



OFFICE *of the* GOVERNOR

JOHN BEL EDWARDS

**State As a Model Employer Task Force
Friday, June 8, 2018**

Attendees:

Bambi Polotzola
Cindy Rives
Elana Branzaru via phone
Jeff Arseneaux
Joan Haase
Kaffia Arvie
Ken York
Lisa S. Vosper
Rosemary Morales proxy for Mark Thomas
Sue Killam via phone
Tanisha Matthews
Taryn Branson

Guests:

David Gallegos via phone

Staff:

April Dunn
Jolan Jolivette
Melanie Washington
Madison Hoffman

The meeting was called to order. Attendees introduced about themselves and the departments/organizations that they represent.

Review prior minutes and provide updates

1. **Finalize the survey**
2. **Figure out method of distributing the survey**
Survey monkey is developed. Plan on using different methods to get it out. DOA will send the survey out. Working on method for sending out to entities outside of state government, such as universities, etc.
3. **Identify resources for training of agency staff**
 - Check SHRM website
 - What's the budget
 - Develop web-based training for all staff – have different levels of training for each department.
 - Find out what's out already.
 - Provide a more in depth training for HR personnel, including hiring managers
 - Tanisha is attending a webinar and may be able to get relevant information to bring back
4. **Civil service will check on hosting a LEO training that may already be developed or can be developed.**
Joan stated that Civil Service can 'host' a training, however to develop one would take quite a while because the request would go into a cue.

5. Ken will work on identifying a single point of contact

- State agency point of contact – Brenda Bohrer
- **Need to identify point of contact in each state agency**
- Build relationships
- **Attend Undersecretary’s meeting to present Single Point of Contact**
- Concern – that only serving order of selection 1
 - Connect them with American Job Center
 - Part time jobs (PT/WAE positions) are not always posted so citizens do not know that they are available
- OCDD needs a single point of contact also
- LRS, OCDD, and AJC need to all work together to reach all populations
- AJC can be the direct connection to jobs vs. LRS because OCDD part-time people don’t always go through LRS.

Discussion of duties of Task Force and state agencies

1. Improve organizational readiness and create a more welcoming environment for employees with disabilities through:

- What helps get people to a job is getting them to an interview.
Goal: Increase the number courtesy interviews for individuals with disabilities
- Regents has a statewide strategy for work-based learning interagency and external partners
- Training of AJC with cross training of other regional partners; we have our goals and survey, need to work on strategies

2. Develop proactive and targeted recruitment and outreach efforts to better inform the disability community of state positions for which applications are being accepted.

- October job fairs invitations sent to government agencies
- Look at Lafayette as model
- We need to get people to the interviews as well as provide what jobs are open.

3. Establish methods and protocols to use State agency partnerships with LRS/LWC and Civil Service to include IWD for situational assessments and work trials with state time limits which might lead to permanent hire.

WAEs are the perfect vehicle

- a. Let’s make it important. The same way it once was with minorities.
- b. Need to diminish red tape
- c. Awareness of mechanisms with civil service
 - i. Civil Service has mechanism to put “IWD strongly encouraged to apply” on job openings. (Civil Service are state classified jobs only)
 - ii. List of individuals VR-Net: Talent acquisition portal (Ken will follow-up)
 - iii. Upload resumes on LWC HiRE (all jobs are included on LWC)
 - iv. If a person with a disability applies, they get the interview.
- d. Problem: we don’t want people thinking that people with disabilities can only do certain jobs.
- e. Give agencies a reason to do something different.

4. Improving the accessibility of the employment application and hiring process to make learning about job openings and applying for a job opening easier and more accessible to job seekers with a wide range of learning styles, languages, educational levels, and abilities.

5. Improving access to reasonable workplace accommodations not only to job seekers in the hiring process but also to enhance access to reasonable accommodations for existing state employees with disabilities.

Need a place for hiring managers to call to get assistance for necessary accommodations.

- a. Have a guide for each agency so they can see what works best for them
- b. We need to find other ways to get the disability known when they are in the untouchable phase. Eligibility letter? Give reinforcements that someone does want them to come and work.
- c. Tell groups when we don't have funding for them. Then tell them to go to American resource to receive further help.

6. Consider launching SAME Job Fairs to targeted groups and individuals.

7. Host a SAME Summit to "roll-out" hiring initiatives and to inform stakeholders

Cohesive commitment. Key administration officials and SAME point person.

- a. Have Governor and Key staff all together
- b. Speaks to commitment
- c. Would extend to non-state agency

Existing strategies and resources

Look at Hire System on LWC. Sorts by various components. Include in list of potential resources.

List policies that currently exists.

As we work through the system we'll see the gaps.

Joan and Tanisha and Cheryl will develop lists of tools within civil service.

Letters are given to LRS applicants who don't meet order of selection being served. The letters can include language that encourages people to go to AJC. **Ken will review the letter and modify it with resources**

Next Steps

- Tanisha, Ken, and Sue will research available training
- Need to identify point of contact in each state agency
- Attend Undersecretary's meeting to present Single Point of Contact initiative
- Joan, Tanisha and Cheryl will develop lists of tools within civil service.
- Ken will review the letter and modify it with resources

Next meetings are June 22nd and July 13th.