

**Governor's Office of Disability Affairs  
State As a Model Employer (SAME) Task Force  
November 9, 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	√			
Bambi Polotzola	GODA	√			
Cheryl Schilling	DOA	√			
Cindy Rives	LDH			Marcella Jones	
Jeff Arseneaux	Advocate			April Dunn	
Joan Haase	SCS			Kaya Lambert (via phone)	
Julie F. Hagan	OCDD			Rosemary Morales	
Kaffia Arvie	LWC			Daphne Stewart	
Ken York	LRS			Melissa Bayham	
Lisa S. Vosper	BOR	√			
Nancy Watkins	CRT				X
Quintin Taylor	LCTCS			Gena Doucet (via phone)	
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	√			
Terrence Ginn	BOR			Lisa S. Vosper	
Shelly Johnson	DCFS	√			
Holly Anderson	CPRA				X
Tanisha Matthews	DOC		√		
Dawn Thibodeaux	LED				X
Shannon Hunt	LDE	√			
Doug Bordelon	DEQ	√			
Connie Nelson	Governor			Bambi Polotzola	
Marcella Jones	LDH	√			
Beverly James / Amy Dawson	GOHSEP	√			
Cassandra Washington	OJJ		√		
Gena Doucet	LCTCS	√			
Rikki Nicole David	DNR	√			
Susan Roupnich	OFI				X
Sharon Hebert	Pennington		√		
Ginger Krieg	DPS				X
Sarah Carls	PSC	√			
Valerie Joseph	LASERS	√			
Brandi Conway	LDR		√		
Julie Brown	SOS	√			
Kaya Lambert	SCS		√		
Susan Pellegrin	DOTD		√		
Dustin Guy	LDVA			Terry Trend	
Sherri Gregoire	LDWF	√			
Daphne Stewart	LWC	√			
<b>Staff</b>	<b>AGENCY</b>	<b>Present</b>	<b>Via Phone</b>	<b>Proxy</b>	<b>Absent</b>
Jamar Ennis	GODA	√			
Jessica Lewis	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		√		
Tracy Barker	Medicaid		√		
Rachel Pollock	EFSLMP SME		√		

### **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**

The October 2018 minutes will be considered for approval at the next scheduled meeting.

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

Brenda Bohrer met with various individuals of the SAME task force. Bohrer encourages members to inform her of any potential job seekers who are interested in state employment. Bohrer mentioned that 28 individuals with disabilities have been employed since July 2018. The exemption letter must be attached to every new job application.

There were questions relative to the point of contact between the job seeker and the state employer. Bohrer determined how hiring personnel received the applications and resumes of individuals with disabilities by asking the various representatives of the agencies in attendance. The employers will have to manually remove the exceptions through their respective systems.

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

Rosemary Morales mentioned that she will take on the task of sorting through WAE positions and work with the LGEs for job placement.

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

Civil service changed the rule (Civil Service Fast Track Rule, 22.8(a)) in favor of the task force on November 7, 2018, a month earlier than expected.

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

#### **Review and Discuss Section 5 of the 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 Guideline for Agencies”**

Cheryl Schilling attended a Windmills train the trainers program that trains managers how to implement their programs. The training was specifically built for employers and hiring managers, and is considered to be modular due to the fact that the employers can pick and choose their training. Various skills were offered in the training that reinforces how to conduct interviews and other important facets implementing best practices. Schilling mentioned that it is important to determine how future programs are to be developed, the cost, and which agencies should take the lead.

#### **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”**

Bambi Polotzola discussed the cost of the training, it is \$12,500. Every agency will have to pay \$550 for the windmills kit. The cost for the first person that an agency will send will be around \$900-1000, and any additional persons will be around \$400. The max of individuals who are eligible to participate is 40. If there is a great demand for the training, there will be other opportunities for interested parties.

The task force suggested that Governor Edwards supports and promotes the objectives of the task force. It was advised by Polotzola that the presentations be made at the undersecretary meetings and follow up by having further discussions with the various Cabinet members.

The trainings can be conducted at the Claiborne Building. It was mentioned that the Windmills trainings briefly covers ADA but does not provide an in depth presentation. Individuals expressed that ADA training was needed.

### **Review of Agency SAME Plans**

The members of the task force discussed the SAME plans that were submitted. It was discussed how the colleges and institutions of higher education are being engaged. It was determined that many colleges have an "Office of Disability Services", and that it would be a great strategy to target those departments to achieve the goals and objectives of the various state plans and SAME objectives. It was mentioned that encouraging individuals with disabilities to self-identify was a challenge. Groups (DOTD) expressed an interested in Web-based training. Web-based trainings will not be a CPTP requirement.

### **Potential legislation relative to SAME**

Members expressed a need for legislation to support the SAME initiatives, and make the legislature aware that SAME activities are happening, and make the SAME project ongoing. The members expressed interest in looking at what other states have done regarding SAME initiatives, and their supporting legislative activities. Having the legislature involved may insure that the SAME has more longevity during administrative changes- due to the fact that the Executive Order terminates every gubernatorial administration. Members expressed that they are concerned of losing all of the work that has been put in should a change in leadership takes place. It was encouraged to begin with the requirement of having an annual report be submitted.

### **Discussion of Next Steps**

Members are asked to send their legislative ideas and recommendations to Bambi to be discussed at the next meeting. It was also suggested that members research items that can be codified in law.

It was suggested that members of the task force take a look at the survey to better use the data for purposes of SAME. It was also suggested that the task force create ideas on how to create better data.

### **Adjournment**

The task force adjourned at 11:04 am.