

**Governor's Office of Disability Affairs  
State As a Model Employer (SAME) Task Force  
October 12, 2018**

<b>Task Force Members</b>	<b>AGENCY</b>	<b>Present</b>	<b>Via Phone</b>	<b>Proxy</b>	<b>Absent</b>
Aneatra Boykin	DOTD			Anecia (via phone)	
Bambi Polotzola	GODA	√			
Cheryl Schilling	DOA	√			
Cindy Rives	LDH			Tracy Barker	
Jeff Arseneaux	Advocate			April Dunn	
Joan Haase	SCS	√			
Julie F. Hagan	OCDD	√			
Kaffia Arvie	LWC			Melissa Bayham	
Ken York	LRS	√			
Lisa S. Vosper	BOR		√		
Nancy Watkins	CRT				X
Quintin Taylor	LCTCS				X
Sue Killam	LSU HDC		√		
Tanisha Matthews	DOC		√		
Taryn Branson	DCFS	√			
<b>State Agency Designees</b>	<b>AGENCY</b>	<b>Present</b>	<b>Via Phone</b>	<b>Proxy</b>	<b>Absent</b>
Cheryl Schilling	DOA	√			
Todd Parker	DAF				X
Terrence Ginn	BOR			Lisa S. Vosper (via phone)	
Shelly Johnson	DCFS	√			
Holly Anderson	CPRA				X
Tanisha Matthews	DOC		√		
Carol Henderson	CRT				X
Dawn Thibodeaux	LED				X
Shannon Hunt	LDE				X
Doug Bordelon	DEQ		√		
Connie Nelson	Governor			Bambi Polotzola	
Julie Foster Hagan	LDH	√			
Beverly James / Amy Dawson	GOHSEP	√√			
Stacie Evans	Insurance				X
Cassandra Washington	OJJ		√		
Gena Doucet	LCTCS				X
Rikki Nicole David	DNR	√			
Susan Rouprich	OFI				X
Sharon Hebert	Pennington		√		
Ginger Krieg	DPS	√			
Sarah Carls	PSC	√			
Brandi Conway	LDR		√		
Julie Brown	SOS				X
Kaya Lambert	SCS		√		
Susan Pellegrin	DOTD		√		
Dustin Guy	LDVA				X
Sherri Gregoire	LDWF				X
Daphne Stewart	LWC			Melissa Bayham	
<b>Staff</b>	<b>AGENCY</b>	<b>Present</b>	<b>Via Phone</b>	<b>Proxy</b>	<b>Absent</b>
Jamar Ennis	GODA	√			
<b>Guests</b>	<b>AGENCY</b>	<b>Present</b>	<b>Via Phone</b>	<b>Proxy</b>	<b>Absent</b>
Brenda Bohrer	LRS	√			
Becky Palmer	Medicaid		√		
Leah Raby	Human Rights		√		

### **Call to order and introductions**

The SAME meeting officially commenced at 9:36 am. Guest and participants in attendance and via conference call introduced themselves in their official capacities.

### **Approval of Minutes**

Cheryl made a motion to approve the September 14, 2018 minutes. Julie seconded the motion. The minutes were approved with no objects or abstentions.

### **Review/Update/Discuss Section III of SAME Report (pages 13-20) "Five-Year Plan with Recommended Statewide Policies and Strategies:**

#### **1. Data Collected through Survey of Workforce**

Bambi Polotzola provided documents relative to the survey to participants. There are 38,000 people who receive the survey and, over 10,000 people who participated. The participation among colleges and universities are low, nearly 28% of individuals who received the survey participated and at least 5.4% of the total number of employees who responded mentioned that they have a disability. The survey data will be provided to members who did not receive it.

This survey was targeted to reach everyone, and the aim next time will be to ensure that GODA captures

DOC and DPS were grouped together and it is difficult to determine what numbers represent each respective agency.

#### **2. Partnerships between State Agencies and Agencies that Provide Employment Services to Individuals with Disabilities:**

Brenda Bohrer met with numerous HR managers, and participated in the state SHERMS meeting. She has more meetings scheduled with interested parties. Brenda received favorable feedback on her presentations. Her agency has been fielding questions regarding the ADA and has received assistance from Dr. Snyder to find answers to these questions. Brenda mentioned that many agencies are already doing what is needed; however, these agencies need to put their policies in writing.

Brenda has been continuously networking to find individuals employment, and believes the process is working. There has been a lot of work being done to move this project forward. The task force will continue to invite Brenda to meetings in an effort to provide linkage to employment opportunities.

There was a discussion relative to getting job opportunities between agencies. There will need to be a coordinated system to use other agencies services to get individuals employed. It was suggested that each agency would have a point of contact to make referrals of qualified applicants to job opportunities.

Rosemary suggested that the task force coordinate a system, and work with each local LGE to establish points of contact.

LGE's and Coordinators have employment goals, it was suggested that there be a point of contact for every LGE to better assist individuals with disabilities to obtain employment.

### **3. Expansion of Scope of Civil Service Fast Tract Rule, 22.8**

Joan Haase said there will be a vote in December for the expansion of the fast tract rule, this should expand the pool of job applicants of persons with disabilities and lift various burdens of for job applicants that has proved troublesome in the past (such as not being required to take a test, and the burden to provide certain documentation), the counselor can attach a letter to the applications to certify certain accommodations. This expansion should and unfavorable postings and will exclude certain. The client will never see the word "fail" on their report if the client is not selected for a job. The members of the task force who were attendance mentioned that this is a great policy.

### **4. Training for Employees, Hiring Managers, and HR Managers**

There was a discussion of the Windmills and CTPT training and the overall cost. State employees will likely have the opportunity to participate in training beginning of March to June of 2019. Joan suggested that there be a mandatory supervisor training to save on cost, and create a long-term plan that would be curriculum based.

The possibility of providing Trainer of Trainer Sessions was discussed to help build internal training initiatives within agencies.

Cheryl stated that agencies probably would like to execute this training in their own way. Some may prefer trainings they can customize internally for the best interest of each agencies workplace needs.

It was discussed to have a cabinet meeting to discuss this initiative further and to receive more buy-in from the highest level. Members would like to see a presentation made to the secretary and have the involvement from the Governor's Office, and the Governor himself (because it is his Executive Order).

Task force members discussed how each agency could fund their training initiatives. There will be more discussion in the next meeting.

### **7. Early Adopter Agencies Pilot Best Practices**

Cheryl shared that the focus of DOA is making sure they are reaching employees and working with LRS, and reaching out to the Higher-Ed community, and work with the necessary parties to move forward with the process.

Cheryl of DOA discussed a training that is currently available entitled the Windmills training. Web-based trainings are currently utilized. She discussed specific trainings for HR managers relative to sensitivity and retention. She says that the Windmills training is positive and modular. She hopes to have a training of trainers program initiated by a proper consultant firm. Cheryl says that Windmills would be of great benefit to the overall efforts, and that the company has a long-standing history of being experienced and versed in the training of HR personnel for these purposes. Ken mentioned that he participated in the Windmills training, and he believed that it was very effective. The group requested a quote and official proposal so that the cost and funding logistics can be determined. The group would also like to see the proposal to get a glance at the components of the program. Joan inquired if training can be developed, and says that CTBT Staff is very talented. Cheryl agrees that the staff is very talented and versed, but believes that the development may take a few years. She believes that the group should first determine the cost via the proposal from the vendor before making the determination of asking the staff to create this training. Ken believes it would be a good idea to ask other state or governmental entities if this type of training already exists.

**Review and Discuss Section 5 of Executive Order JBE 18-08, the responsibilities of each agency as well as Review and Discuss Section IV of SAME Report (pages 20-24), “Recommended Strategies and Guidelines for Agencies”:**

There was a discussion on the plan, and how groups are incorporating what is mentioned in the executive order and the same report.

Cheryl has a plan drafted; however, she has concerns in regards to self-reporting both in the long term and short term. She mentioned that she will move training dates around to work around civil service. Cheryl also mentioned that her agency will work more with colleges, and to coordinate activities with job-fairs etc. Her agency will continue to work with LRS to further their goals and plans. Her plan is two-fold: one for retention and one for recruitment.

Members discussed implementing a tracking plan other than a survey method. Members discussed best practices in collecting survey data for individuals who could not access the link. Members also expressed an interest in implementing LRS Work-based learning opportunities-through VR and LWC.

One state agency will be implementing a one to two-day job shadowing initiative within their plans to provide opportunities to individuals with disabilities.

Bambi encouraged members to send their plans (including drafts) so that task members can receive constructive feedback. The final plans should be emailed to her by October 31, 2018.

**Discussion of Next Steps**

Bambi asked that members to share submitted drafts of plans by Thursday, October 18, 2018.

**Adjournment**

The task force adjourned at 11:27am.