Governor’s Office of Disability Affairs

**State As a Model Employer (SAME) Taskforce**

August 13, 2021 11:00-12:00

Roll call of the SAME Taskforce members and proxies occurred.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **√** | Doug Bordelon  | DEQ | **√** | Shelley Johnson  | DCFS | **√** | Jim Mitchell  | OTS |
| **√** | Burgundy Cummings  | SOS | **√** | Sue Killam  | HDC | **√** | Bambi Polotzola  | GODA |
| **√** | Lauren Guttzeit  | LDH | P | Joe Lewis  | CRP | P | Cheryl Schilling  | DOA |
| P | Julie Hagan  | OCDD | P | Quin Lawrence | DOTD | **√** | Lauren Womack  | LCG |
| **√** | Samantha Harris  | SCS | **√** | Tanisha Matthews  | DOC | **√** | Kenneth York  | LRS |

***Promotion and Marketing of SAME Survey and Taskforce***

Rod Washington of XP Synergy gave an overview of the videos promoting the SAME Survey. There are separate videos with Governor and other state leaders that were produced. They can be found at <https://gov.louisiana.gov/index.cfm/page/126>.

The survey was sent out to state employees with the hope of improving equitable access to employment for individuals with disabilities. Bambi added that the Governor’s communication team reached out to the communication teams of various state agencies for assistance with promotion of the survey and various videos produced. Nicholas Halaby from the Governor’s Communications Team added that they built out [a page on the Governor’s website for the SAME survey, which includes all of the videos](https://gov.louisiana.gov/index.cfm/page/126). Additionally, the promotional videos were shared on all the Governor’s social media platforms.



Lauren Womack mentioned that a QR code for the survey has been created at the suggestion of Tanisha Matthews. The hope is to reach employees who may not have access to a computer terminal at work.

***Agency Plans to Promote Survey Among Employees***

Doug Bordelon of DEQ stated that the email would be sent out from their secretary, in addition to being shared on the DEQ internet. Notifications of the survey will also be placed in physical office locations where other HR announcements are posted.

Burgundy Cummings of the Secretary of State’s Office mentioned that there has been barriers to garnering survey responses, because individuals perceive the emails as a scam. This is likely due to the phishing testing the office has been doing recently. She mentioned advertising the survey via physical flyers, with potential future inclusion of the QR code.

Lauren Guttzeit of LDH mentioned that they will be rolling out the survey via the LDH email list, and via the LDH Today newsletter. Marcella Jones mentioned that the HR staff have also been trying to promote the survey. Bambi will reach out to the Human Services Districts/Authorities.

Samantha Harris with Civil Service explained that they have sent out the survey, and plan to send out weekly reminders. They also are planning to add it to their internet newsfeed.

Shelly Johnson with DCFS stated that they have already garnered 500 responses. Secretary Walters sent an email to employees asking for their participation and including the video she was in.

Andrell Ward with DOTD shared that an email was sent out with the survey link and the video with Dr. Wilson on the 11th. She stated that DOTD would consider sharing the QR code as well.

Tanisha Matthews from DOC stated that they shared the survey via email, but that garnering responses were difficult because the corrections officers do not have state emails and do not use computers frequently at work. They will continue to share the survey via the QR code.

Bambi Polotzola from GODA said that she would reach out to the GOEA to ensure the survey is reaching their population.

Brandon Blanchard of OHR shared that periodic reminder emails would be sent to their staff, and expressed support for the QR code.

Kenneth York from LRS shared that Melissa Bayham, LRS Executive Director, sent out the survey to all LRS staff statewide. Daphne Stewart said that she was considering creating a catchy subject line. They also are considering placing a flyer in the Credit Union, since that area has high foot traffic.

Julie Chapman with the Lieutenant Governor’s Office stated that they sent out an email, and are planning to send out a reminder email later on.

Beverly James of GOSHEP stated that they sent an email agency-wide from the director. They are planning to give everyone a week to complete the survey before sending a reminder email.

Sy Brumfield from the Department of Veteran Affairs said they sent out the link via email to all staff who have a state email address. They will also create a flyer with the QR code for their various locations to reach employees without email addresses.

Kayla Kirby from DNR shared that they sent out an email. They also created a graphic to share on their digital monitors.

Lauren Womack suggested posting the QR code in bathrooms, because every employee will likely see it.

Tanisha Matthews suggested the creation of a single flyer for all organizations to utilize; Bambi stated that the Governor’s communications team could draft a flyer.

*The survey will close on August 31st, and data analysis will be provided to agencies by September 31st.*

***Agency Reports/Plans will be due by October 31st.***

Lauren reminded everyone about agency reports due dates. She mentioned how the reports need to include quantitative measures of “success.” She suggested using S.M.A.R.T. (Specific, Measurable, Achievable, Realistic, and Time bound) goals.

***Update on Office of State ADA Coordinator***

Rikki David, the new statewide ADA Coordinator, shared that she has already reached out to various state agencies to solicit copies of their ADA plans. She suggested that each agencies’ plans could include networking with her.

***Next Meeting: September 10, 2021***

This meeting will include a presentation by State Exchange on Employment and Disability of ODEP from 11am-12pm. The plan is to meet 30 minutes before or after the normal meeting time, so there is adequate time allowed for questions.