

OREGON BOARD OF PHARMACY



**Affirmative Action/Diversity & Inclusion Plan
2019 – 2021 Biennium**



Oregon

Kate Brown, Governor

Oregon Board of Pharmacy
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June 21, 2019

Sophorn Cheang
Director of Diversity, Equity and Inclusion
900 Court Street NE, Suite 254
Salem, OR 97301

RE: 2019-21 Board of Pharmacy Affirmative Action/Diversity & Inclusion Plan

Dear Ms. Cheang,

Please see the attached Board of Pharmacy 2019-21 Affirmative Action/Diversity & Inclusion Plan. We are committed to achieving our Affirmative Action goals and determined to maintain a diverse, inclusive and harassment free work environment, where everyone can thrive. Over the past two years, we have incorporated our organizational values of Accountability, Equity, Integrity and Excellence and believe that upholding these values have had a positive impact on our Board, staff, stakeholders and citizens of Oregon.

We have successfully recruited four Board Members, two Inspectors and two Licensing Representatives within the last two years; as well as seven committee members for a newly established committee. This group of new Board/Committee members and staff represent a diverse mix of highly qualified individuals that will result in effective implementation of our mission on behalf of the citizens of Oregon. The Board of Pharmacy is a dynamic team of individuals with diverse social and educational backgrounds, ethnicities, life experiences, and opinions, which results in more thoughtful regulation on behalf of the citizens of Oregon. We are committed to continuing to improve our affirmative action, diversity and inclusion efforts in recruitment and retention of Board members and staff.

Sincerely,

Joseph Schnabel, Pharm.D., R.Ph.
Executive Director

BOARD OF PHARMACY
Affirmative Action/Diversity & Inclusion Plan
2019-2021 Biennium

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I. DESCRIPTION OF AGENCY

A. Mission and Objectives

The Mission:

The mission of the Oregon Board of Pharmacy is to promote, preserve and protect the public health, safety and welfare by ensuring high standards in the practice of pharmacy and by regulating the quality, manufacture, sale and distribution of drugs in Oregon.

Statutory Authority:

The authority and responsibilities of the Board of Pharmacy are contained in Chapter 689 of the Oregon Revised Statutes (The Oregon Pharmacy Act) and Chapter 475 (Uniform Controlled Substances Act).

ORS 689.005 – 995	Pharmacists; Drug Outlets; Drug Sales
ORS 475.005 – 999	Controlled Substances; Illegal Drug Cleanup; Paraphernalia; Precursors
OAR 855 Divisions 001 – 110	Board of Pharmacy Administrative Rules

Statement of Purpose:

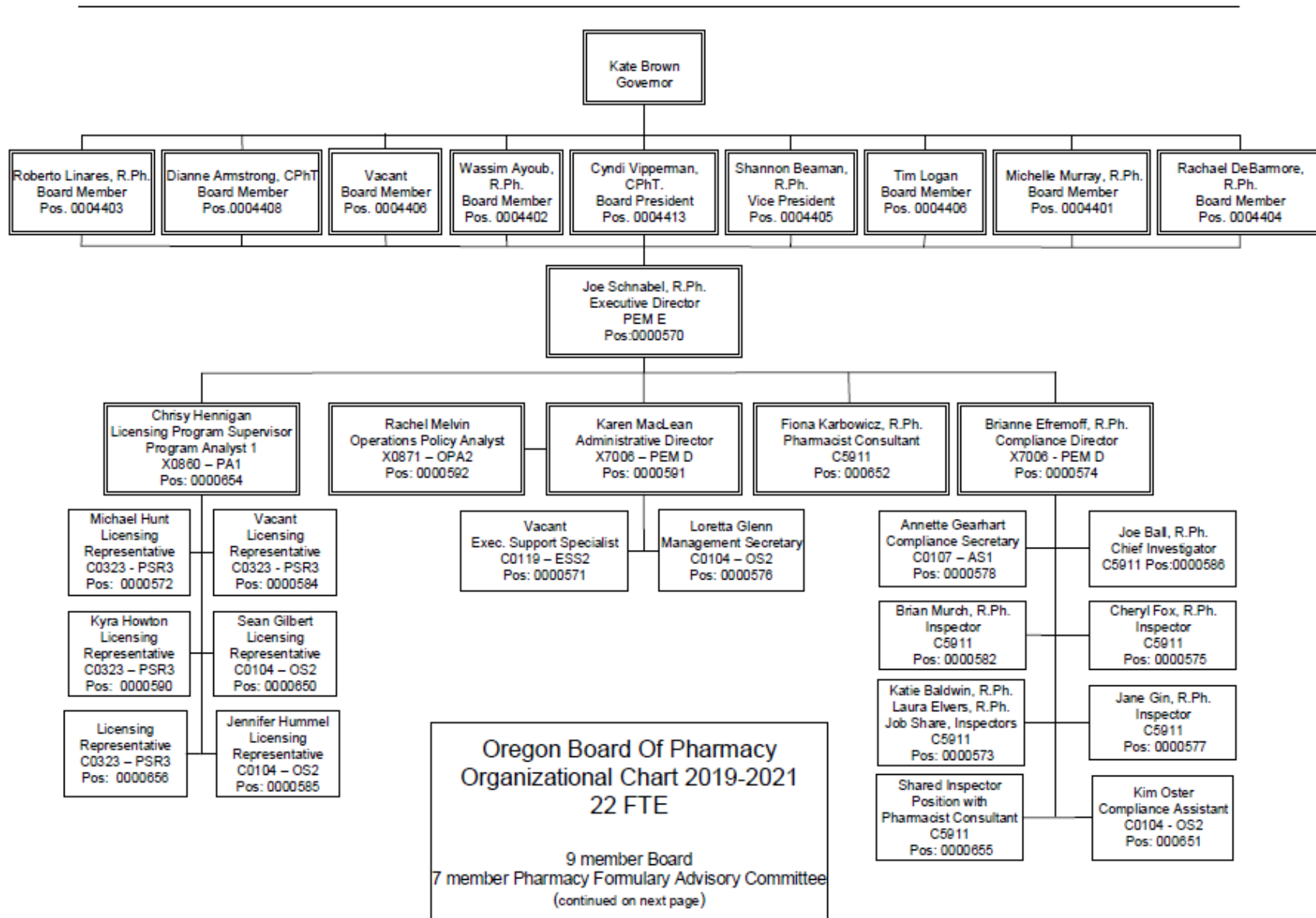
The practice of pharmacy in the State of Oregon is declared a professional practice affecting the public health, safety and welfare and is subject to regulation and control in the public interest. It is further declared to be a matter of public interest and concern that the practice of pharmacy, as defined in ORS Chapter 689, merit and received the confidence of the public and that only qualified persons be permitted to engage in the practice of pharmacy in the State of Oregon.

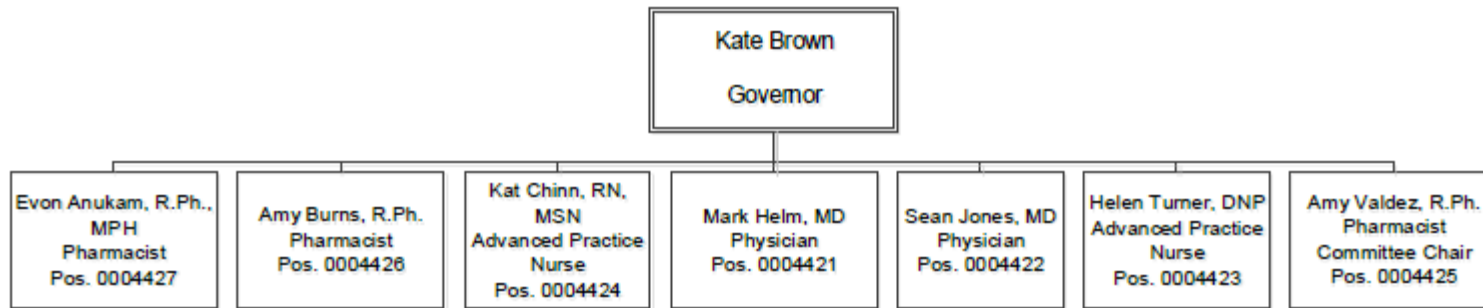
- B. Agency Director
Joseph Schnabel, R.Ph.
Executive Director, Oregon Board of Pharmacy
joseph.schnabel@oregon.gov
(971) 673-0001

- C. The Governor's Policy Advisor
Jackie Yerby
Deputy Healthcare Policy Advisor, Office of Governor Kate Brown
jackie.yerby@oregon.gov

- D. Agency Affirmative Action Representative
Karen S. MacLean,
Administrative Director, Oregon Board of Pharmacy
karen.s.maclean@oregon.gov
(971) 673-0005

E. ORGANIZATIONAL CHART





PUBLIC HEALTH AND PHARMACY FORMULARY ADVISORY COMMITTEE
Established January 1, 2018
2 year terms

Members are appointed by the Governor to make recommendations to the Oregon Board of Pharmacy regarding pharmacist prescriptive authority

Agency Staffing:

The Oregon Board of Pharmacy consists of nine board members, five who are practicing pharmacists, two certified pharmacy technicians, two public members and a new Public Health and Pharmacy Formulary Advisory Committee established during the 2017 Legislative Session and effective January 1, 2018. This seven member, multi-disciplinary committee's responsibility is to evaluate proposals for drugs and devices that may be safely prescribed by pharmacists and directs the committee to recommend drugs and devices for inclusion on the formulary. The agency staff includes 22 full or part time employees and is internally organized into three departments including Administration/Operations, Compliance and Licensing. The Board is budgeted and accounted for as a single program.

The Administration/Operations Department consists of six positions including the Executive Director, Administrative Director, Pharmacist Consultant, Project Manager, Executive Support Specialist and Management Secretary. The Executive Director is responsible for the overall operation of the agency, which includes supervision of the Administration/Operations, Compliance and Licensing Directors/Supervisors as well as the Pharmacist Consultant. The Executive Director reports to the President of the Board.

The Compliance Department is made up of eight positions, which includes six pharmacists and two administrative staff. The Compliance Director directly supervises the Chief Investigator, Inspectors, Compliance Secretary, Compliance Assistant and oversees all work related to Compliance.

The Administrative Director supervises the Project Manager, Executive Support Specialist and the Management Secretary and oversees agency operations and financial activities.

The Licensing Program Supervisor oversees five Licensing Representatives and all aspects of Licensing.

II. AFFIRMATIVE ACTION PLAN

A. Agency Affirmative Action Policy Statement/Diversity & Inclusion Statement

Policy Statement:

The Oregon Board of Pharmacy is committed to providing and promoting a respectful, diverse and inclusive environment for all applicants, employees, vendors, licensees and all people who interact with our agency. The Oregon Board of Pharmacy provides equal employment opportunities to all people and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, national origin, age, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

B. Policy

Policy:

All Oregon Board of Pharmacy staff shall adhere to the Affirmative Action Policy and Plan. Management staff shall assure that the intent as well as the stated requirements are implemented in all employee relationships and personnel practices. All personnel actions of Board staff, all licensing actions and disciplinary actions concerning licensees, shall be administered according to this policy. In addition, it is the duty of every employee of the Oregon Board of Pharmacy to create an office environment 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 Affirmative Action Plan goals. Failure to meet our Affirmative Action standards will be subject to disciplinary actions.

The Affirmative Action Plan is posted on the agency's website, a hard copy is placed in the reception area as well as in the Executive and Administrative Director's offices. All newly appointed board members and new employees, interns and vendors are provided with the link to the plan and must sign an acknowledgment that they reviewed the policy. All employees shall be advised of the procedure for lodging a formal or in-formal complaint. All staff will be provided with contact information and available resources and will be encouraged to bring all complaints to the attention of the Executive Director.

Additional options available for employees to initiate a complaint:

- Use your employer's internal complaint procedure
- Use your respective collective bargaining grievance procedure
<http://seiu503.org/contact-us/>
- File a complaint with BOLI's Civil Rights Division
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- File a complaint with the federal Equal Employment Opportunity Commission (EEOC)
https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm

- File a civil suit in State Circuit Court
<https://www.courts.oregon.gov/how/Pages/file.aspx>
- File a civil suit in Federal District Court
<http://www.uscourts.gov/about-federal-courts/types-cases/civil-cases>

C. Employment

The Oregon Board of Pharmacy Executive and Management Staff are responsible for and will adhere to the affirmative action policy in all areas of employment including the following:

- Recruitment
- Hiring
- Placement
- Promotion
- Development
- Succession Planning
- Retention

The agency will work collectively to provide equal opportunities for all applicants and staff while continuing to implement and achieve our goals of creating and maintaining a diverse and inclusive environment. We believe our current methods have been effective, but realize that our office culture is organic and is influenced by progress and best practices that grow and evolve.

D. Training, Education and Development Plan

The agency's current best practices in the areas of training, education and professional development are a work in progress. Currently our HR Business Partner attends quarterly meetings hosted by the Affirmative Action Manager of the Governor's Office of Diversity, Equity and Inclusion and Affirmative Action and provides meeting feedback to the agency Executive Director.

1. Employees:

- a. All new employees are informed during new hire orientation about their rights and responsibilities under the Board's Affirmative Action Plan and are required to sign an acknowledgment upon reviewing the current plan/policy.
- b. Staff participate in an annual exercise presented by the agency Affirmative Action Representative during an all staff meeting.
- c. Directors attend annual Diversity & Inclusion Conference hosted by the state.

2. Board Members/Interns/Volunteers:

- a. Newly appointed Board Members and existing Board Members are provided with the link to the current agency Affirmative Action Plan on our website and are required to sign an acknowledgement upon reviewing the plan.
- b. Interns are required to review and sign an acknowledgement during their agency orientation.

3. Contractors/Vendors

- a. When contracts are established or renewed, all contractors/vendors are provided with the weblink to the agency's current Affirmative Action Plan.

E. Leadership Development/Training Program

- a. EEO data (Placeholder) – Pending data from DAS HR.

F. Programs

a. Internship Program

1. The Oregon Board of Pharmacy participates in a formal educational internship program required by the Oregon Colleges of Pharmacy. We have partnered with Oregon State University College of Pharmacy and Pacific University School of Pharmacy which provide a pool of diverse candidates for our program. Pharmacy students are assigned to a six-week internship at our agency where they work directly with a Pharmacist Preceptor. The Preceptor identifies tasks and activities related to their career goals. Utilizing interns is a way to educate pharmacists in training about the mission of the Oregon Board of Pharmacy, the regulatory framework as well as provide insight on possible future employment opportunities with our agency.

b. Diversity Awareness Program/Presentations

1. The Executive Director presented the 2017-2019 Affirmative Action Plan to all employees and Board Members in March 2017.

2. The Executive Director attended the 2017 Diversity & Inclusion Conference in September and shared several takeaways with the management team during a weekly operations meeting. He stated that the keynote speaker, Kevin Gannon's presentation called "The Revenge of History: Race and Power in the US" was very impactful because of the current political and social climate. He attended four additional breakout sessions including, "Baked into the Cake", "My Place in the Diversity Conversation", "Courageous Conversations" and "The Racialization of Illicit Drug Use in the US".

3. The Affirmative Action Representative hosted an all staff meeting in September 2017 where staff participated in a fun exercise that demonstrated how we are different and how we are alike, things we can and can't see, and how we identify. Additionally, the staff watched a video of John Lennon's "Imagine" performed by Pentatonix that reinforced the idea of unity.

<https://www.youtube.com/watch?v=NLIWFUDJ95I>

4. The Compliance Director and Licensing Program Supervisor attended the annual 2018 Diversity Conference "Beyond Tolerance, Leveraging Differences" on September 12, 2018. Both Supervisors chose breakout sessions that they believed could positively impact the staff that they manage and will share their takeaways with the management team as well as staff at the next quarterly staff meeting.

a. The Compliance Director attended breakouts including, “Managing Unconscious Bias”, “Understanding Micro Aggressions and Race” and “The Spiritual Journey & Indians of the Columbia River Plateau”. The Licensing Program Supervisor attended “Is Life really Easier for Men?” and “The Power of Diversity & Inclusion part 2 and 3.

G. Community Engagement

The Executive Director, the Compliance Director and the Pharmacist Consultant participated in several community outreach events in the local metro area, as well as throughout the state. The Executive Director plays a crucial role in recruiting and was able to leverage his personal and professional network to assist in the agency’s effort to recruit new board members and inform licensees about positions available on the new Public Health and Pharmacy Formulary Advisory Committee. Board Members, the Executive Director, the Compliance Director, the Pharmacist Consultant and Inspectors attended, held presentations and hosted informational booths at several Trade Specific events in local communities throughout Oregon, as well as nationally such as:

- NABP District and Annual Meetings & Interactive Forums
- Council on Licensure Enforcement & Regulation Executive Leadership Program
- 2017 & 2018 Oregon Society of Health System Pharmacists (OSHP) Annual Mtg.
- APhA Institute on Alcoholism & Drug Dependencies
- 2017 Douglas County Pain Summit Roseburg and Grants Pass, OR
- 2017 Pharmacists Prescribing Naloxone Outreach Coos Bay, OR
- 2017 National Association of Drug, Diversion Investigators (NADDI)
- Multiple CODE 4 Trainings throughout Oregon centered around investigations and behavioral patterns during interviews
- 2017 OSPA Annual Convention & Trade Show
- 2018 OSPA Lane County Mid-Winter CE Seminar Eugene, OR
- OBOP Presentation re: Licensure requirements and Laws & Rules at OSU College of Pharmacy and Pacific University School of Pharmacy

H. [Executive Order 17-11](#) Updates

- a. Respectful Leadership Training (Diversity, Equity & Inclusion) and Sexual Harassment
- b. Board Members and staff must complete two mandatory trainings, “Maintaining a Harassment Free & Professional Workplace and “Preventing Sexual Harassment” in iLearn by 12/31/18.

- c. Statewide Exit Interview Survey
(Results are supposed to be shared with Executive Director)
- d. Performance Evaluations of all Management Personnel.
The following questions are included on all management performance evaluations:
 1. Is proactive in achieving AA/EEO objectives of the agency
 2. Ensures employees are knowledgeable in AA/EEO
 3. Promotes a discrimination/harassment free workplace
 4. Fosters and promotes a diverse workforce and an open & supportive work environment

I. Status of Contracts to Minority Businesses ([ORS 659A0.15](#))

- a. Agency total contract budget = \$114,550
- b. Total number of contracts = 2
- c. Total number of contracts with COBID firms = 1
 1. Donna Silverberg Consulting (WBE OR Cert ID 8143)
- d. Total contract dollars spent on COBID contracts = \$9161.00

III. Roles for Implementation of Affirmative Action Plan

A. Specific, active engagement, and/or innovative activity of:

- a. Executive Director
 1. Oversees interview process and open recruitment best practices. Works closely with agency Client Agency Human Resources Business Partner who attends meetings hosted by the Affirmative Action Manager of the Governor's Office of Diversity, Equity and Inclusion and Affirmative Action and provides meeting feedback to agency Executive Director.
- b. Managers
 1. Utilize state and agency hiring best practices when interviewing potential candidates.
 2. Ensure that their teams comply with the Affirmative Action policy and review the revised plan every biennium.
- c. Affirmative Action Representative
 1. Ensures that all board members, staff and contractors are provided with the current version of the agency Affirmative Action Plan in either hard copy or via weblink.
 2. Encourages all board members and staff to participate in Affirmative Action activities as presented.

IV. July 1, 2017 – June 30, 2019

A. Accomplishments or progress from current biennium's Affirmative Action Plan

- a. Executive Director and Management staff attended Annual Diversity & Inclusion conferences in both 2017 and 2018 and shared their takeaways with staff.
- b. The Executive Director presented the approved 2017-2019 Affirmative Action Plan to all employees and Board Members in March 2017.
- c. Management encouraged respectful workplace behaviors by offering open door policies, being available with little to no notice, listening respectfully and addressing employee's issues and or concerns in a timely manner.
- d. The agency successfully recruited a diverse group of new staff and board members that positively impacted our Affirmative Action Plan goals.
- e. Management embraced ideas of work life balance and embraced flexible schedules, telecommuting, etc., to assist in employee retention.
- f. The Affirmative Action Representative conducted a diversity driven activity/exercise during an all staff meeting, where 100% of staff participated.
- g. The agency's Client Agency Human Resources Business Partner attended the Governor's Office of Diversity, Equity and Inclusion and Affirmative Action meetings and provided feedback to Executive Director.
- h. All open recruitments were posted on the state's E-recruit system.
- i. All newly appointed board members and staff completed all mandatory iLearn training modules as well as reviewed and acknowledged all agency policies and procedures, including the current agency Affirmative Action Plan.

V. July 1, 2019 – June 30, 2021

A. Goals for Affirmative Action Plan

1. Increase agency diversity and inclusion awareness.
2. Expand opportunities for diversity and inclusion training for all management level staff.
3. Seek Board input on how the agency Affirmative Action plan and goals can be incorporated into agency strategic plan.

B. Strategy and Timeline to achieve Affirmative Action Goals

1. Executive Director will conduct exercises with staff to raise awareness of diversity & inclusion within state government by 11/30/2020.
2. Executive Director and Affirmative Action Representative will identify any available training opportunities supervisory staff can attend (ongoing)
3. Executive Director will include Affirmative Action goals as part of the Board's strategic plan by 2/2020.

VI. Appendix A – State Policy Documentation

https://www.oregon.gov/gov/policy/Documents/State_Affirmative_Action.pdf

- A. ADA and Reasonable Accommodation Policy (*Statewide Policy 50.020.10*)
- B. Discrimination & Harassment Free Workplace (*Statewide Policy 50.010.01*)
- C. Employee Development & Implementation of Oregon Benchmarks for Workforce Development (*Statewide Policy 50.045.01*)
- D. Veterans Preference in Employment (*105-040-0015*)
- E. Equal Opportunity and Affirmative Action Rule (*105-040-0001*)
- F. Executive Order 17-11

VII. Appendix B – Federal Documentation

https://www.oregon.gov/gov/policy/Documents/Federal_Affirmative_Action_TitleVII.pdf

- A. Age Discrimination in Employment Act of 1967 (ADEA)
- B. Disability Discrimination Title I of the Americans with Disability Act of 1990
- C. Equal Pay and Compensation Discrimination Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964
- D. Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)
- E. National Origin Discrimination Title VII of the Civil Rights Act of 1964
- F. Pregnancy Discrimination Title VII of the Civil Rights Act of 1964
- G. Race/Color Discrimination Title VII of the Civil Rights Act of 1964
- H. Religious Discrimination Title VII of the Civil Rights Act of 1964
- I. Retaliation Title VII of the Civil Agency Affirmative Action Policy
- J. Sex-Based Discrimination Title VII of the Civil Rights Act of 1964
- K. Sexual Harassment Title VII of the Civil Rights Act of 1964