



OFFICE of the GOVERNOR

JOHN BEL EDWARDS

State As a Model Employer Task Force
Friday, June 22, 2018

Attendees:

Bambi Polotzola
Cheryl Schilling
Elana Branzaru via phone
Jeff Arseneaux
Joan Haase
Julie Foster Hagan
Kaffia Arvie
Teresa Milner proxy for Ken York
Lisa S. Vosper
Nancy Watkins
Sue Killam via phone
Tanisha Matthews
Taryn Branson

Guests:

Tracy Barker via phone
Melissa Bayham
David Gallegos via phone
Rosemary Morales
Becky Palmer via phone
Susan Pellegrin via phone
Leah Raby

Staff:

April Dunn
Jessica Lewis
Jolan Jolivette
Melanie Washington

The meeting was called to order. Attendees introduced about themselves.

Review prior minutes and provide updates

1. Tanisha, Ken, and Sue will research available training

- An email with online trainings was sent out with online ADA trainings
 - On the LEO website it looks like the Division of Administration (DOA) has 3 internal Instructor Led Trainings for ADA. One each with a target audience of the employee, the liaison (I'm assuming this is HR) and the Supervisor. We may want to find out more information from DOA's training department on what it is they currently offer as this appears to be most in line with our previous discussions. Cheryl Schilling may be able to help with this.
 - We can reach out to the EEOC for No-Cost Federal Outreach.
<https://www.eeoc.gov/federal/training/index.cfm>
 - Below is a link to an ADA Coordinator certification program that seems quite detailed. Although it comes at a cost and requires passing a test it may be something to consider for assigned ADA Coordinators within the agencies. Agencies may be able to utilize Civil Service's Rewards and Recognition rule/guidelines to grant a one-time lump sum amount that could at least cover the cost of testing upon attaining certification.
<https://www.adacoordinator.org/>



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- Generic Training for Supervisors from SHRM. A webinar that can be purchased from SHRM
<https://store.shrm.org/education/elearning/americans-with-disabilities-act-ada-el-afb-109.html>
 - From state legislature website:
<http://house.louisiana.gov/ADA/SIDisab.aspx>
 - New York has a training on their website with good sensitivity information. Kaffie will send out information on this.
 - Other training resources are ODEP, the LEAD Center and Job Accommodation Network <https://askjan.org/index.html> and <https://askjan.org/training/index.htm>
 - Suggest training on customized employment for those who choose
 - A small committee (Tanisha, Ken, and Sue) will look through the trainings to narrow them down and develop a format for the trainings. They will focus on a suggested curriculum and organize by topic area
- 2. Need to identify point of contact in each state agency**
- Bambi will work on this and collaborate with Cheryl
- 3. Attend Undersecretary's meeting to present Single Point of Contact initiative**
- The Undersecretary's Meetings are a good place to start to present the Single Point of Entry Contact Initiative. This meeting usually happens on Tuesdays. State HR meeting happens the day after. Schedule presentation after report is finalized.
- 4. Joan, Tanisha and Cheryl will develop lists of tools within civil service.**
- LRS has about 850 people on the waiting list. That's how many letters that would have to go out. A member of the task force is not in favor of LRS being the only door that people have to come through to get access to Civil Service. The thought is that a strategy needs to be in place that allows individuals to go directly to civil service for a job opening. LRS should not be the gatekeeper. Other members of the task force spoke up stating that LRS has been the go between and they think the process is ok.

There was discussion regarding expanding funding to LRS to increase the capacity to serve more people. It was decided that it could be a potential recommendation from the Task Force.



5. Ken will review the letter and modify it with resources

The letter has been printed out but hasn't been modified yet. Ken will send the letter over to Susan for her input. The letter tells the order of selection and leaves space to document what resources are needed to accommodate the individual.

Other Discussion

- There was a discussion on carving out jobs v. providing accommodations. The consensus is that in employing individuals with disabilities, both will have to be done.
- Recommendation for Governor Edwards to make a call for early adopters, State Agencies, to employ individuals with disabilities. This could serve as a pilot program.
- Once all details are worked out, making the connection with targeted recruitment is the missing piece.

Next Steps

- A small committee (Tanisha, Ken, and Sue) will look through the trainings to narrow them down and develop a format for the trainings. They will focus on a suggested curriculums
- What will recommendations be?
- How to recommend changes to the rules at civil service? However, the barrier is how to accommodate the individual not the rules.
- Recruitment is also an issue. Maybe we should pilot through a few state agencies who volunteer. From the pilot, we can bring back case studies which will serve as measures on what works, doesn't work, and what else needs to be done.
- Want to utilize customizable jobs and regular jobs with accommodations.
- We need to think broader. Every agency should be named and ask for more positions. Policy is good but we also need to think about implementation.
- Sue will send out recommendations from other states for task force to review.
- Teresa will send out letters to people not served on waiting list.

Next meeting will be July 13th at 9:30 AM in the Iowa Room of the Claiborne Building.