

AFFIRMATIVE ACTION PLAN



Occupational Therapy Licensing Board

Nancy Schuberg, Executive Director
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Affirmative Action Plan July 1, 2025 – June 30, 2027

"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

Tina Kotek, Governor

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July 19, 2024

Juliet Valdez, Statewide Affirmative Action Manager
Office of Cultural Change
Dept. of Administrative Services
155 Cottage Street NE
Salem, OR 97301

RE: 2025-2027 Occupational Therapy Licensing Board Affirmative Action Plan

The Executive Director and members of the Occupational Therapy Licensing Board (Board) recognize and appreciate the benefit of 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 underserved communities, 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 five board members, the Board realizes that affirmative action and diversity, equity 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 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

AN EQUAL OPPORTUNITY EMPLOYER

Occupational Therapy Licensing Board

2025-2027 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 Specialist.

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

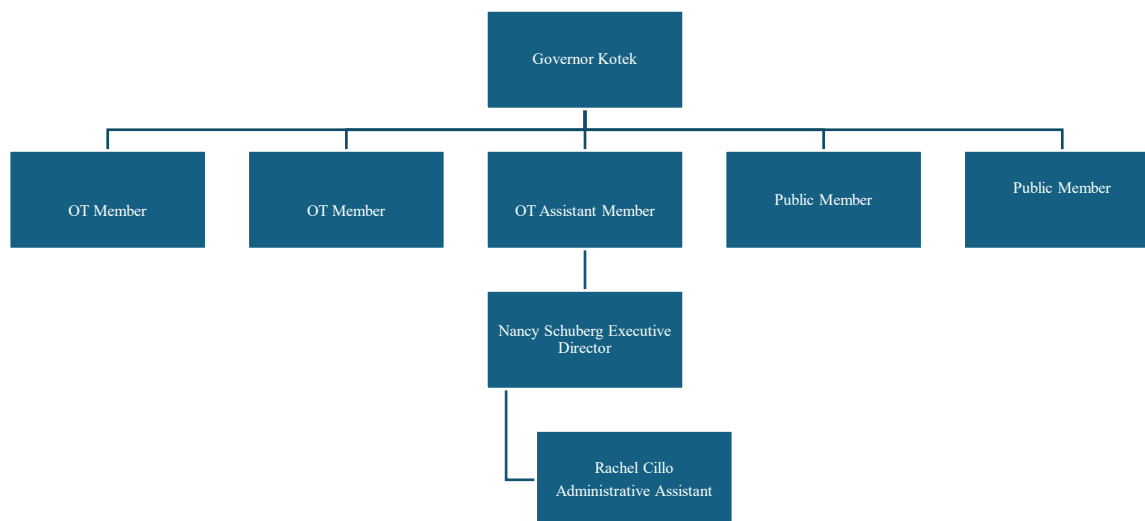
Agency Director / Affirmative Action Representative:

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Governor's Policy Advisor:

Kristina Narayan, Senior Health Advisor

Organizational Chart:



Occupational Therapy Licensing Board

2025-2027 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, gender, 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, Equity 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

2025-2027 Affirmative Action Plan

Progress on 2023-2025 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 2023-25 plan period.

The OT Licensing Board is comprised of five members. The range in age is from 41 to 73. In the 23-25 biennium, the board replaced three of its board members. 1) The board replaced a male OT member who retired after 40 years of service to the OT profession. 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. The new member is a white woman, who works in the Willamette Valley. 2) The board appointed a new public member to replace its former member, an African American male who reached the end of his second term. The board replaced him with a white woman who has two children, both recipients of occupational therapy services. 3) The board appointed a second new public member to replace its former member, an African American male who retired from the board due to illness. The board replaced him with a white woman who is a recipient of occupational therapy services.

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. During the 2022-24 period, board staff (Nancy Schuberg) attended a course entitled "Improving DEI in the workplace," and completed the NBCOT webinar series "Diversity, Equity, and Inclusion in the Regulatory Space." Board staff (Nancy Schuberg and Rachel Cillo) both completed the AOTA modules on DEI, "Diversity, Equity and Inclusion 101," "Addressing Unconscious bias" and "Uncovering Microaggressions."

The Director continues to work with the Oregon Health Authority to collect workforce data during every renewal period. 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.

In 2023, the Director received a performance evaluation from the Board Chair and was evaluated positively on her effectiveness in achieving the Boards Affirmative Action objectives.

On a national level, the *Allied Health Workforce Diversity Act* (H.R. 3320/S. 1679) was included in the large year-end 2023 omnibus bill which was signed into law by President Joe Biden on December 29, 2022. It will support efforts to ensure the nation has a health workforce that is representative of its population and continue to expand access to health care for everyone.

Under this new program, the Health Resources Services Administration (HRSA) will award grant funding to accredited higher education programs of occupational therapy, respiratory therapy, physical therapy,

speech language pathology, and audiology to support their efforts to increase opportunities for students from underrepresented and disadvantaged backgrounds. Modeled after a similar grant program for nurses, funding will support efforts by the program to attract, recruit, and retain individuals underrepresented in these professions.

2025-2027 Affirmative Action Goals

Being a small Board with just 1.5 FTE and no personnel activity does not allow the opportunity to do much in the way of diversifying staff. However, in the upcoming plan period the board will replace its OTA board member and the Board will look for opportunities to further diversify its profile.

In recruiting the new OT assistant board member, the OTLB will work to increase diversity of the board membership through efforts to encourage men, disabled persons and underserved communities 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 board's current Affirmative Action plan.

The board's 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 handles all its own HR matters. It does not receive services from another agency.

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 or discrimination. The board and staff will be reminded on an annual basis starting with the August, 9, 2024 board meeting on how to file a complaint and whom to notify.

In compliance with ORS 659A.012, the Director will continue to be evaluated on compliance with the agency's AA and DEI objectives in her biennial performance evaluation.

The board's AA plan, DEI plan and strategic plan goals are consistent in its goals of providing ongoing educational opportunities for board members and staff.

As part of Governor Kotek's expectations, the board submitted its succession plan and it was approved by CHRO on 1/9/2024.

The board does not contract with any outside vendors.