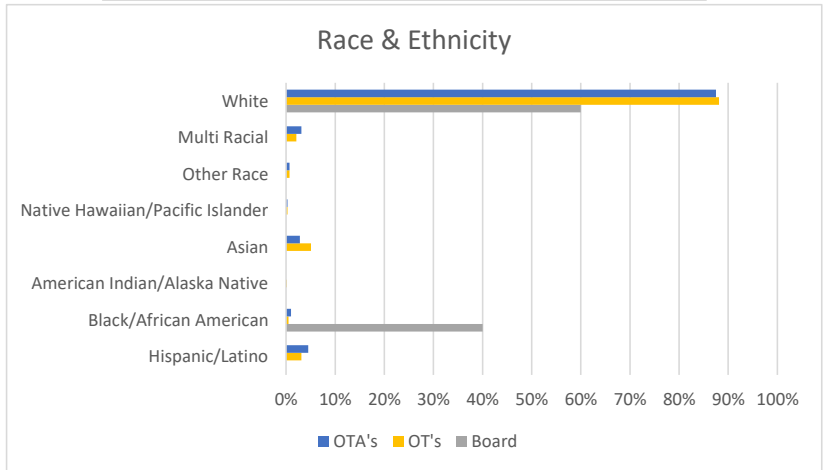
	Board	OT's	OTA's
Male	60%	12.60%	10.40%
Female	40%	87.40%	89.60%



Race & Ethnicity

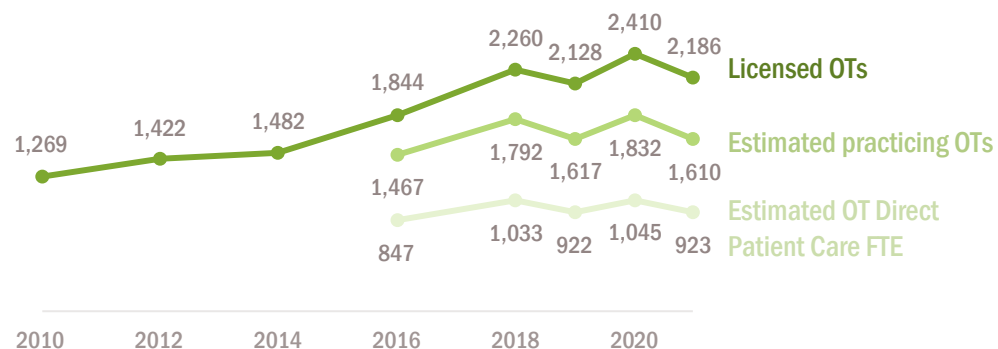
Hispanic/Latino
Black/African American
American Indian/Alaska Native
Asian
Native Hawaiian/Pacific Islander
Other Race
Multi Racial
White

	Board	OT's	OTA's
Hispanic/Latino	0%	3.10%	4.50%
Black/African American	40%	0.50%	1%
American Indian/Alaska Native	0%	0.20%	0%
Asian	0%	5.10%	2.80%
Native Hawaiian/Pacific Islander	0%	0.30%	0.30%
Other Race	0%	0.70%	0.70%
Multi Racial	0%	2.10%	3.10%
White	60%	88.10%	87.50%



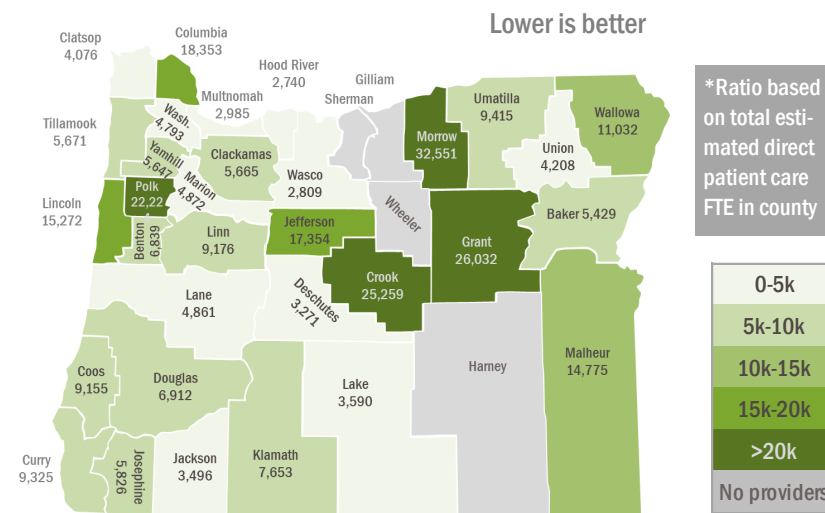
Occupational Therapists (OT)

OREGONS OT SUPPLY OVER TIME



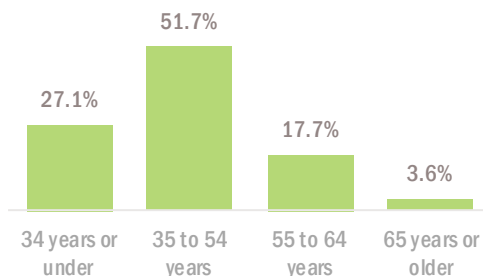
All subsequent data presented are from OTs who held an active license as of January 2021 and were actively practicing in Oregon at the time of Health Care Workforce Survey completion (n=1,432).

ESTIMATED POPULATION-TO-PROVIDER RATIO*

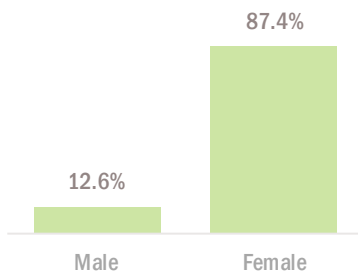


WORKFORCE DEMOGRAPHICS

AGE

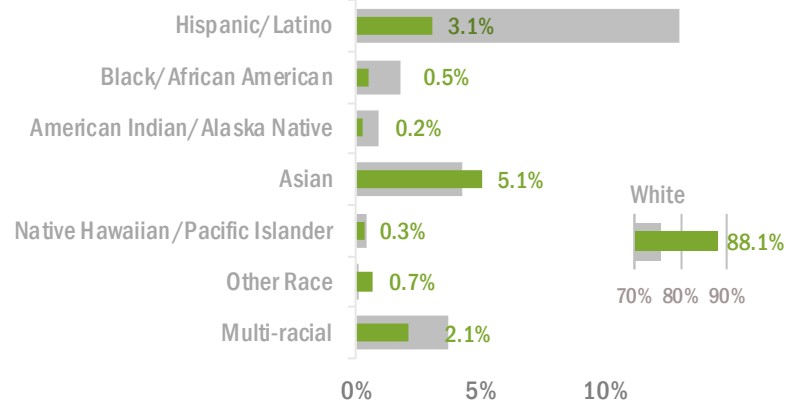


GENDER



RACE & ETHNICITY

WORKFORCE VS POPULATION*

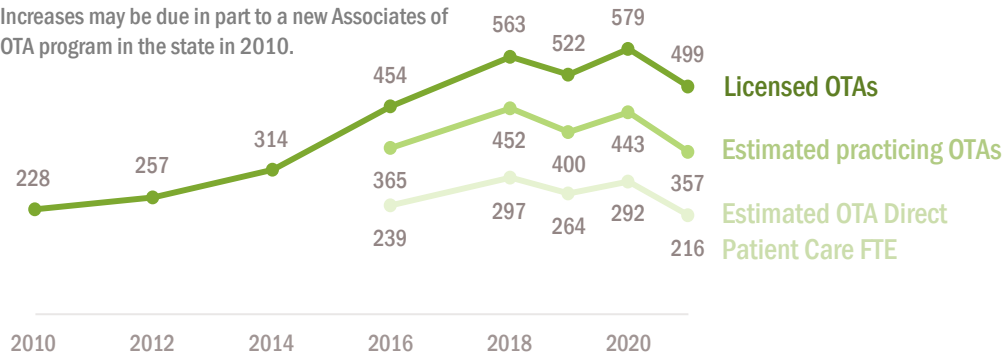


* Licensees who did not report race and ethnicity data are excluded from this chart (9.6% of workforce). Racial categories exclude Hispanic.

Occupational Therapy Assistants (OTA)

OREGONS OTA SUPPLY OVER TIME

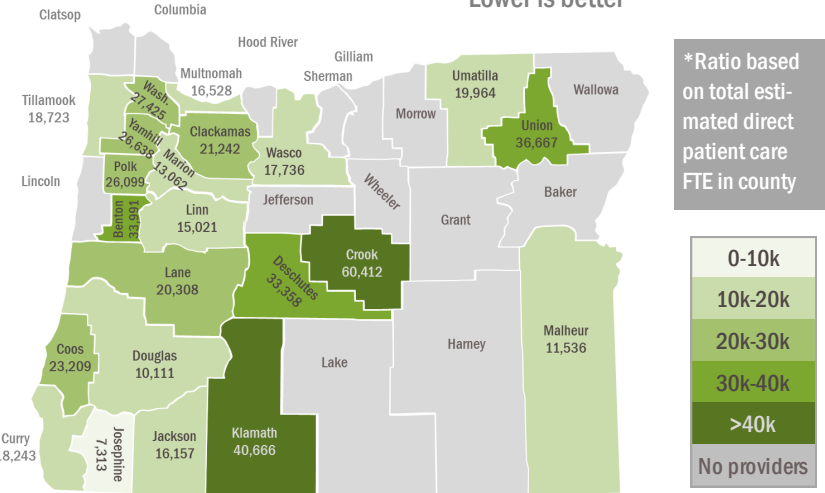
Increases may be due in part to a new Associates of OTA program in the state in 2010.



All subsequent data presented are from OTAs who held an active license as of January 2021 and were actively practicing in Oregon at the time of Health Care Workforce Survey completion (n=322).

ESTIMATED POPULATION-TO-PROVIDER RATIO*

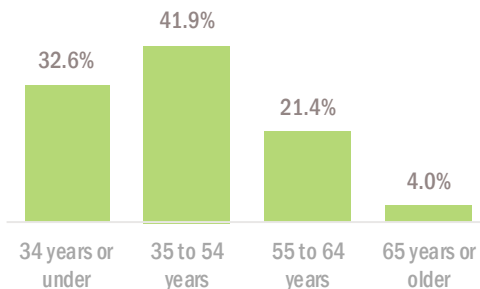
Lower is better



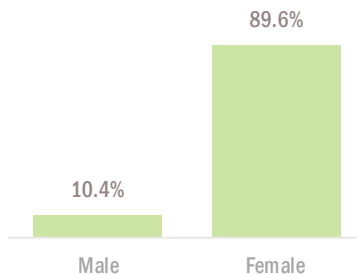
*Ratio based on total estimated direct patient care FTE in county

WORKFORCE DEMOGRAPHICS

AGE

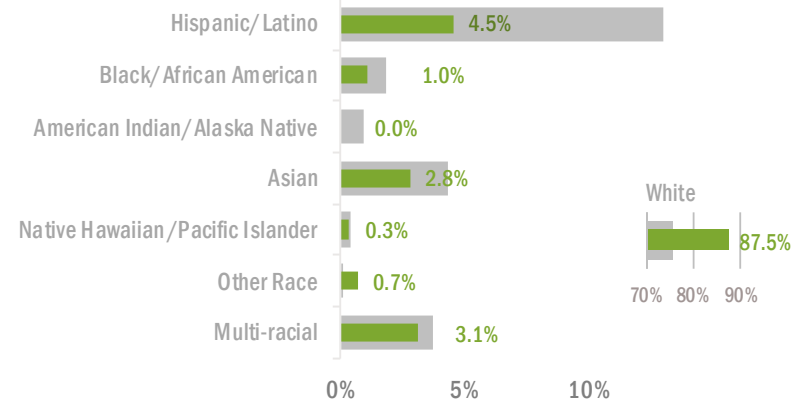


GENDER



RACE & ETHNICITY

WORKFORCE VS POPULATION*



* Licensees who did not report race and ethnicity data are excluded from this chart (11.8% of workforce). Racial categories exclude Hispanic.