



Minnesota Department of Human Services

**EQUAL OPPORTUNITY
AND
AFFIRMATIVE ACTION PLAN**

2006 – 2008

**OFFICE FOR EQUAL OPPORTUNITY,
AFFIRMATIVE ACTION AND CIVIL RIGHTS**

Elmer Anderson Building
540 Cedar Street P.O. Box 64997
Saint Paul, Minnesota 55164-0997

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MINNESOTA DEPARTMENT OF HUMAN SERVICES
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PLAN
2006-2008

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I.

ADMINISTRATION

ORGANIZATION

Historically the Minnesota Department of Human Services (DHS) was organized into ten (10) locations in the state and included a Central Office and nine (9) State Operated Services (SOS). In addition, the Department has provided technical assistance to and mentored the Equal Opportunity activities of the County Human Service Agencies in the Minnesota Merit System. Currently the state operated services system is in transition and will soon be based upon the services provided, such as Adult Mental Health, Chemical Dependency, Child & Adolescence Behavior Health, Neurorehabilitation Services, Developmentally Disabled Group Homes, Foster Care and Day Programs, and Community Support and Forensics. While the information contained in this report reflects where we currently are in the transition, the transition is not complete and an updated list of contacts will be made available as changes are made.

The Director of the DHS Office for Equal Opportunity, Affirmative Action, and Civil Rights provides Department-wide direction, oversees the EO activities for Central Office, and provides consultation and oversight to State Operated Services. The Regional SOS Directors have the responsibility for implementing the DHS Affirmative Action Plan in their parts of the agency and for designating one or more Affirmative Action Officers for SOS. The following are the currently designated DHS Affirmative Action Officers/Designees:

CENTRAL OFFICE

Department of Human Services

Office for Equal Opportunity 651-431-3040

Elmer L. Anderson Human Services Building

540 Cedar Street

P.O. Box 64997

St. Paul, MN 55164-0997

ADULT MENTAL HEALTH

Anoka and Mental Health Initiatives

Rod Kornrumpf, Regional Director

Twanda MacArthur 763-712-4050

Anoka-Metro Regional Treatment Center

3300 – 4th Avenue North

Anoka, MN 55303

Community Behavioral Health Hospitals

Rod Kornrumpf, Regional Director

Twanda MacArthur 763-712-4050

Brainerd Regional Human Services Center

11800 State Highway 18

Brainerd, MN 56401

CHEMICAL DEPENDENCY

Fergus Falls

Doug Seiler, Regional Director

Paula Skaalrud 218-739-7223 ext 223

Fergus Falls Regional Treatment Center

1400 North Union Avenue

Fergus Falls, MN 56537

CHILD & ADOLESCENT BEHAVIORAL HEALTH & NEUROREHABILITATION SERVICES

Willmar

Doug Seiler, Regional Director

Karen Ochsendorf 320-231-5375

Willmar Regional Treatment Center (WRTC)

1801 Technology Drive NE

Willmar, MN 56201

MSOCS Foster Care/Group Homes and Day Programs

MSOCS

Doug Seiler, Regional Director

Mary Buss 651-582-1848

Minnesota State Operated Community

Services (MSOCS)

2284 Highcrest Road

Roseville, MN 55155-3818

FORENSICS/COMMUNITY SUPPORT SERVICES

METO/Cambridge

Rod Kornrumpf, Regional Director

Jenny McAlpine 763-689-7219

Minnesota Extended Treatment Options (METO)

1425 State Street

Cambridge, MN 55008

Moose Lake

Doug Seiler, Regional Director

Melissa Gresczyk 218-485-5300 ext 5530

Minnesota Sex Offender Program (MSOP)

1111 Highway 73

Moose Lake, MN 55767

St. Peter

Rod Kornrumpf, Regional Director

Linda Vaske 507-931-7119

St. Peter Regional Treatment Center (SPRTC)

Minnesota Security Hospital

100 Freeman Drive

St. Peter, MN 56082

Ah-Gwah Ching

Rod Kornrumpf, Regional Director

Connie Shockman 218-828-6162 (temporarily until transitioned to Forensics)

Brainerd Regional Human Services Center

11800 State Highway 18

Brainerd, MN 56401

RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES

I. Commissioner/Assistant Commissioner-- Cal Ludeman, Acting/Dennis Erickson

Responsibilities:

Oversee and ensure implementation of the Department's equal opportunity policy and affirmative action program including Central Office and State Operated Services, in compliance with existing federal and state laws and regulations.

- Duties:
1. Appoint the Equal Opportunity Director.
 2. Include accountability for the administration of the agency's Affirmative Action and Equal Opportunity Plan in his/her position description.
 3. Require State Operated Services Site Directors, and all Department managers, and supervisors to include responsibility statements for affirmative action in their position descriptions and annual objectives.
 4. Take action on complaints of discrimination as outlined in the Plan's complaint procedure.
 5. Issue an annual written statement to all employees affirming support of the State's equal opportunity policy and the Department's Affirmative Action and Equal Opportunity Program.
 6. Make decisions and changes in policy, procedures, or accommodations as may be needed to facilitate effective Affirmative Action and Equal Opportunity.

Accountability: The Governor.

II. Equal Opportunity Office Director – Kazoua Kong-Thao, Acting

Responsibilities:

To administer the Department's Affirmative Action, Equal Employment Opportunity and Civil Rights Program.

- Duties:
1. Monitor implementation of the Department's Affirmative Action and Equal Opportunity Plan.
 2. Investigate complaints of alleged discrimination, coordinate handling of discrimination charges brought against the Department, and maintain a centralized record of such charges.
 3. Establish annual hiring goals, review the Department's Affirmative Action Plan annually and complete all civil rights and affirmative action reports as required.
 4. Monitor and provide direction and consultation on Affirmative Action and Equal Employment Opportunity matters to State Operated Services Site Directors and Affirmative Action Officers.
 5. Ensure that Equal Opportunity and Affirmative Action Plan information is disseminated throughout the Department.
 6. Encourage employees to make themselves available for an exit interview and evaluate exit interview data.
 7. Act as the liaison between the Department and the Equal Opportunity

Division of the Department of Employee Relations.

8. Determine the need for affirmative action-related training programs.
9. Review Department policies, procedures, programs, and reasonable accommodations for disabled persons and recommend changes to the Commissioner.
10. Plan and participate in the recruitment of protected group applicants for Department job openings.
11. Maintain contacts with protected group recruitment sources, hold membership in professional and community organizations, and keep apprised of new developments in the area of affirmative action and equal opportunity.
12. Ensure compliance with state and federal human and civil rights laws.

Accountability: Commissioner/Assistant Commissioner for Finance and Management Operations

III. DHS Human Resources Director -- Martha Watson

Responsibilities:

Ensure that personnel policies are administered fairly and are uniformly applied to all employees, and take positive action to remove all barriers to equal employment opportunity within the Department.

Duties: The duties of the Human Resources Director include, but are not limited to the following:

1. Make available to the EO Office Director all records and information data necessary to perform affirmative action duties and responsibilities.
2. Provide the EO Office Director an opportunity to participate in decisions regarding personnel practices.
3. Recommend specific annual Affirmative Action program objectives and annual hiring goals for the Affirmative Action Plan.
4. Aid in the recruitment of members of protected groups and ensure that managers and supervisors are notified of existing disparities at the time of the employment interview.
5. Recommend changes in policy and procedure to improve the Department's ability to achieve affirmative action objectives.
6. Inform the EO Office Director of discrimination charges brought through a union grievance process and consult with the EO Office Director regarding resolution of the grievance.

Accountability: Commissioner/Assistant Commissioner for Finance and Management Operations

IV. Civil Rights Coordinator -- Joann daSilva

Responsibilities:

Develop and implement the Department's Civil Rights Plan to ensure on-going compliance with federal requirements enforced by the U.S. Department of Health and Human Services' Office for Civil Rights (OCR).

- Duties:
1. Maintain a structure for the Department's Civil Rights Plan.
 2. Serve as liaison between the Department and OCR.
 3. Conduct prompt and thorough complaint investigations to resolve allegations of discrimination in the provision of human services.
 4. Provide technical assistance, training and education to service providers and others with a need to know and an interest in the public's right to equal access to human services.

Accountability: Director of the DHS Office for Equal Opportunity, Affirmative Action, and Civil Rights

V. Stated Operated Services Site Directors

Responsibilities:

To oversee and ensure implementation of the State Operated Services Equal Opportunity Policy and Affirmative Action program in compliance with existing federal and state laws, and regulations.

- Duties:
1. Appoint an Affirmative Action Officer and 504 Coordinator for each site, and notify DHS Equal Opportunity Director of these designees.
 2. Resolve internal discrimination complaints and notify DHS Equal Opportunity Director of all enforcement agency charges.
 3. Ensure that DHS Affirmative Action policies are carried out and approve all actions necessary to facilitate this.
 4. Issue an annual written statement to staff communicating support of the affirmative action/equal opportunity policies.

Accountability: Assistant Commissioner for Chemical & Mental Health Services

VI. Affirmative Action Officer/Designee

Responsibilities:

Implement and maintain the Central Office/State Operated Services Affirmative Action Program.

- Duties:
1. Develop and recommend changes or improvements to the AA/EEO program to the Site Director.
 2. Monitor the personnel practices for impact on protected groups; complete progress and other required reports.
 3. Act as liaison with DHS Equal Opportunity Director.
 4. Ensure that equal opportunity/affirmative action policies and procedures are disseminated to employees, including developing and implementing training programs as needed.
 5. Investigate, mediate and recommend resolution of discrimination complaints to the Equal Opportunity Director or SOS Site Director.

Accountability: Equal Opportunity Director or SOS Site Director

VII. Managers and Supervisors

Responsibilities:

To ensure compliance with statewide and Department Affirmative Action

programs and to ensure equal treatment of all employees.

- Duties:
1. Assist the Equal Opportunity Director and/or Affirmative Action Officer(s) in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.
 2. Hire and promote qualified protected group members where a disparity exists.
 3. Communicate and demonstrate a personal commitment to the Department's Equal Opportunity/Affirmative Action policy.
 4. Include responsibility statements for Affirmative Action/Equal Opportunity in position descriptions, and annual performance objectives.
 5. Assist and make recommendations to the designated Affirmative Action Officer regarding special recruitment projects.
 6. Discuss and document training needs and discuss career planning goals with each employee during scheduled performance evaluations.
 7. Ensure that all employees under their supervision receive an annual Affirmative Action orientation.

Accountability: Assistant Commissioner/SOS Site Director, directly, and to the Commissioner, indirectly.

VIII. All Employees

Responsibilities:

All employees shall be responsible for conducting themselves in accordance with the State's Equal Employment Opportunity Policy by refraining from any actions which would interfere with any employee's work performance with respect to that person's race, creed, color, sex, national origin, age, marital status, disability, sexual orientation, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions or affiliations. Employees who believe they have been subjected to unlawful discrimination are encouraged to avail themselves of recourse through the Department's discrimination complaint procedure.

INTERNAL AND EXTERNAL DISSEMINATION

I. Internal Dissemination

- A. The Commissioner will transmit a letter or memo annually to the Department's employees reaffirming DHS' commitment to equal opportunity and affirmative action.
- B. Annual training sessions will be conducted for managers and supervisors on the Affirmative Action Plan and their responsibilities.
- C. On each official bulletin board the following will be posted:
 - 1. the AA/EEO Policy and Procedures; and
 - 2. a copy of the AA Plan.
- D. Employee orientation programs will have an equal opportunity/affirmative action component.
- E. The Affirmative Action Policy will be summarized in appropriate Departmental publications.
- F. The Equal Employment Opportunity and Affirmative Action Policy will be included in the policy and procedures manuals.

II. External Dissemination

- A. The phrase "An Affirmative Action/Equal Opportunity Employer" will be included on DHS' letterhead and in all advertisements for positions.
- B. Positions will be advertised in appropriate protected group publications.
- C. A written expression of the Department's position on equal opportunity will be included in newspapers, magazines, advertising, brochures, etc.
- D. An assurance of non-discrimination will be included in all contracts for programs or activities receiving federal financial assistance, in accordance with HHS regulations, 45 CFR, Part 80.

REPORT, AUDIT AND EVALUATION

- A. On a quarterly basis, the DHS Equal Opportunity Director and residential facility affirmative action officers/designees will:
1. review goal achievement, separation and missed opportunity reports to identify trends/problems and develop action steps to correct.
 2. inform the Commissioner/Site Directors and supervisors and managers of progress or changes in goal achievement status; and
 3. evaluate progress with action steps/efforts made during the previous quarter and update action steps.
- B. Annually, the DHS State Operated Services' affirmative action officers/designees will forward an Internal Complaint Report to the Department of Employee Relations. The report will summarize the numbers and category of complaints alleged and closed during that year.
- C. Biennially, the DHS State Operated Services' affirmative action officers/designees will forward an Affirmative Action Plan to the Equal Opportunity Director that contains:
1. completed and signed transmittal forms that identify facility disparities;
 2. specific action steps for the next two years;
 3. recommendations for improvement in DHS' AA/EEO policies or recommendations for necessary department-wide action steps;
 4. hiring goals for the next two years, based on current disparities;
 5. number of reasonable accommodation requests received, approved, or denied;
 6. Recruitment and Retention plans;
 7. summary report of targeted internship programs; and
 8. other items as required by Administrative Procedures.
- D. Biennially, the DHS Equal Opportunity Director will submit for approval to the Office for Diversity and Equal Opportunity of the Department of Employee Relations, the following:
1. all Transmittal Forms;
 2. policy revisions or additions that have occurred during the previous two fiscal years;
 3. all DHS hiring goals for the period;
 4. Commissioner's statement of commitment; and
 5. all DHS action steps;
 6. recruitment and retention plans;
 7. other items required by Administrative Procedures.

MINNESOTA MERIT SYSTEM AFFIRMATIVE ACTION GUIDELINES SUMMARY

PURPOSE

The Minnesota Merit System's Affirmative Action and Equal Employment Opportunity Policies are administered by the Minnesota Department of Human Services' (DHS) Office for Equal Opportunity, Affirmative Action and Civil Rights. Current affirmative action guidelines for the Minnesota Merit System (MMS) are promulgated in DHS bulletin number 06-89-02, published on May 1, 2006. The purpose of the guidelines is to establish minimum affirmative action and equal employment opportunity standards for the human services agencies in MMS counties. These guidelines are intended to provide a consistent framework with regard to equal employment opportunity and affirmative action in MMS human services agencies.

POLICY

It is the policy of the Minnesota Merit System that county human services agencies conduct all employment practices without regard to race, color, political affiliation, creed, religion, sex, national origin, disability, age, marital status, status regard to public assistance. Equal employment opportunity under this policy includes, but is not limited to, the following: recruitment, examination, appointment, tenure, compensation, classification or promotion and other activities in accordance with applicable federal, state, and local laws and regulations.

A program of affirmative action will be maintained to eliminate barriers to equal employment opportunity and to encourage the employment and advancement of qualified female and minority persons when these groups are under represented in a county human service agency's workforce in any job category. Although hiring goals are not set for persons with a disability, agencies are required to provide equal employment opportunities to, and encouraged to actively recruit, persons with a disability.

RESPONSIBILITIES

A county human service agency's Director has overall responsibility for implementing the MMS affirmative action guidelines throughout that agency. This includes establishing specific internal procedures that minimally meet the standards established in the MMS guidelines.

ROLE OF DHS

The DHS Office for Equal Employment Opportunity, Affirmative Action, and Civil Rights provides consultation, technical assistance, recruitment, training, goal setting review and monitoring of MMS human service agencies to ensure affirmative action and equal employment opportunity in these agencies.

SCOPE

The MMS affirmative action guidelines apply specifically to all employees MMS human services agencies. All MMS agencies must comply with these guidelines regardless of whether they have county-wide affirmative action plans or not. Any Minnesota county may choose to create a county-wide affirmative action plan and have it approved by the Minnesota Department of Human Rights, which will issue a certificate of compliance for approved plans. Alternatively, a county may choose simply to adopt the MMS affirmative action guidelines that are offered by

the Minnesota Department of Human Services -- published in bulletin number 06-89-02 on May 1, 2006 -- for that county's human services agency.

Merit system rules 9575.0090, subpart 2a, and the American with Disabilities Act (ADA), Title I, requires an affirmative action plan, which must contain the following:

- A. A policy defining and prohibiting harassment, including sexual harassment.
- B. An internal discrimination complaint policy and procedure that includes notification of the Department of Human Services' (DHS) Office for Equal Opportunity, Affirmative Action, and Civil Rights of complaints that are brought and their resolution.
- C. Provision for appointment of a person to provide liaison between the county human services agency and the DHS Office for Equal Opportunity, Affirmative Action, and Civil Rights, and to have responsibility for implementation of the guidelines within the agency.
- D. Notification of the DHS Office for Equal Opportunity, Affirmative Action, and Civil Rights of periodic hiring goals established by the county human services agency.
- E. Compliance with the ADA, Title I, which prohibits discrimination against disabled employees or job applicants.

CIVIL RIGHTS PLAN SUMMARY

LEGAL BASIS/SCOPE:

Under the U.S. Department of Health and Human Services (HHS) Regulations, every state agency receiving federal financial assistance from HHS, for any program, is charged with the responsibility to ensure that the service, financial aid, or benefits it provides -- whether through its own staff, its local counterparts, its sub-grantees, or others participating in its programs -- are provided without discrimination on the bases of race, color, national origin, sex, religion, disability and age. The same is required of state and local agencies receiving federal funding from the U.S. Department of Agriculture (USDA). Under USDA regulations, discrimination is also prohibited on the bases of creed and political beliefs.

State and local agencies applying for federal financial assistance for continuing health care, income maintenance, and social service programs are further required to provide methods of administration for their programs to ensure that benefits and services are provided in a nondiscriminatory manner. Agencies must also execute an assurance of compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, as amended, and the Food Stamp Act of 1977.

Finally, under the Department of Human Services policy on equal opportunity in service delivery, discrimination is also prohibited on the bases of sexual orientation and public assistance status in compliance with the Minnesota Human Rights Act.

DHS has established a civil rights compliance plan that was approved by HHS and USDA in 1986. This plan is administered by the Department's Civil Rights Coordinator. It ensures that the Minnesota Department of Human Services and its sub-grantees do not discriminate against applicants or clients for services in their operations, policies and procedures of federally funded programs. The following areas are addressed in the plan:

1. Assignment of Responsibility for Implementation
2. Title VI, Section 504, Age Discrimination & Cultural Awareness Training
3. Compliance by other Participants
4. Dissemination of Information to Beneficiaries & General Public
5. Civil Rights Complaint Policy and Procedure
6. Recruitment and Employment Practices
7. Planning, Advisory and Policy Boards
8. Continuing Compliance
9. Program Accessibility
10. Specific Section 504 Requirements and Institutions
11. Corrective Requirements
12. Compliance Records

II.

DEPARTMENT POLICIES

PURPOSE:

To provide work environments free of unlawful discrimination.

AUTHORITY:

Minnesota Statutes, sections 43A.01, subd. 2; Minnesota Statutes, chapter 363; Minnesota Department of Employee Relations Administrative Procedure 1.2; and all other relevant state and federal laws.

POLICY:

It is the policy of the MN Department of Human Services to prohibit discrimination against any employee, applicant, eligible, contractor, volunteer or member of a community board, because of race, creed, sex, age, color, national origin, religion, disability, marital status, sexual orientation, membership or activity in a local (human rights) commission, or status with regard to public assistance, and to establish procedures for reporting, reviewing and investigating complaints. (See also Policy 58.1 Prohibition of General Harassment.)

POLICY VIOLATION:

Violation of this policy may constitute grounds for disciplinary action, up to and including discharge. Each situation will be evaluated on the circumstances and severity.

DEFINITIONS:

Discrimination: An unlawful employment action based on race, creed, sex, age, color, national origin, religion, disability, marital status, sexual orientation, membership or activity in a local (human rights) commission, or status with regard to public assistance.

Discriminatory Harassment: A repeated, blatant or persistent pattern of verbal, psychological, social or physical action which results in intimidation, ridicule, entrapment, degradation, coercion or harm with the purpose or effect of unreasonably and substantially interfering with and/or jeopardizing an individual's employment. Also, behavior that unreasonably creates an intimidating, hostile or offensive work environment between supervisors and subordinates or among co-workers and is based on a protected characteristic.

Employee: For the purposes of this policy, Employee is defined as any person, whether a paid employee, applicant for employment, volunteer, intern, consultant or contractor under the management of the Department.

Sexual Harassment: A form of discriminatory harassment that includes unwanted behavior of a sexual nature such as requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- 1 Submission to that conduct or communication is made a term or condition, explicitly or implicitly, of employment;
- 2 Submission to or rejection of that conduct or communication is used as a factor in decisions affecting that individual's employment ; or
- 3 That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Employment Actions: Include hiring, discharge, tenure, compensation, terms, upgrading, conditions, facilities or privileges of employment. Adverse employment actions can result from intentional discrimination or from the use of employment systems that have the unintended effect of unlawfully discriminating against groups of persons.

Age discrimination: Discrimination on the basis of age, when the person subjected to discrimination is 40 years of age or older.

Person with a Disability: A person who: a) has a physical, sensory, or mental impairment that substantially limits one or more major life activities, b) has a record of such impairment; or c) is regarded as having such impairment.

Marital status: Refers to a person's status as married, single, remarried, divorced, separated, or a surviving spouse, and includes protection against discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

National origin: The place of birth of an individual or of any of the individual's lineal ancestors, or cultural or linguistic characteristics common to a specific ethnic group.

Sex: Refers to a person's gender and includes but is not limited to sexual harassment, and/or actions based on pregnancy, childbirth, or disabilities related to pregnancy and childbirth.

Sexual orientation: Refers to having, or being perceived as having, an emotional, physical, or sexual attachment to another person without regard to the sex of that person; or having or being perceived as having an orientation for such attachment; or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.

Hostile work environment: A workplace permeated with discriminatory intimidation, ridicule, and insults that are sufficiently severe or pervasive to alter the conditions of the victim's employment and create an abusive working environment

RESPONSIBILITIES:

- A. Commissioner or his/her designee
 1. Implement and promote the provisions of this policy in the Department.
 2. Ensure that employees are fully aware of this policy.
 3. Hold managers accountable for the enforcement of this policy.
 4. Make final determinations to resolve DHS' complaints of discrimination.

- B. Managers/Supervisors
 1. Model appropriate behavior in the workplace.
 2. Take necessary steps to protect employees from unlawful discrimination in the workplace.
 3. Receive reports of alleged unlawful discrimination.
 4. Consult with the DHS Office for Equal Opportunity to determine if the complaint is related to Equal Employment Opportunity and is properly one of harassment/discrimination based on protected characteristics and jointly determine a plan of action.
 5. Hold employees who violate this discrimination policy accountable and take appropriate action when complaints are substantiated.
 6. Participate in internal investigations by providing truthful, accurate, and complete information.
 7. Testify truthfully in administrative and legal proceedings.

- C. Employees
 1. Model appropriate behavior in the workplace.
 2. Inform supervisor/manager or the DHS Office for Equal Opportunity promptly of any concerns regarding unlawful discrimination.
 3. Participate in internal investigations by providing truthful, accurate, and complete information.
 4. Testify truthfully in administrative and legal proceedings.

- D. DHS Office for Equal Opportunity
 - 1. Counsel managers, supervisors, and employees regarding discrimination issues and complaints.
 - 2. Receive and evaluate complaints of unlawful discrimination. Refer complainants to alternate resources for resolution of concerns as appropriate.
 - 3. Thoroughly and impartially investigate complaints when investigation is appropriate.
 - 4. Make recommendations to management regarding appropriate actions to be taken in response to a complaint of discrimination.

COMPLAINT RESOLUTION PROCESS:

A. Resolution of Concern:

While employees may make the initial complaint directly to the DHS Office for Equal Opportunity, employees are encouraged to attempt resolution of the situation first by any of the following:

- 1. An applicant or employee who has a concern about discrimination may inform the person who is perceived to have behaved in a discriminatory manner that his/her behavior is objectionable and ask that it cease; OR
- 2. If the employee is not comfortable confronting the person directly, the employee may make a complaint of discrimination to his/her direct supervisor or the supervisor of the other person; OR,
- 3. If the employee's supervisor is the person perceived to be engaging in unlawful discrimination, the employee may go to his/her next higher supervisor or manager, or to the Office for Equal Opportunity.
- 4. Request mediation services through Office for Equal Opportunity.

B. Complaint Procedure:

- 1. If a concern is not satisfactorily resolved, OR if the employee is not comfortable attempting resolution, an employee should contact the DHS Office for Equal Opportunity.
- 2. A complainant may be interviewed and may be requested to submit a complaint in writing, or to sign a completed complaint form. In some situations, when it has notice of a potential problem of discrimination, the Office for Equal Opportunity may conduct an investigation even if a specific person has not filed a complaint.
- 3. The Office for Equal Opportunity will determine if a complaint is based on protected group characteristics and if it is appropriate for the Office to conduct an investigation. The Office for Equal Opportunity will notify the complainant and the appropriate bargaining unit of its decision to investigate or not in a timely manner, generally within ten business days and according to the bargaining agreement. The Office for Equal Opportunity may bring in an outside investigator or refer a complaint to another office or state agency as appropriate.
- 4. The investigation may include interviews with the complainant(s), subject(s) of the investigation, and witnesses. The Office for Equal Opportunity may review pertinent documents including but not limited to personnel files, computer files and e-mail.
- 5. Upon completion of the investigation, the Office for Equal Opportunity will submit its findings to the responsible party who is authorized to resolve the situation.

6. If the investigation results in a finding that discrimination occurred, appropriate action will be taken in a timely manner. It may include discipline, up to and including discharge. Discipline will be determined on a case-by-case basis, after careful review of all the relevant facts and in accordance with the relevant collective bargaining agreements, Managerial and/or Commissioner's Plans.
7. The complainant, and others who need to know, will be notified of the outcome of the investigation in a timely manner; generally within 60 days of the filing of the complaint. Notification will be made in accordance with the requirements of the Minnesota Data Practices Act and other relevant laws.
8. The Office for Equal Opportunity may exceed the time limits stated in this complaint procedure when the Equal Opportunity Director determines it is necessary to do so. Factors may include, but are not limited to, the scope and complexity of the investigation, number of witnesses, and the availability of investigative resources.
9. Disposition of the complaint will be filed with the Commissioner of the Department of Employee Relations within thirty (30) days of final determination.

C. External Options

Any employee, job applicant or person eligible for employment also has the right to file a discrimination complaint with the Minnesota Department of Human Rights, the U.S. Equal Employment Opportunity Commission, or an appropriate court of law.

Complaints made to the above agencies or in a court of law must be filed within certain time limitations after the occurrence of the alleged discriminatory incident.

Note: State Operated Services' internal procedure must minimally meet the standards as described in the above policy.

**THE DEPARTMENT OF HUMAN SERVICES
CENTRAL OFFICE**

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Please Read Before Completion of Form

TENNESSEN NOTICE: This form asks you to supply data concerning yourself that is considered private or confidential under the Minnesota Government Data Practices Act (Mn. Stat., chapter 13). The reason this data is being collected is to help the Department of Human Services understand and investigate a complaint that you wish to file alleging discrimination or harassment. Although you are not legally required to supply the requested data, failure to do so may make it difficult for the department to investigate your complaint. While providing data may put you at risk in terms of possible legal action that could be taken against you, the consequences of not supplying the data would be that we do not have all of the information relevant to your complaint. If you supply this data, you may be required to testify at subsequent hearings and/or the data you provide may be used to take disciplinary or other remedial action. The other persons or entities which, as authorized by law, may see the data at some point include: supervisors and managers whose input is necessary in the decision-making process; exclusive representatives of employees; staff of the Minnesota Department of Employee Relations; persons and/or entities authorized by you to see the data; arbitrators, hearing examiners and other judicial and/or quasi-judicial officials; and other entities involved in grievances, appeals and litigation over the subject matter of this investigation (includes the Attorney General's office). This could include the: State and federal courts; State and federal human rights enforcement agencies; the Re-employment Compensation Division of the Minnesota Department of Economic Security; law enforcement agencies; counsel for and parties to litigation pursuant to court order; the Legislative Auditor's office; the employee who is being investigated.

Complainant (You)

Name		Job Title or Position Applied for	
Work Address	City, State, Zip Code	Telephone ()	
Work Unit/Area	Mail Code	Supervisor	

Respondent (Person Who Discriminated Against You)

Name		Job Title	
Work Address	City, State, Zip Code	Telephone ()	
Agency	Division	Supervisor	

The Complaint

Check any of the following that you feel may be the basis for the complaint.

<input type="checkbox"/> Race	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Membership or activity in a local human rights commission
<input type="checkbox"/> Sex	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Veterans Status
<input type="checkbox"/> Age	<input type="checkbox"/> Religion	<input type="checkbox"/> Political Affiliation
<input type="checkbox"/> Color	<input type="checkbox"/> Disability	<input type="checkbox"/> General Harassment
<input type="checkbox"/> Creed	<input type="checkbox"/> Reliance on Public Assistance	
<input type="checkbox"/> National Origin		

Date most recent act of harassment/discrimination took place:	If you filed this complaint with another agency, give the name of that agency:
---	--

Describe the situation(s) that makes you feel that you have been discriminated against or harassed. Be specific. Include the name(s) of the individual(s) who you feel have discriminated against or harassed you; a detailed description of the incident(s) the date and time of the incident(s), names of any witnesses and the name(s) of anyone with whom you discussed the incident(s). Use additional paper if necessary.

Give the following information on all witnesses. Use additional paper if necessary.

Name	Address/Work Location	Telephone number

How do you think this situation can be resolved?

This complaint is being filed based on my honest belief that the named person(s) has discriminated against or harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete, to the best of my knowledge and belief. I hereby affirm that I am not using this complaint procedure for reasons of personal malice or abuse towards another employee.

Signature: _____

Date: _____

Received by: _____

Date: _____

Please take, fax, or mail this completed form to the Office for Equal Opportunity, Minnesota Department of Human Services, 540 Cedar Street, Box 64997, Elmer Anderson Building, St. Paul, MN, 55164-0997.

This information is available in other forms to people with a disability by contacting us at the Office for Equal Opportunity at: 651-431-3040 (Voice); 651-431-3041 (TTY); 651-431-7444 (Fax); or via the Speech to Speech Relay at: 1-877-627-3848; or via e-mail at: dhs.equalopportunity@state.mn.us

PURPOSE:

To establish a method to ensure that Affirmative Action hiring goals are considered when hiring decisions are made.

POLICY:

Whenever a Central Office classified or unclassified vacancy occurs in an EEO4 job category (formerly tracked by Bargaining Unit) where there is an unmet affirmative action goal, and one or more identified qualified disparate protected group candidate(s) is/are in the applicant pool, the disparate protected group candidate(s) will be offered an interview, except in the following cases: 1) the position will be filled from a layoff list as required by collective bargaining agreements, 2) the seniority article in the contract applies, 3) the position is to be filled under the terms of a grievance or arbitration settlement, 4) the vacancy is due to a change in allocation of an occupied position. In all other instances, before an offer of employment is made to anyone other than a qualified disparate protected group candidate, the supervisor must submit written justification for the decision not to act affirmatively to, and receive approval from, the Director of the Office for Equal Opportunity or his/her designee.

AUTHORITY:

M.S. 43A.191 and Department of Employee Relations Rules Governing the Statewide Affirmative Action Program and Administrative Procedure #19.1.

DEFINITIONS:

- A. APPLICANT POOL: All candidates who are eligible for an interview for the vacancy in question
- B. DISPARATE GOAL UNIT: Goal unit are set by EEO4 categories (formerly Bargaining Unit) in which the FTE representation of one or more protected groups is less than that group's estimated availability in the relevant geographic area and labor force.
- C. DISPARATE PROTECTED GROUP CANDIDATE: Person who is a member of a protected group that has applied for a vacancy within a goal unit that has a disparity.
- D. DISPARITY: An unmet Affirmative Action Goal.
- E. MISSED OPPORTUNITY: Failure to hire an available, qualified disparate protected group candidate into a disparate goal unit. Under MN statute, sanctions and penalties may be imposed on Departments whose missed opportunities exceed 25% of all hiring opportunities.
- F. PROTECTED GROUPS: Persons who are African American, Asian or Pacific Islander, American Indian or Alaskan native, persons of Latino descent, persons with a disability, and women.
- G. QUALIFIED PERSON: A candidate capable of performing the essential job functions of the position in question.
- H. TARGETED RECRUITMENT: Affirmative outreach and efforts to identify and attract applications from qualified disparate protected group members. Includes a specific plan of action, responsible parties and time frame.
- I. VACANCY: An approved, unclassified or classified position that is open and will be filled.
- J. WRITTEN JUSTIFICATION: Correspondence by memo or E-mail specifying the reasons why none of the disparate protected group candidates could perform the basic functions of the job. This justification must include an analysis of the disparate protected group candidate(s) qualifications in relation to requisite qualifications for successful job performance.

RESPONSIBILITIES AND PROCEDURES:

- A. Assistant Commissioner:
 - 1. Review and make final determinations on selection decisions that the Director of the Office for Equal Opportunity or his/her designee has not approved.

- B. Office for Equal Opportunity Director/designee:
 - 1. Evaluate written justifications for non-selection of available disparate protected group candidates in all disparate goal units.
 - 2. Approve or disapprove selection decisions where disparate protected group candidates are not selected to fill vacancies in disparate goal units; if not approved, request that the Assistant Commissioner review and make a final determination.
 - 3. Provide consultation services, as requested, to hiring supervisors about the interview process related to state and federal laws.
 - 4. Develop and provide training for hiring supervisors about Affirmative Action Requirements policy and procedures.

- C. Human Resources Division:
 - 1. HR Division notifies the Office for Equal Opportunity of all vacancy postings by transmitting an electronic copy of those postings to the Office's Director or his/her designee.
 - 2. If there are no bidders for a vacancy, the HR Specialist sends the hiring supervisor the Pre-Employment Review Process memo and the "Monitoring the Hiring Process Form" that identifies the disparity for the vacancy, both of which are provided by the Office for Equal Opportunity. The disparate protected group candidates are identified for the hiring supervisor.
 - 3. Provides consultation services to hiring supervisors regarding the hiring process.
 - 4. HR Specialists send completed "Monitoring the Hiring Process Form" to the Office for Equal Opportunity for review and signature.

- D. Hiring Supervisor:
 - 1. Contact and consult with the Office for Equal Opportunity at the earliest possible step in the hiring process to discuss the need for targeted recruitment.
 - 2. When hiring for an Unclassified position, if the applicants have not applied through Resumix or a state job application, the supervisor needs to include a Self-Declaration Form with any information sent to potential applicants about the vacancy.
 - 3. Develop an interview that will comply with applicable data practices and equal employment opportunity laws.
 - 4. When a disparity exists, make a good faith effort to contact and offer an interview to all qualified, available, disparate protected group candidates.
 - 5. Provide the Director of the Office for Equal Opportunity Director or his/her designee with written justification if you choose not to make an offer to an available disparate protected group candidate whenever you are seeking to fill a vacancy in a disparate goal unit.
 - 6. When a disparity exists but you do not wish to hire a qualified disparate candidate, delay making an offer of employment until either an approval is

received from the Office for Equal Opportunity Director/designee or a final determination is made by the Assistant Commissioner.

7. Document the interview process and all reasons for non-selection of available disparate protected group candidates.
8. Provide documentation of the interview and selection process as requested for compliance and other evaluation audits.

E. Recruitment & Retention Team:

1. Consult with the hiring supervisor to insure that a Self-Declaration Form is sent by the supervisor to all candidates who are not required to complete a standard State application.
2. Maintain a system of tracking protected group representation in the applicant pool for Unclassified positions.
3. Upon receipt of notification of a vacancy, assist the hiring supervisor in developing a targeted recruitment plan, as needed.
4. When a disparity exists, in cooperation with the hiring supervisor, develop, implement and coordinate a targeted recruitment plan throughout the selection process.
5. Review the "Monitoring the Hiring Process" form, and take appropriate action.
6. Develop and maintain a database of Missed Opportunities for DHS Central Office.
7. Track Central Office workforce composition and produce regular reports of progress toward established numerical goals.
8. Consult with hiring supervisors regarding how to achieve affirmative action goals and reduce missed opportunities.

Note: State Operated Services' internal procedure must minimally meet the standards as described in the above policy.

PURPOSE

The Americans with Disabilities Act (ADA) and the Minnesota Human Rights Act prohibit discrimination based on disability. The Department of Human Services is committed to the fair and equal employment of people with disabilities. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without accommodation. Reasonable accommodation is the key to this nondiscrimination policy.

Reasonable accommodation applies to three aspects of employment:

1. to assure equal opportunity in the employment process;
2. to enable a qualified individual with a disability to perform the essential functions of a job;
3. to enable an employee with a disability to enjoy equal benefits and privileges of employment.

AUTHORITY

Americans with Disability Act (ADA), 42 U.S.C. §12101.et.seq.;
Section 504 of the Federal Rehabilitation Act of 1973 as amended;
Minnesota Human Rights Act, Minnesota Statutes, section 363;
Minnesota Statutes, section 43A;
Department of Employee Relations (DOER) rules governing the Statewide Affirmative Action Program;
DOER Administrative Procedures, 13.1 and 19.2;
All applicable collective bargaining agreements

POLICY

DHS shall assure equal opportunity in the employment process for qualified individuals with physical or mental disabilities through reasonable accommodation unless the accommodation imposes an undue hardship. This policy applies to applicants, employees, and employees seeking promotional opportunities.

DEFINITIONS

- A. Essential functions
Essential functions are tasks considered most critical to the job that employees in the position are actually required to perform, and which if removed would fundamentally change the job.
- B. Person with a disability
For the purposes of this policy a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.
- C. Qualified individual with a disability
A qualified individual with a disability is a person with a disability who has the required skills, experience, education and other job-related requirements for the

position the individual holds or desires and who can perform the essential functions of that position either with or without reasonable accommodation.

D. Reasonable accommodation

A reasonable accommodation is any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to satisfactorily perform the essential functions of the job and to enjoy equal benefits and privileges of employment.

E. Undue hardship

An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the Agency.

METHODS OF PROVIDING REASONABLE ACCOMMODATION

Methods of providing reasonable accommodation include, but are not limited to:

- A. Job restructuring: e.g., adjusting work schedules through job sharing, part-time or flexible work hours.
- B. Job site modifications: e.g., space dividers, rearranged office furniture and equipment, accessible routes to and within the building.
- C. Providing support services: e.g., sign language interpreters, readers, or transportation except between the employee's home and permanent workstation.
- D. Modifications of equipment and/or provision of assistive devices: e.g., teletype machines for the deaf [TTY], assistive listening devices, tactile markings on equipment, or special computer equipment or software.

REQUEST PROCEDURE: EXISTING STAFF

A. Employee responsibilities

1. The reasonable accommodation process begins when the employee informs his/her manager or supervisor or the DHS ADA Coordinator of the request for an accommodation. This may be done orally or in writing. The request for accommodation may also come from a third party.
2. The employee may complete the Employee Request for Reasonable Accommodation form and submit it to the supervisor, or request assistance in completing the form from the supervisor or the ADA Coordinator. The employee must complete an Authorization for Release of Medical information when requested by the ADA Coordinator.

Completion of the above forms by the employee is not required to process the request, but if requested information or authorization for release of medical information is not provided it may delay the accommodation process or result in a denial of the accommodation request.

3. Provide additional information as requested by manager, supervisor or ADA Coordinator.

B. Manager or supervisor responsibilities

1. When informed by an employee of the request for accommodation the manager or supervisor should request that the employee complete the Employee Request for Reasonable Accommodation form and consult with the ADA Coordinator.
2. Within a reasonable amount of time the manager or supervisor must consult with the employee and the ADA Coordinator, using the Employee Request for Reasonable Accommodation form as guidance to:
 - a. Discuss the purpose and essential functions of the particular job involved;
 - b. Determine the precise job-related limitation;
 - c. Identify possible accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job; and
 - d. If an accommodation is needed, select and implement the accommodation that is effective, taking into consideration the individual's preferences.
3. Consult with ADA Coordinator and the employee to periodically review the accommodation to assess if the accommodation is still necessary and effective. Take the necessary steps to maintain, revise or discontinue the accommodation as needed.

C. ADA Coordinator responsibilities

1. Consult with the manager or supervisor and the employee to provide both with a copy of this policy when notified of the accommodation request, explain the reasonable accommodation process, and to assist in completion of step 2 under the Supervisor's responsibilities above.
2. Request documentation of the employee's functional limitations to support the request, including medical information as needed, and maintain records of each accommodation request.
3. Within a reasonable amount of time make a determination of whether the employee is a qualified individual with a disability.
 - a. If Yes, the ADA Coordinator will notify the employee and the manager or supervisor of this determination and continue with the accommodation process.
 - If an accommodation is needed, the Department will consider an individual's preference. However, the Department is free to choose between equally effective accommodations and may choose the one that is less expensive or easier to provide. The ADA Coordinator will make a recommendation to the employee and the manager or supervisor regarding any necessary actions to implement the accommodation.
 - If the ADA Coordinator is unable to make a decision about providing the accommodation, he or she will notify the employee and the manager or supervisor and forward the request, along with his/her recommendations, to the Director of the Office for Equal Opportunity for review and a decision.

- b. If No, the ADA Coordinator will notify the employee and the supervisor that the request for accommodation has been denied.
4. If an accommodation cannot overcome the existing barriers or would cause an undue hardship on the operation of the business, then the employee, the manager or supervisor and the ADA Coordinator will work together to determine whether job reassignment may be an appropriate accommodation.
 - When job reassignment is appropriate, the ADA Coordinator will first look for a vacant position in the Department equivalent to the one presently held by the employee in terms of pay and job status. If the individual with the disability is not qualified, with or without reasonable accommodation, for a vacant position, (or a position the Department knows will become vacant within a reasonable period) the Department may reassign the individual as a reasonable accommodation to a lower graded vacant position for which the employee is qualified. If this occurs, the Department is not required to maintain the individual's salary at the previous level.
 - The Department will look at transfer, mobility, appointment, noncompetitive and competitive opportunities. The Department is not required to create a new job or to bump another employee from a job to provide a reassignment as a reasonable accommodation.

D. Director of the Office for Equal Opportunity responsibilities

1. When the Director of the Office for Equal Opportunity reviews a request for accommodation he or she will provide a decision regarding provision of the accommodation in writing to the ADA Coordinator, supervisor, and employee within a reasonable amount of time from the date the request was received from the ADA Coordinator.

REQUEST PROCEDURE: JOB APPLICANTS IN HIRING PROCESS

A. Applicant responsibilities

1. The reasonable accommodation process for applicants begins when the applicant informs the interviewing manager or supervisor, or the Human Resources Division, of the need for accommodation in order to participate in any part of the hiring process.

B. Interviewing or hiring manager or supervisor, or Human Resources Division responsibilities

1. Discuss the request for accommodation with the applicant when the request is made.
2. Consult with the ADA Coordinator as needed to determine if the applicant is a person with a disability and if an accommodation is needed, and to identify possible accommodations.
3. If an accommodation is needed, select and implement the accommodation that is most effective.
4. If an accommodation is not needed, inform the applicant of the reason in writing, within five working days of the decision.

ADVERSE HIRING, FIRING, OR PROMOTIONAL ACTIONS

If any health care records or medical information adversely affects any hiring, firing, or promotional decisions concerning an applicant or employee, the applicant or employee must be notified of that information within ten days of the final decision.

CONFIDENTIALITY

Any medical documentation or information obtained in this process must be collected and maintained on separate forms and in separate medical files and must be treated as a confidential medical record, available only under limited conditions specified in the ADA and the Minnesota Human Rights Act.

FUNDING

The Department must provide funding for reasonable accommodations which do not cause an undue hardship. The Central Office Reasonable Accommodation Fund may be used to pay for accommodations with prior approval from the DHS ADA Coordinator.

NOTIFICATION

The DHS ADA Coordinator will notify employees of the DHS Reasonable Accommodation Policy through employee orientation, training and disability awareness events, or when a request for reasonable accommodation has been made.

COMPLAINTS AND APPEALS

The DHS ADA Coordinator will advise employees of their right to appeal accommodation requests that are denied through the DHS discrimination complaint procedure.

The hiring or interviewing manager or supervisor, or the Human Resources Division, will advise applicants of their right to file a complaint with outside enforcement agencies for accommodation requests that are denied.

CANCELLATIONS

This procedure cancels Reasonable Accommodation procedure 51.02 dated 7/98.

Note: State Operated Services' internal procedure must minimally meet the standards as described in the above policy.

A PERSON WITH AIDS IS PROTECTED UNDER ADA

What is AIDS?

Acquired Immunodeficiency Syndrome (AIDS) is a disease characterized by a defect in the body's immune system. People who develop AIDS become more vulnerable to certain infections and cancer.

What is the State's policy on AIDS?

As an employer, we treat state employees with HIV/AIDS the same way we treat employees with any disability. We will not discriminate against any applicant, employee or client because he or she may have AIDS or an HIV-related condition. A person with HIV/AIDS is protected by the federal Americans with Disabilities Act.

Employees with AIDS or an HIV-related condition may wish to continue working until they are unable to work any longer. As long as employees are able to perform essential job functions with or without reasonable accommodation, they will not be denied continued employment with the State. If it is determined necessary, an effort will be made to modify an employee's duties based on medical recommendations from the employee's physician.

If you have AIDS, and need reasonable accommodation, please contact your ADA Coordinator.

- Culled from DOER's policy on AIDS

For more information about AIDS and state employment, call:

Minnesota Department of Employee Relations
State Employee Assistance Program
(651) 296-0765 TTY (651) 297-5533
(800) 657-3719

Remember that chemical dependency treatment is covered by the state's health insurance plans. Please contact your health plan for specific information about your coverage.

For more general AIDS information, call:

Minnesota Department of Health
(651) 201-5414

Minnesota AIDS Line
Twin Cities (612) 373-2437
Greater Minnesota 1-800-248-AIDS

PROHIBITION OF GENERAL HARASSMENT & COMPLAINT PROCEDURES

PURPOSE:

To establish a policy on prohibition of general harassment and to establish procedures for reporting and reviewing and/or investigating such complaints.

AUTHORITY:

The Department of Employee Relations (DOER) Administrative Procedure 1.2 (harassment prohibited).

POLICY:

DHS shall provide an environment free of verbal, psychological, social or physical harassment. Employees who believe they have been harassed by other employees or agency customers or clients may file complaints (as described in this document) against those persons.

DEFINITIONS:

- General Harassment: An egregious, repeated or persistent pattern of verbal, psychological, social, or physical action which results in intimidation, ridicule, entrapment, degradation, coercion or harm with the purpose or the effect of unreasonably and substantially interfering with and/or jeopardizing an individual's employment, or unreasonably creating an intimidating, hostile or offensive work environment, providing the harassment is not based on any protected characteristics.
- Protected Characteristics: Race, color, sex, disability, religion, creed, national origin, age, marital status, status with regard to public assistance, sexual orientation, political activity, and membership or activity in a local human rights commission.
- Employee: As used in this document, the word "employee" includes DHS employees, interns, volunteers, and independent contractors.

POLICY VIOLATIONS:

1. The Commissioner shall:

- A. Implement the provisions of this policy.
- B. Ensure that employees are fully aware of this policy.

2. Each employee shall:

- A. Report allegations of harassment to his/her immediate supervisor, to the Office for Equal Opportunity Director, or to the Human Resources Director, by completing the Central Office Discrimination/Harassment Complaint Form (available in the Office for Equal Opportunity, the Human Resources Division, or on the DHS Intranet site), or by submitting a written statement detailing the specific action involved, type of harassment (general or protected characteristic), persons responsible and requested remedy.
- B. Not use this complaint procedure for reasons of personal malice or abuse towards another employee.

3. Supervisors shall:

- A. Review complaints with staff of the Office for Equal Opportunity to determine if the complaint alleges harassment based on the employee's protected group characteristics, or if there is some other indication that the issue might be related to the employee's protected group characteristics.
- B. Investigate and resolve complaints of general harassment.
- C. Coach and counsel employees or take disciplinary action, up to and including discharge, when warranted.

4. The Office for Equal Opportunity Director or designee shall:

- A. Review all complaints to determine whether the complaint is general harassment or based on protected characteristics.
- B. Handle the complaint to its conclusion if the determination is made that the alleged harassment is related to protected characteristics. (Refer to Procedure Manual #58.2, Prohibition of Discrimination.)
- C. Refer the complaint to the Human Resources Director if the determination is that the alleged harassment is not related to protected characteristics.

5. The Human Resources Director or designee shall:

- A. Conduct an appropriate review of the complaint, refer the complaint to the employee's supervisor or, if the complaint is related to an action of the supervisor, to a higher level of supervision for review. The review shall begin within 15 working days from the date the complaint was received by the Human Resources Director. The review may include any or all of the following:
 - Interview the complainant.
 - Interview other appropriate individuals.
 - Gather relevant information.
 - Write a summary.
 - Discuss the situation with appropriate supervisory and managerial personnel.
 - Provide a written statement to the complainant and/or to the person (s) charged with general harassment outlining the status of the review and whether action is to be taken.
- B. Ensure that appropriate levels of management implement any necessary actions.

Note: State Operated Services' internal procedure must minimally meet the standards as described in the above policy. Each facility at their discretion can assign a designee other than the Human Resource Director to handle general harassment complaints.

STATE OPERATED SERVICES - DISCRIMINATION COMPLAINT HANDLING

POLICY:

Charges alleging discrimination in employment or service delivery are to be dealt with in a timely and consistent manner, and appropriate Department of Human Services and Attorney General staff will be involved at the various stages of response and resolution.

AUTHORITY: Commissioner of the Department of Human Services.

PURPOSE: To prescribe a standard method of dealing with charges of illegal discrimination.

DEFINITIONS: None

RESPONSIBILITIES:

Site Directors for residential facilities are responsible to notify the Central Office Equal Opportunity Director of all charges of alleged discrimination at any facility for which the Director is responsible.

PROCEDURES:

- A. The Department of Human Services Office for Equal Opportunity will act as the central source of consultation and will maintain a centralized database of all Human Rights or Equal Employment Opportunity Commission charges. The database will include a log of notices of charges and a timetable for preparation of a response in each case, and decisions made concerning how best to proceed with the response.
- B. The Office for Equal Opportunity will review the charge and will coordinate necessary information gathering and preparation for responses in conjunction with State Operated Services staff and appropriate attorney general staff.
- C. Upon receipt of a charge of alleged discrimination, Directors will notify the Central Office Equal Opportunity Director of the charges by telephone, followed by written confirmation and copy of the charge upon receipt of the charge.

REFERENCES: None

CANCELLATIONS: This policy supersedes Residential Facilities Policy Manual Number 2110, dated April 24, 1990.

RETENTION PLAN

PURPOSE:

To establish a plan of activities to retain protected group employees that is coordinated between DOER and the DHS Retention Team. These initiatives will improve productivity, make the work place more conducive to diverse employees, and guide employees toward promotional opportunities.

AUTHORITY:

MS 43A.191, Subd. 3(c), ADA, Title VII of the Civil Rights Act, and M.S. 363

POLICY:

The DHS Office for Equal Opportunity will determine separation patterns that may have disparate impact on protected group members. The Office for Equal Opportunity will insure that reporting of retention rates will coincide with Affirmative Action reporting requirements and auditing.

RESPONSIBILITIES:

- A. Commissioner:
 - 1. State the agency's commitment to affirmatively retain protected group employees in the affirmative action statement of commitment.
 - 2. Designate person(s) who are responsible for the agency's retention activities.
 - 3. Inform the Equal Opportunity Director of any pending reductions in workforce.

- B. Division Directors:
 - 1. Demonstrate a good faith effort to retain protected group member employees.

- C. Equal Opportunity Director or designees:
 - 1. Analyze separation and layoff patterns of all employees to determine the impact on protected group members.
 - 2. Identify specific methods of helping to retain protected group employees (e.g., mentorship, training, individual development plans, employee network groups, etc.).

- D. Recruitment and Retention Team:
 - 1. Where possible, identify and advise current employees of mobility and career advancement opportunities.
 - 2. Develop programs and implement activities that will promote awareness, acceptance, and appreciation of diversity and affirmative action.
 - 3. As necessary, establish a designated liaison to work with DOER's Office of Diversity and Equal Opportunity to assist ODEO with implementation of the statewide mentorship program.
 - 4. As necessary, work to re-deploy laid off employees to other areas within state government.
 - 5. Create reports from data provided by DOER/ODEO for separation analyses, exit surveys and internship experiences.

- E. In the event that a reduction in the workforce is imminent, the Human Resources staff assigned to work with the layoffs will contact the Director of the Office for Equal

Opportunity, or designee. Together they will analyze the situation to determine if there will be a negative impact on protected group members. They will determine if there is an alternative course of action that would accomplish the supervisor's goals without the negative impact.

WEATHER EMERGENCIES AND EVACUATION

All locations that are considered DHS' buildings have conspicuously posted weather and emergency evacuation or relocation plans. Written plans are communicated and readily available to employees at each location. Plans include alternative methods for persons with disabilities for notification of evacuation or relocation. Auditory signals, visual signals, and substitute avenues for elevator or stairway use are included in the plans. It is the procedure to assign a "buddy" to each employee who has different needs for physical evacuation of the buildings. Specific accommodations may be made for persons with disabilities consistent with their needs in accordance with reasonable accommodation request procedures.

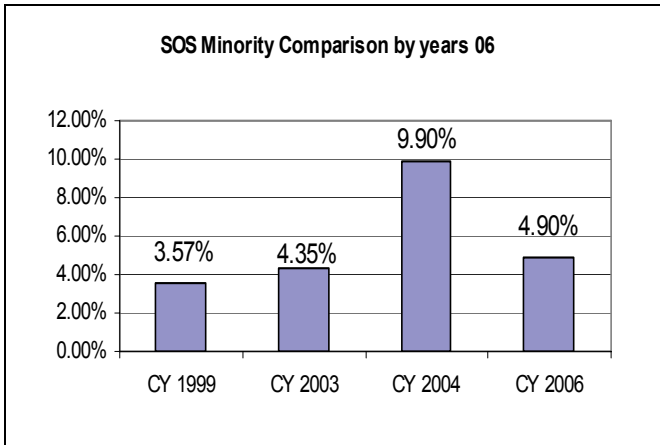
These plans may be incorporated into, consistent with, substituted by, or equivalent to safety plans.

Note: State Operated Services' internal procedure must minimally meet the standards as described in the above policy.

III.

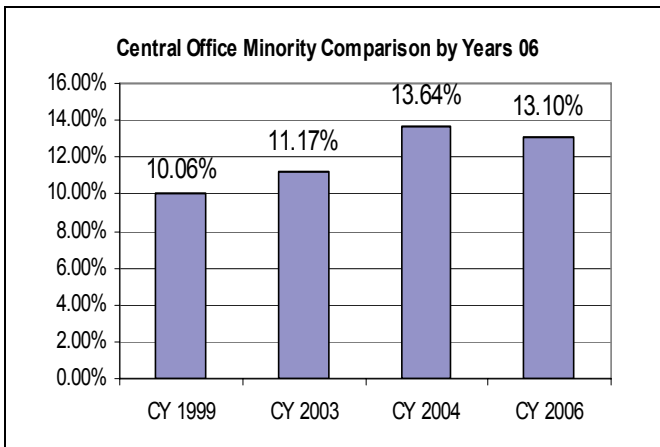
**CURRENT STATUS OF
EMPLOYMENT**

**DHS WORKFORCE COMPARISON
MINORITY GROUP – 1999 to 2006
(Employee data as of July 2006)**



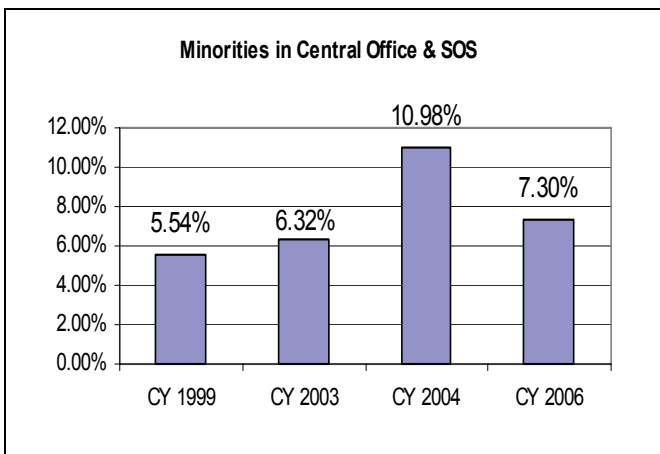
State Operated Services

Year	1999	2003	2004	2006
Percent	3.57%	4.35%	9.9%	4.9%
Minority Employees	143	204	481	251
Total Employees	4,004	4,695	4,857	5,148



Central Office

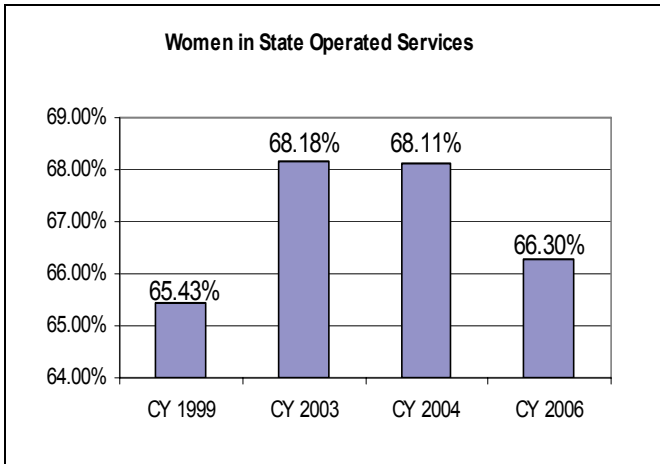
Year	1999	2003	2004	2006
Percent	10.06	11.17	13.64	13.1
Minority Employees	176	214	268	280
Total Employees	1,750	1,916	1,965	2134



Total State Operated Services & Central Office

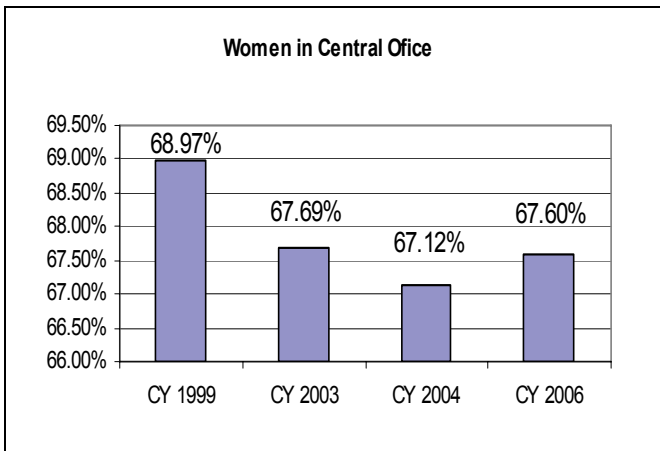
Year	1999	2003	2004	2006
Percent	5.54	6.32	10.98	7.3
Minority Employees	319	418	749	531
Total Employees	5,754	6,611	6,822	7282

DHS WORKFORCE COMPARISON
Women Group– 1999 to 2006
(Employee data as of July 2006)



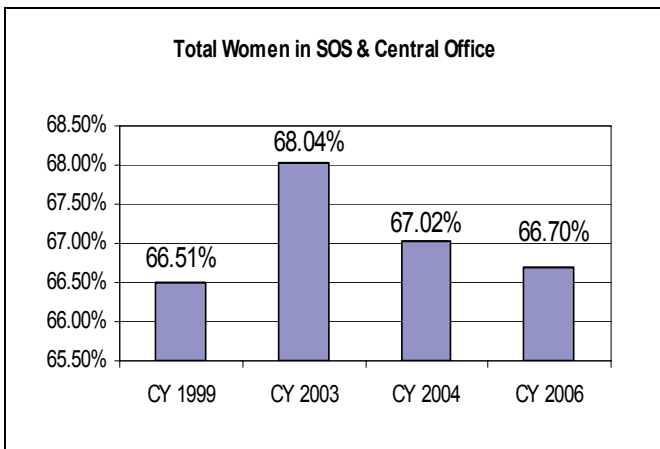
State Operated Services

Year	1999	2003	2004	2006
Percent	65.43	68.18	68.11	66.30
Female Employees	2,620	3,201	3,308	3414
Total Employees	4,004	4,695	4,857	5148



Central Office

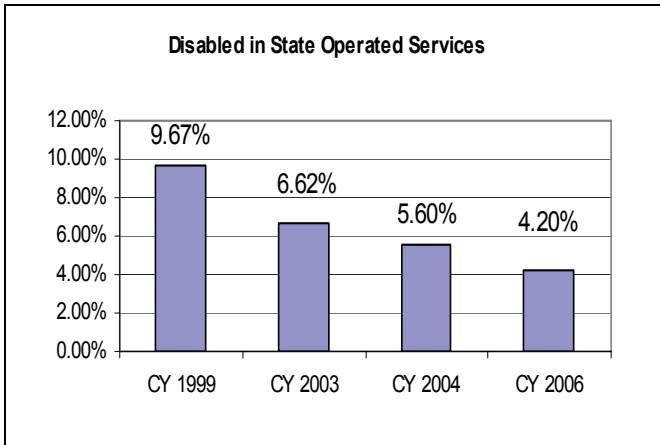
Year	1999	2003	2004	2006
Percent	68.97	67.69	67.12	67.6
Female Employees	1,207	1,297	1,319	1443
Total Employees	1,750	1,916	1,965	2134



Total State Operated Services & Central Office

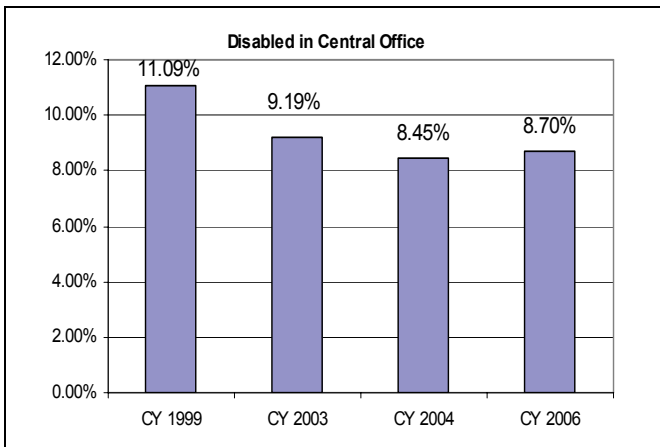
Year	1999	2003	2004	2006
Percent	66.51	68.04	67.02	66.7
Female Employees	3,827	4,498	4627	4857
Total Employees	5,754	6,611	6,822	7282

DHS WORKFORCE COMPARISON
Disabled Group– 1999 to 2006
(Employee data as of July 2006)



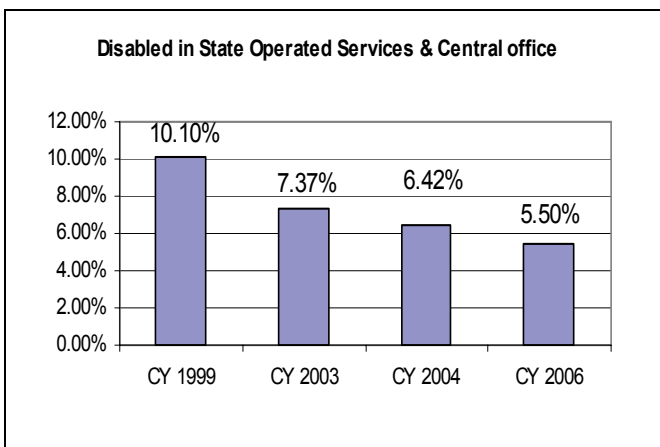
State Operated Services

Year	1999	2003	2004	2006
Percent	9.67	6.62	5.6	4.2
Disabled Employees	387	311	272	218
Total Employees	4,004	4,695	4,857	5,148



Central Office

Year	1999	2003	2004	2006
Percent	11.09	9.19	8.45	8.7%
Disabled Employees	194	176	166	185
Total Employees	1,750	1,916	1,965	2134

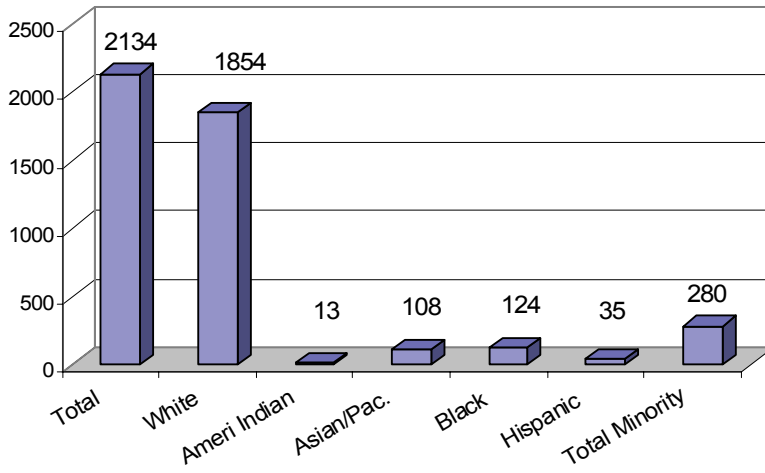


Total State Operated Services & Central Office

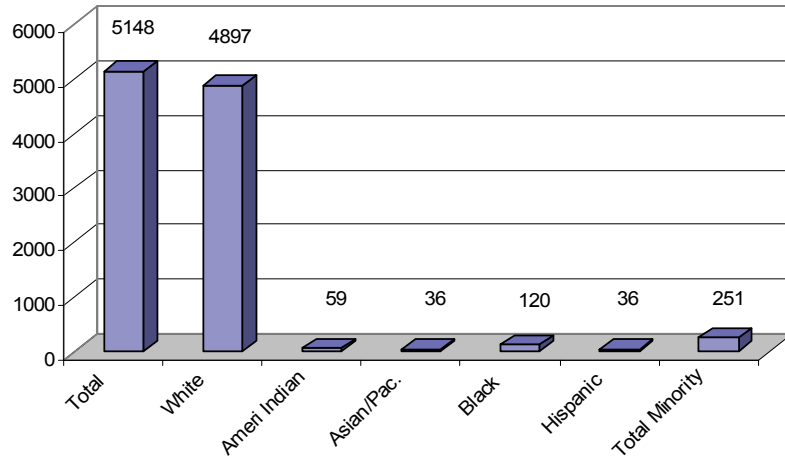
Year	1999	2003	2004	2006
Percent	10.1	7.37	6.42	5.5
Disabled Employees	581	487	438	403
Total Employees	5,754	6,611	6,822	7,282

DHS Workforce Representation by Racial Group (Employee data as of July 2006)

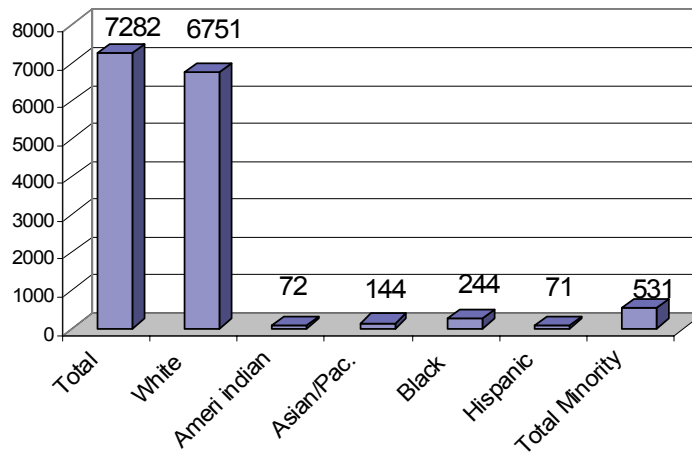
Central Office WF by Race July 2006



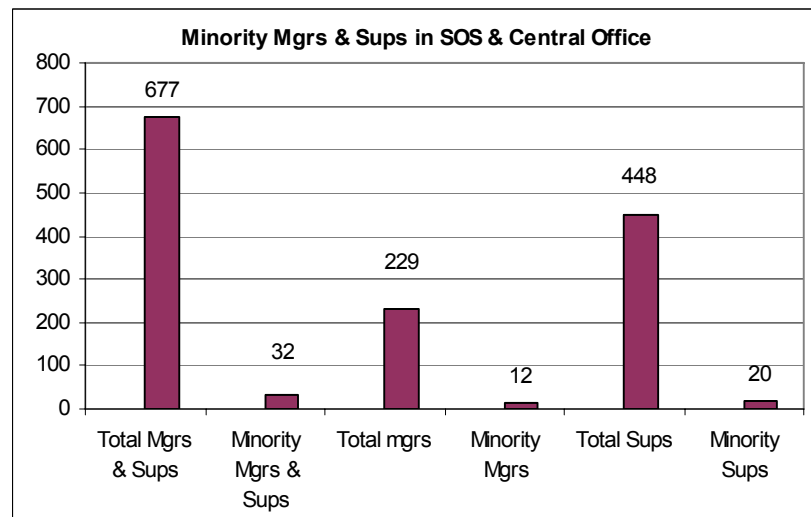
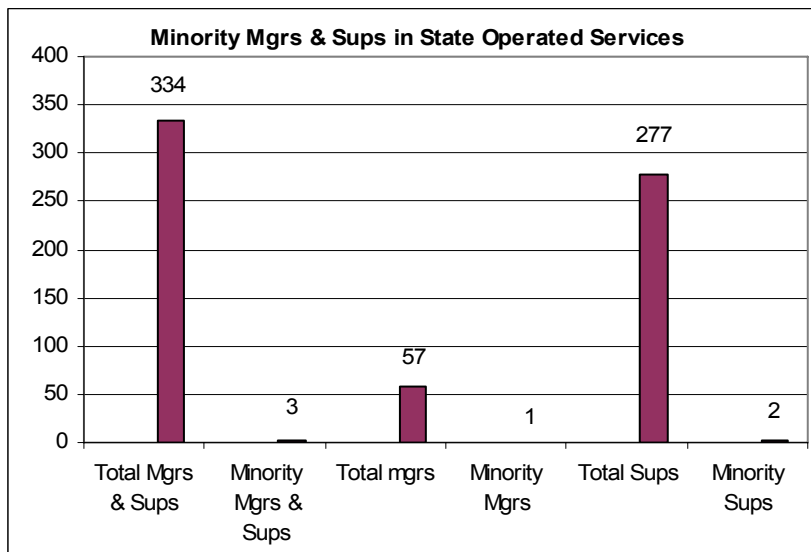
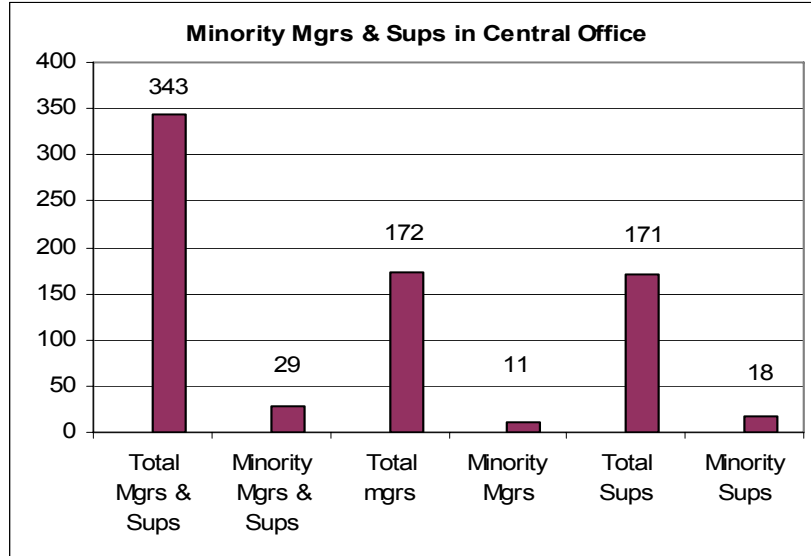
State Operated Services by Race as of July 2006



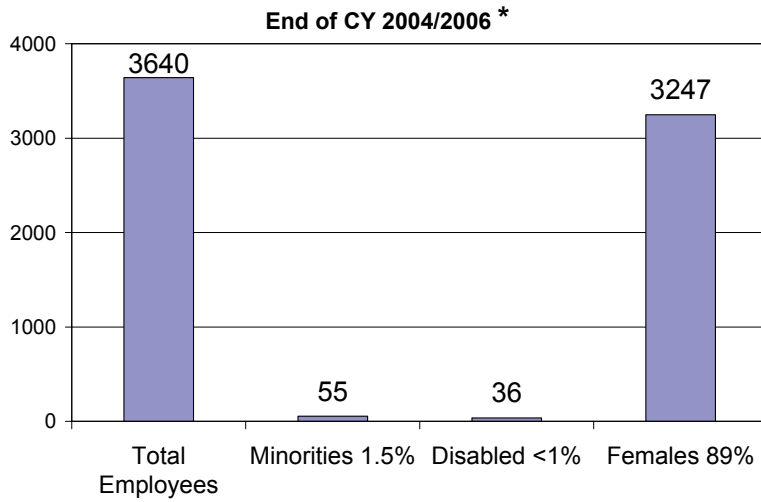
Central Office & SOS By Race as of July 2006



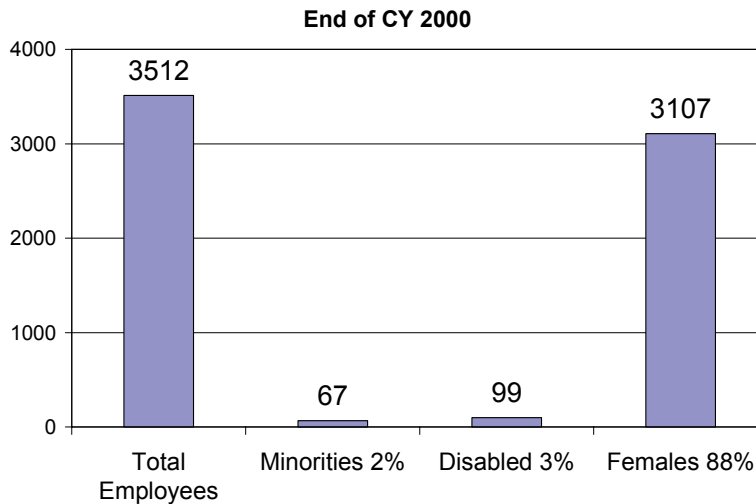
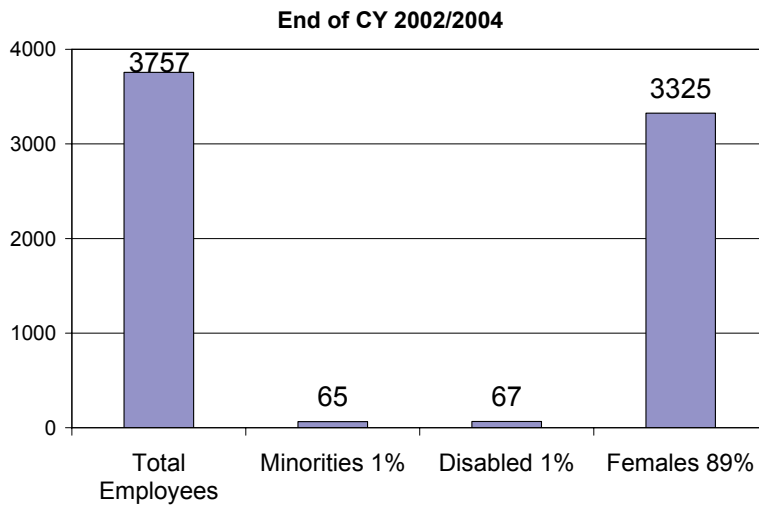
DHS WORKFORCE COMPARISON FTE Minority Managers and Supervisors (Employee data as of July 2006)



Minnesota Merit System Protected Group Workforce Representation



*Note: Two Merit System Human Services agencies with a combined workforce of about 300 employees withdrew from the MS Service in 2004. Also, seventeen MSHS agencies did not report data on protected groups for 2006, so these numbers will be updated when that info has been collected.



DHS Separation & Retention Analysis By Protected Group July 2006

In an effort to provide leadership and support for DHS to achieve, retain and develop a workforce representative of Minnesota's population, the Office for Equal Opportunity has conducted an analysis of employee separation patterns to determine the impact that the loss of protected group members has on the DHS workforce.

For each protected group, the turnover data for FY 2005 was calculated by taking the number of protected group employees that separated during the year (due to resignation, dismissal, retirement, death or layoffs) and dividing it by the total number of protected group employees in that protected group.

Female employees represent 66.7% of the DHS workforce. In 2005, 13% of the total female workforce separated from DHS for reasons of dismissal, resignation or retirement. In 2005, the EEO4 job categories affected by the separation of female employees were the Professional/Technician and the Paraprofessional/Clerical job groups.

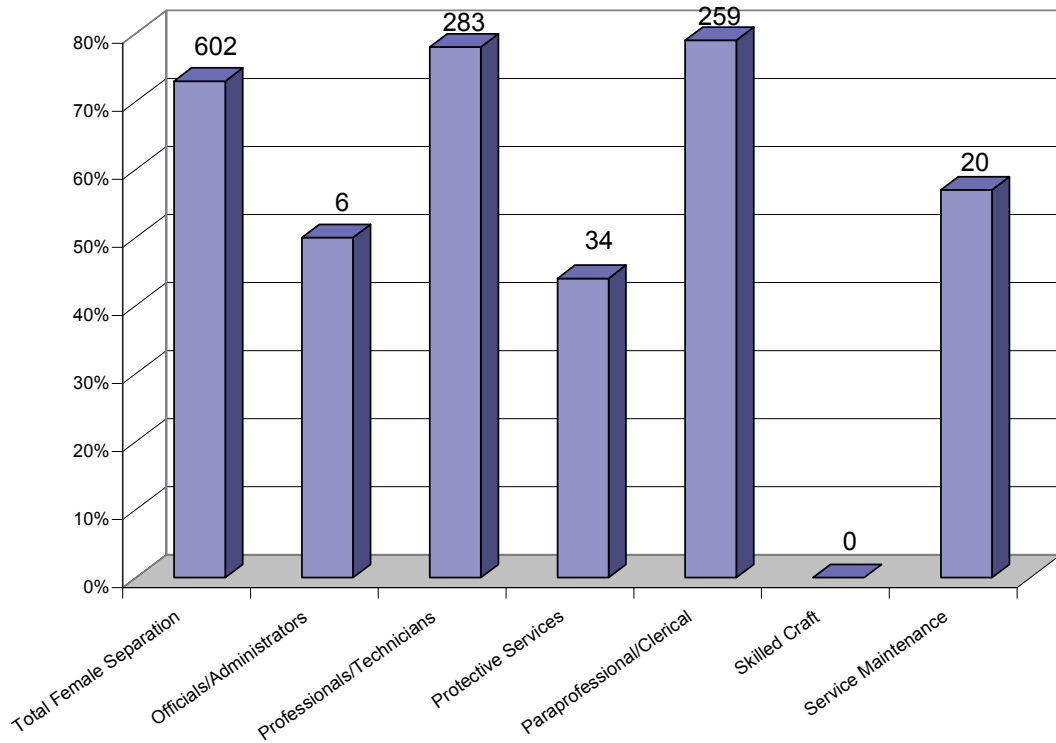
Minority employees represent 7.3% of the DHS workforce. In 2005, 15% of the total minority workforce separated from DHS for reasons of dismissal or resignation. In 2005, DHS had a higher percentage of minority separation (15%) than the percentage of total minority employees in the workforce (7.3%.) This produces a separation rate of 7.7%. The EEO4 job categories affected by minority employee separation are the Professional/Technician and the Paraprofessional/Clerical job groups.

Disabled employees represent 5.5% of the DHS workforce. In 2005, 11% of the total disabled workforce separated from DHS for reason of resignation or retirement. In 2005, DHS had a higher percentage of disabled separation (11%) than the percentage of total disabled employees in the workforce (5.5%.) This produces a separation rate of 5.5%. Almost half of the separations of disabled employees were due to retirement. The EEO4 job categories affected by disabled employee separation were the Professional/Technician and the Paraprofessional/Clerical job groups.

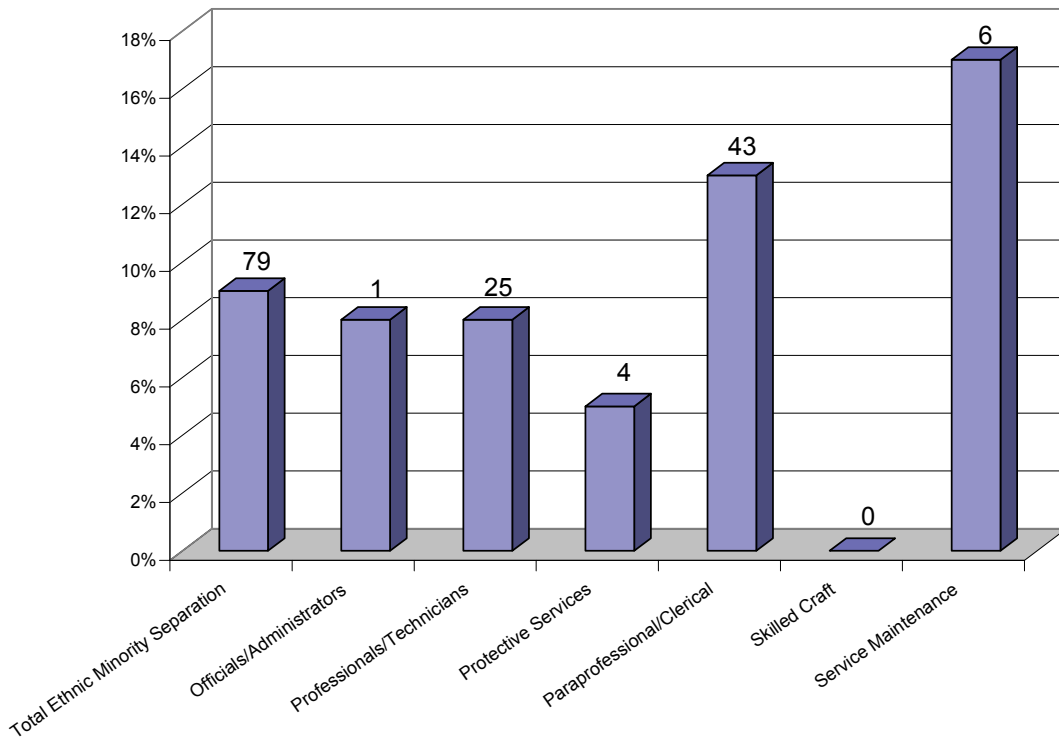
DHS Separation Summary by Protected Group

Percentages are representative of protected group employees that separated in 2005
 856 total employees separated in 2005

Female - DHS Separation Summary

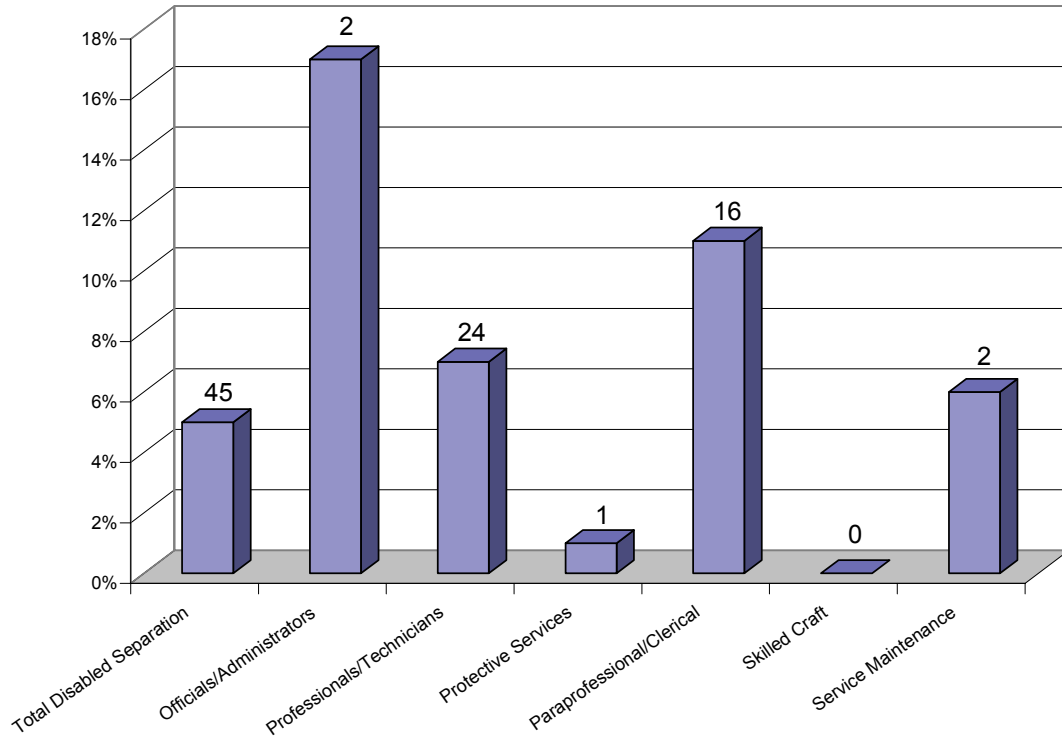


Ethnic Minority - DHS Separation Summary



DHS Separation Summary by Protected Group
Percentages are representative of protected group employees that separated in 2005
856 total employees separated in 2005

Disabled - DHS Separation Summary



2006 - RECRUITMENT PLAN STATE OPERATED SERVICES

Summary

As a result of the changing recruitment needs of State Operated Services, a Recruitment Advisory Committee was formed. The committee was charged with the task of identifying what the issues and problems were with SOS recruitment. As this analysis began, the committee recognized the need for a Recruitment Program Manager. The committee recognized that this would only address one component of the overall recruitment picture and touch on only one aspect concerning the many challenges SOS faces with recruiting in a competitive labor market. At the same time, a greater emphasis is placed on hiring a more diverse workforce, specifically in executive-level positions. The recruitment advisory committee also recognized the need to market State Operated Services as a great place to work.

Therefore, in response to these needs, the recruitment program manager has developed a unified recruitment plan that would provide interventions for recruiting, developing, and retaining a motivated, competent, and diverse workforce now and in the future; for promoting a positive image of State Operated Services; and for identifying aggressive steps for achieving the goal to improve our position as an “Employer of Choice.”

The recruitment plan envisions employees in every area of the organization’s operations to possess the ability and skills to excel in delivery of service; to be creative, goal-oriented, visionary; and to have the ability to redesign the delivery of State Operated Services. The purpose of the recruitment plan is to support State Operated Services strategic plan through the recruitment and retention of qualified and productive employees to achieve these goals and priorities.

In the past, State Operated Services’ approach to recruiting candidates has been largely passive, reactive, and isolated by position or department/locale rather than being proactive and systematic. A successful recruitment plan must be approached as a marketing strategy and should be well designed. It should take into consideration the current and long-term workforce needs and strategies for transitioning and enhancing opportunities to cultivate current employees to meet the changing workforce needs.

Several external and internal factors contribute to the need to have a well defined recruitment plan; additionally it makes good business sense. These factors not only affect State Operated Services, but all employers today. They range from socioeconomic factors to workforce demographics, all of which play a major part in determining where State Operated Services strategically focuses its recruitment efforts and strengthens its position as a competitor in the labor market. Specific issues directly affecting State Operated Services as an employer include: constantly changing labor market; pay and benefits; local private sector competition; stagnant recruitment process; increasing costs of classified advertising; and publicity/ image/branding.

Using the “Employer of Choice” framework as the foundation to address these factors, we have identified the following initiatives as part of the organizational recruitment plan to improve State Operated Services’ recruitment processes and practices.

1. Streamline the Recruitment Processes
2. Understand Organizational Needs
3. Understand State Operated Services Employees
4. Understand the External Workforce
5. Identify Candidates with the Necessary Skill Sets
6. Develop Candidates with Potential for Advancement
7. Market State Operated Services

For each initiative, specific action items have been identified and will be further developed with a timeline for implementation. Timelines have not been developed thus far since we need input and approval from upper management on the action items as well as timelines. It is anticipated that once these initiatives are approved and implemented, they will remain ongoing and be adapted, as necessary, to the changing needs of the organization. Importantly, budget considerations will also be identified with each strategy, so current and future costs associated with State Operated Services recruitment efforts will be covered.

Developing a formal recruitment plan provides State Operated Services the opportunity to critically assess the effectiveness of its current recruitment process and practices. Specifically, it provides a method to recognize the value of having a systematic approach to who is hired and from where and to capture what results in the best match of employee and job requirements. Even with the uncertainty of the economy and difficult budgetary decisions, it is still necessary for State Operated Services to remain focused on employee recruitment and staffing.

IV.

TRANSMITTAL FORMS, HIRING GOALS, PROGRAM OBJECTIVES AND RECRUITMENT & RETENTION PLANS

- A. STATEMENTS OF COMMITMENT
 - Cal Ludeman Central Office
 - Rod Kornrumpf Community Behavioral Hospitals
Forensic Community Services
 - Doug Seiler Chemical Dependency
Child & Adolescent Behavioral Health
Foster Care, Group Homes & Day Programs
Neurorehabilitation Services
- B. CENTRAL OFFICE
- C. AH GWAH CHING CENTER
- D. ANOKA REGIONAL TREATMENT CENTER
- E. BRAINERD REGIONAL HUMAN SERVICES CENTER
- F. MINNESOTA STATE OPERATED COMMUNITY SERVICES
- G. FERGUS FALLS REGIONAL TREATMENT CENTER
- H. MINNESOTA EXTENDED TREATMENT OPTIONS
- I. MOOSE LAKE REGIONAL STATE OPERATED SERVICES
- J. ST. PETER REGIONAL TREATMENT CENTER
- K. WILLMAR REGIONAL TREATMENT CENTER

A. STATEMENTS OF COMMITMENT

Cal Ludeman Central Office

Rod Kornrumpf Community Behavioral Hospitals
Forensic Community Services

Doug Seiler Chemical Dependency
Child & Adolescent Behavioral Health
Foster Care, Group Homes & Day Programs
Neurorehabilitation Services



DATE: July 29, 2006

TO: All DHS Employees

FROM: Acting Commissioner Cal Ludeman

SUBJECT: Equal Opportunity

I'm pleased to inform you that the department has updated its equal opportunity and affirmative action plan for FY2006 – FY2008. I personally reaffirm our commitment to equal access in the human services we provide and to equal opportunity in our workplace. The plan has special significance as we work toward achieving the goals of improved access to services and equity in outcomes for the people we serve.

The plan can be found at:

http://dhsinfo.dhsintra.net/main/groups/public/documents/pub/infolink_id_000749.hcsp. It includes policies on non-discrimination in a wide range of areas, including recruitment, hiring, retention, and reasonable accommodation. It contains program objectives and affirmative action goals for central office and the department's state operated services. It also provides an overview of the department's civil rights policies and practices, intended to afford members of the public equal access to our services.

State and federal laws prohibit discrimination on the basis of race, color, disability, sexual orientation, creed, religion, sex, age, national origin, marital status, membership in a local human rights commission, political affiliation or reliance on public assistance. At the heart of these laws and what gives them meaning is the will and the understanding of our employees. We will continue to provide development opportunities to expand cross-cultural knowledge and proficiency for each of you.

As employees, you have opportunities each day to demonstrate your commitment to equal access to services and to fairness in the workplace. Thank you for your ongoing support for making our programs accessible to all people who need them and for a workplace that is respectful and productive.



STATEMENT OF COMMITMENT

ADULT MENTAL HEALTH OPERATIONS

**ANOKA METRO REGIONAL TREATMENT CENTER &
MENTAL HEALTH INITIATIVES
3301- 7TH AVENUE NORTH
ANOKA, MINNESOTA 55303**

**COMMUNITY BEHAVIORAL HEALTH HOSPITALS
BRAINERD REGIONAL HUMAN SERVICES CENTER
11800 STATE HIGHWAY 18
BRAINERD, MINNESOTA 56401**

This is to reaffirm **ADULT MENTAL HEALTH OPERATIONS**, which includes **Anoka Metro Regional Treatment Center, The Mental Health Initiatives, and Community Behavioral Health Hospitals**, official commitment and policy of providing equal opportunity and equal access to all employees and applicants for employment in accordance with all applicable Equal Opportunity/Affirmative Action laws, directives and regulations of federal, state and local governing bodies.

Adult Mental Health Operations will commit the necessary time and resources both financial, and human, to achieve the goals of equal opportunity and affirmative action in employment, and in the delivery of services to all people regardless of race, color creed, religion, sex, sexual orientation, membership or activity in a local (human rights) commission, age, national origin, marital status disability, or regard to public assistance. Where women, minority persons, or persons with disabilities are under-represented in our workforce, Adult Mental Health Operation will strongly support and actively pursue affirmative action to eliminate that under-representation.

Adult Mental Health Operations will evaluate the performance of its managers, supervisors and clinical chiefs on the basis of their role and involvement in helping to achieve and retain a diverse workforce. It is expected that they will maintain an environment free of discrimination, and exemplify, through their actions the guiding principles of Adult Mental Health Operations by exhibiting equity and respect in interactions with each other, consumers and with those in the community. The affirmative action objectives, and policies will be made known to all employees, consultants, and / or subcontractors, and will expect these people and organizations to be in compliance with all applicable Equal Employment laws and practices, as well as, be aware of and follow the polices and guidelines set forth by Adult Mental Health Operations.

Adult mental Health Operations has appointed for the Anoka Metro Regional Center, and Mental Health Initiatives Twanda MacArthur to manage the Equal Opportunity responsibilities and The Community Behavioral Health Hospitals has appointed Connie Shockman, Brainerd

Human Services Center, to manage their Equal Opportunity Program. Both are assigned the responsibility of administering and implementing the Affirmative Action/Equal Opportunity Program as required by federal and state rules and regulations. In addition, they will implement programs and policies that will strengthen our commitment to recruit and retain protected group employees. Both will insure that the core values of their facilities are being met by engaging in activities that will encourage a more diverse work force. These activities will enable the facilities to provide appropriate services, which ultimately allow the highest level of self-sufficiency for all of our consumers. The Regional Administrator will review the programs initiatives, reports and progress.

If any employee or applicant for employment believes he/she has been discriminated against please contact:

Twanda MacArthur, Affirmative Action Officer
Phone: (763) 712-4050
Anoka Metro Regional Treatment Center and Mental Health Initiatives
3301 7th Avenue North
Anoka, MN 55303

Connie Shockman, Affirmative Action Officer
Phone (218) 828-6162
Brainerd Regional Human Services Center
11800 State Highway 18
Brainerd, MN 56401

Rod Kornrumpf, Regional Administrator



Date

7.20.06

STATEMENT OF COMMITMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

This is to reaffirm the Department of Human Services State Operated Services Chemical Dependency Program's official commitment to our policies of equal opportunity, affirmative action and our vision for diversity:

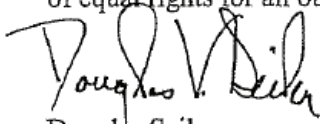
It is our policy to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual orientation, membership or activity in a local (human rights) commission, marital status, status with regard to public assistance, disability, political opinions or affiliations. It means treating each other with respect and dignity. In our workplace, this means recognizing and responding to the unique perspectives that each person brings to the workplace in order to create a workplace in which everyone feels included and valued. This policy and practice includes recruitment, selection, hiring, benefits, promotion, transfer, layoffs, return from layoff, termination, compensation, equality of wages, education, tuition assistance, employee development programs, including apprenticeship and training programs, the retention of protected group employees and all other areas of human resources activities, in accordance with applicable federal, state and local laws and regulations.

An effective affirmative action program involves more than a reaffirmation of commitment to equal opportunity. Therefore, we will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement, and we will actively pursue solutions to eliminate disparities and retain a diverse workforce.

The Affirmative Action Officer is delegated the responsibility and authority to implement and monitor the equal opportunity/affirmative action program for the Chemical Dependency Programs under my direction. The Affirmative Action Plan will be posted at all the above-mentioned sites and will also be maintained in the Human Resources Office.

All employees, especially managers and supervisors, will play a key role in the program's success. Therefore, all managers and supervisors' performance will be evaluated in part on their progress in this area. I encourage the assistance of all employees in the efforts to achieve equal opportunity within all of our work areas.

I am convinced that it makes good management sense to have a strong Affirmative Action Plan (AAP) and I reaffirm my strong commitment to its principles and policies. By implementing such a plan, we will ensure the maximum utilization of our human resources and the protection of equal rights for all our employees.


Douglas Seiler
Regional Administrator

Date: 07.21.06

B.
CENTRAL OFFICE

**DHS CENTRAL OFFICE
AFFIRMATIVE ACTION PLAN FOR 2006-2008**

HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0	0	N/A	0	0	N/A	4	4	2006-8
Professionals/ Technicians	0	0	N/A	0	0	N/A	32	32	2006-8
Office/Clerical/ Paraprofessionals	0	0	N/A	0	0	N/A	15	15	2006-8
Service Maintenance	2	2	2006-8	0	0	N/A	0	0	N/A

* Hiring goals will depend on availability and opportunity to hire.

OBJECTIVE	ACTION STEPS	RESPONSIBLE	TARGET DATE
Executive Pathways I Program	The Executive Pathways Internship Program focuses on a diverse workforce by developing the talents of students as they prepare for professional employment. Graduate and undergraduate students majoring in public policy, social work, law and other related fields have the opportunity to learn how public policy is developed and implemented in a large and complex government organization.	EO Staff	October 2006 through May 2008
Pathways to Human Services Careers Internship Program	Pathways to Human Services Careers is a year-round targeted recruitment educational program of the department's State Operated Services (SOS) located throughout Minnesota. Interns are post-secondary students considering employment in the human services field. Pathways provides financial assistance, enriched work experience and applied educational development to participating students.	Joint collaboration of staff from Human Resources, OEO and SOS	September 2006 through 2008
Retention	Identify and analyze trends through on-going review of standard reports showing protected groups, compensation, promotion, hires, etc.	HR and EO Staff	Ongoing

AA Recruitment	Facilitate supervisory training on affirmative recruitment and hiring policies. Inform hiring supervisors of the EO process and policy. Developing marketing and educational material to inform job seekers how to find and apply for career opportunities. Increase community resources and presence in community	Recruiter	Ongoing
	Provide training to Supervisors as requested	AAO, Recruiter	Ongoing
ADA	<ul style="list-style-type: none"> -Provide technical support and advice -Audit current building work sites -Plan for future buildings -Provide training to Supervisors and Managers regarding Title I & II -Disability awareness for all staff -Receive and process disability complaints under Title II -Investigate and respond to disability related charges/complaints -Prepare annual ADA report 	ADA Coordinator	<p>Ongoing</p> <p>ADA report due September</p>
Civil Rights	<ul style="list-style-type: none"> -Develop Civil Rights and LEP promising practices and database -Implement Civil Rights plan -Implement translation projects -Provide consultation, technical assistance, and training to DHS staff, county and providers -Resolve complaints 	Civil Rights Coordinator EO staff	Ongoing

<p>Cultural Competency and Reducing Disparities in Service Outcomes</p>	<p>In 2004, DHS identified as one of nine priority initiatives a department-wide effort <i>to Reduce Disparities and Improve Client Outcomes.</i> An initial step involved developing and adopting a set of <i>Guidelines for Culturally Competent Organizations</i>, based on broadly recognized best practices and federal standards for cultural proficiency in health and human services programs. The Initiative's overall intended outcome is that Minnesotans will receive needed services and experience similar results regardless of race, ethnicity or where they live. This work has been integrated into the everyday work of the agency, with an emphasis currently on children and families with disparate outcomes.</p> <p>1) Identify and eliminate barriers to applicants for services and clients in MN's human services programs. Apply <i>Guidelines for Culturally Competent Organizations</i> to the Department's administrative, clinical and program service delivery.</p> <p>2) Develop and deliver training for Central Office supervisors and managers that will enhance skills in managing employee and team performance and ensure the integration of a cultural competence perspective into all business activities.</p> <p>3) Building on the introductory diversity training delivered to DHS staff, develop, coordinate, and oversee the ongoing delivery of training that will provide Central Office employees with information about the ethnic and other cultural communities who utilize the human services system in MN. This training will also allow opportunities for skills development and application of knowledge gained.</p> <p>4) Wherever possible, assist State Operated Services staff with obtaining the above training opportunities at their sites.</p>	<p><u>Persons Responsible</u> EO Director and Assistant Commissioners</p> <p>for #1-3: Reduce Disparities Liaisons' Group; Coordinator for Diversity; Diversity Education Team of the EO Office; EO Recruitment & Retention Staff; SOS Training and Staff Development Personnel</p>	<p>Throughout biennium</p> <p>#1-3 -- Ongoing</p> <p>#4 -- Ongoing</p>
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	5) Continue to facilitate the celebration and recognition of various cultural and ethnic groups in MN -- and their days of significance -- through the presentation of professional development opportunities (speakers, panels, videotapes, bulletin board displays, the <i>Did You Know?</i> Web-based calendar) as well as through the dissemination of information about cultural and ethnic groups and about cultural learning opportunities, workshops, conferences, etc.	Coordinator for Diversity, and members of the EO Office's Diversity Education Team, along with the Communications Office, Web-support staff, and Graphics Center staff	#5 -- Ongoing
	6) Develop and deliver online introductory training on the Department's <i>Guidelines for Culturally Competent Organizations</i> 7) Develop and place on the Department's public & internal website, a Web-based toolkit to support Department, county, and other human service providers with information to improve cultural proficiency.	Coordinator for Diversity, IT staff, contractors EO Office Staff; Communications Office; Web support staff	#6 -- Fall of 2006 #7 -- Internal Kit completed in Spring 2006; public Kit due Spring 2007
SOS Core Group	-Re-evaluate the needs of group -Provide technical support and consultation on EO, AA and Diversity – Topics to be address: monitoring, evaluation, reporting, AAO/Goal setting, recruitment, retention, staff training, etc.	Affirmative Action Officer	Ongoing
Revise Merit System County EO/AA Guideines	Review and revise the AA guidelines published in DHS bulletin 06-89-02 (5/1/06)	Merit System Affirmative Action Officer	By end of CY 06
Provide Ongoing T/A to Merit Counties for Recruitment to Remedy Disparities	1. Assist with utilization analysis and goal setting, as needed. 2. Assist with recruitment support aimed at remedying identified disparities.	Merits System staff; Merit System AA Officer; DHS Recruiter	Ongoing through bi-ennium
Add Merit System AA Guidelines to DHS Website	Post updated Merit System AA guidelines to County Resource section of DHS public website, on the Merit System page.	Merit System AA Officer; DHS Communications Staff; Merit System Staff	By end of CY 06

CENTRAL OFFICE AA OBJECTIVES

Increase community resources and presence in the community:

1. Have a DHS open house to invite county and community organizations in to learn more about program services and career opportunities at DHS.
2. Continue to work with the MN Workforce Center as the employer of the day. Creating a power point presentation on how to access the resume builder and to market DHS career opportunities.
3. Collaborate with other state agencies such as the Department of Health and the Veterans Home.

4. Participate in community events to increase community awareness about career opportunities at DHS.
5. Attend at least 3 job fairs a year with a focus on encouraging minorities and people with disabilities to consider DHS as an employer.
6. Create brochures and materials that will attract minorities and people with disabilities.
7. Continue to partnership with communities and professional organizations informing the community on how to access the state's website and apply on line.
8. Participate in major community events such as the Hmong New Year holiday, Cinco de Mayo, Rondo Days and Juneteenth.
9. Maintain ongoing relationships with protected group communities, such as the minority councils to recruit affirmatively.
10. Continue to advertise in protected group newspapers.
11. Work with each DHS business area to promote and increase diversity and inform them of community events resources.
12. Implement Reduce Disparities/Improve Client Outcomes action steps, through service assessment, and employee training and development, as described in program objectives 1 – 7. Strengthen the link between a workforce that is culturally proficient and a human services delivery system that is responsive to cultural dimensions of all its applicants and clientele.

RECRUITMENT PLAN

1. Recruitment of Persons with Disabilities:
The Department will:
 - a. Contact our local Rehabilitation Services Office to promote the Department as a viable employer.
 - b. Develop relationships with community organizations that serve people with disabilities. We will partner with these organizations to develop a plan to assist the Department in the recruitment of persons with disabilities.
 - c. Continue to look for more publications we can use as advertising sources to strengthen our applicant pools with individuals with disabilities.
 - d. Actively promote the supported work programs. We plan to partner with organizations such as Independent Living and the State Council on Disabilities to recruit and place individuals with disabilities.
2. Internships
The Department currently has an internship program, Executive Pathways, with the objective of attracting potential employees to permanent DHS positions. It targets

protected group recruitment areas where affirmative action disparities exist. In addition, the Department will explore the use of unpaid internships.

3. Advertising

As our budget allows, we will continue to use Insight News, Access Press, Native American Press, MN Women's Press, The Mpls Spokesman/Recorder, Asian Pages, La Prensa, Affirmative Action Register, the Internet, professional associations and publications, and colleges and universities nationwide, because we have found that these are the publications and resources from which we received the greatest response. Advertising will be conducted in a targeted fashion, toward sources that are judged to generate the most effective response to meet affirmative action hiring goals.

4. Job Fairs

Within budget constraints DHS will participate as our budget and time allows and as we judge it to be the most effective use of Department resources.

5. Projected Hiring Opportunities and Strategies:

Opportunities to reduce employment disparities will be taken, including development of a recruitment and retention plan that will assist the Department in future hiring, and as part of the Department's Reduce Disparities and Improve Client Outcomes Initiative.

EO staff will run and analyze workforce reports on SEM4 to help track hiring goals for women, persons of color, and persons with disabilities.

RETENTION PLAN

PURPOSE:

To establish a coordinated plan of activities for retaining protected group employees, to be executed jointly by DOER and the DHS Retention Team. These activities will improve productivity, make the work culture more conducive to diverse employees, and guide employees toward promotional opportunities.

AUTHORITY:

MS 43A.191, Subd. 3(c), ADA, Title VII of the Civil Rights Act, and M.S. 363

POLICY:

The DHS Office for Equal Opportunity (OEO) will identify separation patterns that may have disparate impact on protected group members. OEO will insure that reporting of retention rates will coincide with Affirmative Action reporting requirements and auditing.

RESPONSIBILITIES:

- A. Commissioner:
 - 1. State the agency's commitment to affirmatively retain protected group employees in the affirmative action statement of commitment.
 - 2. Designate person(s), (including name, division and position), who are responsible for the agency's retention activities.
 - 3. Inform the Equal Opportunity Director of any pending reductions in workforce.

- B. Division Directors:
 - 1. Demonstrate a good faith effort to retain protected group member employees.

- C. Equal Opportunity Office Director or designees:
 - 1. Analyze separation and layoff patterns of all employees to determine the impact on protected group members.
 - 2. Identify specific methods to retain protected group employees(e.g. mentorship, training, individual development plans and employee network groups, etc.).

- D. Workforce Development Team, and Recruitment and Retention Team:
 - 1. Where possible, identify and advise current employees of mobility and career advancement opportunities.
 - 2. Develop programs and implement activities that will promote awareness, acceptance, and appreciation for diversity and affirmative action.
 - 3. As necessary, recommend to ODEO, DHS employees to work as designated agency liaisons to assist ODEO with implementation of the statewide mentorship program.
 - 4. As necessary, work to re-deploy laid off employees to other areas within state government.
 - 5. Create reports from data provided by DOER/ODEO for separation analyses, exit surveys, and internship experiences.

- E. In the event that a reduction in the workforce is imminent, the Human Resources staff assigned to work with the layoffs will contact the Director of the Office for Equal Opportunity, or designee. Together they will analyze the situation to determine if there will be a negative impact on protected group members. They will determine if there is an alternative course of action that would accomplish the supervisor's goals without the negative impact.

- F. Central Office will follow the Department of Human Services uniform retention plan.

Affirmative Action Plan 2006-2008

Transmittal Form

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Underutilization in Protected Groups

Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the **TOTAL** underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

Indicate underutilization for minorities in the Officials and Managers EEO category:

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

Professionals

Indicate underutilization for women in the Professionals EEO category:

Indicate underutilization for minorities in the Professionals EEO category:

Indicate underutilization for people with a disability in the Professionals EEO category:

Technicians

Indicate underutilization for women in the Technicians EEO category:

Indicate underutilization for minorities in the Technicians EEO category:

Indicate underutilization for people with a disability in the Technicians EEO category:

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

Indicate underutilization for minorities in the Paraprofessionals EEO category:

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for people with a disability in the Protective Service EEO category:

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

Agency Signatures

Name of the Affirmative Action Officer



Checking this signifies an electronic signature

Affirmative Action Officer's email address

Affirmative Action Officer's phone number

Date(MM/DD/YY)

Name of Agency Head



Checking this signifies an electronic signature

Agency Head email address

Agency Head phone number

Date(MM/DD/YY)

Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan.

Please report information from the past calendar year. Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Recruitment Sources

Newspapers

Newspapers used for advertising and recruitment



Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)



Albert Lea Tribune



Alexandria Echo-Press



Austin Daily Herald



Bemidji Northern Herald



Bemidji-The Pioneer

- Brainerd Dispatch
- Chronicle of Higher Education
- Duluth News Tribune
- Eagan This Week
- Faribault Daily News
- Focus
- Focus Point
- Forest Lake Times
- Grand Rapids Herald Review
- Hibbing Daily Tribune
- Lillie Suburban
- Lowertown News
- Mankato Free Press
- Mesabi Daily News
- Morrison County Record
- Owatonna People's Press
- Pioneer Press - St. Paul
- Rochester Post
- South Washington county bulletin
- Star Tribune - Minneapolis
- St. Cloud Times
- Sun Current
- West Central Tribune
- Winona Daily News
- Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Diversity Newspapers

Diversity focused newspapers used for advertising and recruitment

- Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year:
(check ALL that apply)

- Access Press
- Asian American Press
- Asian Pages
- Black Issues in Higher Education
- Hispanic Outlook
- Indian Country Today
- Insight News
- La Prensa
- Lakota Journal
- Lavoza Latina
- Minnesota Women's Press
- Native American Press/Ojibwe News
- Spokesman
- The Circle
- Women in Higher Education

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

Websites

Websites used for advertising and recruitment

- Did not use any Websites
- The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)
- State of Minnesota Employment Website
 - Monster.com
 - Careerbuilder.com
 - Minnesotajobs.com
 - Minnesota Job Bank-mnworks.org
 - Chronicle of Higher Education
 - Startribune.com

MNSCU.edu

Our agency Website

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

HBCU website

Job Fairs

Job fairs attended during the previous year

Did not attend any job fairs

List the job fairs your agency attended during the previous year:

Hispanic Chamber of Commerce
U of M Government Internship
MCDC Career fair
Star Tribune Job fair

Job fairs anticipated in the next year

Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

Star Tribune
U of M Government Fair
NAACP Career Fair
Multicultural Form Fair

Colleges and Universities

College and university recruitment events

Did not participate in any college and university recruitment events

List the college and university recruitment events, other than job fairs, that your agency participated in during the previous year. For example, classroom presentations, career panels, recruitment tables, etc.

- Student of Color Conference
- MN Private Colleges Fair
- MN Social Service Assoc Fair
- U of M Legal Services
- ADA Career Fair

Additional Recruiting Information

Additional Recruiting Methods

Additional recruiting methods used

Did not use any additional recruiting methods
 The following additional recruiting methods were used for advertising and recruitment during the previous year:
 (check ALL that apply)

- College and university career center
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees
- Email or Email listserves
- Radio
- High schools
- Workforce Centers

If your agency used any additional recruiting methods that are not listed above, please indicate here:

Building relationships for diversity

No step is too small in your efforts to build a diverse workforce! A state workforce rich in diversity benefits everyone and requires an effort from each of us.

Please indicate any school, community organization, or group you are working with to build an on-going relationship to promote the State of Minnesota as an employer.

CLUES

Urban League

Innovative recruitment strategies

Please share any new and innovative recruitment strategies used.

Difficult to fill positions

List up to 3 job classifications your agency had the most difficulty hiring qualified candidates during the previous year.

Licenser

Information technology

Recruiting expenses

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses

Select one

- Total expenses includes staff time
- Total expenses does NOT include staff time

Projected Hiring Opportunities

(Administrative Procedure 19.1A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- Expect agency to be downsizing
- Expect no hiring opportunities
- Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

As DHS is transitioning from a focus on the geographical location by region to a more programs and services image of facilities. Recruitment will be directed by the business needs of the programs and services.

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- Advertise in newspapers
- Advertise on Internet
- Advertise with community organizations
- Develop and utilize recruitment sources which will reach protected group applicants.
- Consult with the State AA/ADA coordinator
- Consult with the DOER recruiter
- College and university postings
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

Internships

(Administrative Procedure 19.1A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- Professional Organizations
- Non-Profit Organizations
- Publications

- Websites
- Minnesota WorkForce Centers
- ADA Minnesota
- State Services for the Blind
- Vocational Rehabilitation
- Deaf and Hard of Hearing Services
- Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:

ADA Career Fair

Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.



Check here if you agree with and will follow the guidelines in the above statement.

How many supported employment workers has your agency hired in the previous year?

0	▼
---	---

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

C.

AH GWAH CHING CENTER

HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	1	0	N/A	0	0	N/A	0	0	N/A
Professionals	0	0	N/A	2	0*	N/A	2	0	N/A
Technicians/ Paraprofessionals	0	0	N/A	2	0*	N/A	4	0*	N/A
Office/Clerical	0	0	N/A	0	0	N/A	1	0*	N/A
Skilled Craft	0	0	N/A	0	0	N/A	0	0	N/A
Service Maintenance	0	0	N/A	1	0*	N/A	2	0	N/A

*Due to the restructuring of State Operated Services, we will not be doing any hiring for AGC as it continues to downsize and eventually will be eliminated. Therefore, we cannot realistically set any hiring goals.

BIANNUAL PROGRAM OBJECTIVES/ACTION STEPS

OBJECTIVE	ACTION STEPS	RESPONSIBLE	TARGET DATE
Educate employees, volunteers, and interns to understand the ADA/AA/EEO and Diversity	Provide training and education to employees on the ADA /EEO/AA and Diversity	AAO/ADA Coordinator and Managers and Supervisors	On-going
Educate employees on how to look for future job opportunities regarding promotional and transfer opportunities.	Provide training on posting process, accessing information of current vacancies.	H.R. Personnel	On-going New Employee Orientation
Provide educational training for managers, supervisors and staff	Provide required and requested training to all staff through SOS Training Department	SOS Training Department	On-going

RETENTION

Ah-Gwah-Ching Center will follow the Department of Human Services uniform retention plan.

Affirmative Action Plan 2006-2008

Transmittal Form

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Underutilization in Protected Groups

Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

Indicate underutilization for minorities in the Officials and Managers EEO category:

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

Professionals

Indicate underutilization for women in the Professionals EEO category:

Indicate underutilization for minorities in the Professionals EEO category:

Indicate underutilization for people with a disability in the Professionals EEO category:

Technicians

Indicate underutilization for women in the Technicians EEO category:

Indicate underutilization for minorities in the Technicians EEO category:

Indicate underutilization for people with a disability in the Technicians EEO category:

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

Indicate underutilization for minorities in the Paraprofessionals EEO category:

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for people with a disability in the Protective Service EEO category:

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

Agency Signatures

Name of the Affirmative Action Officer



Checking this signifies an electronic signature

Affirmative Action Officer's email address

Affirmative Action Officer's phone number

Date(MM/DD/YY)

Name of Agency Head



Checking this signifies an electronic signature

Agency Head email address

Agency Head phone number

218-547-8303

Date(MM/DD/YY)

07/31/06

D.

**ANOKA REGIONAL
TREATMENT CENTER**

**ANOKA METRO REGIONAL TREATMENT CENTER
AFFIRMATIVE ACTION PLAN FOR 2006-2008**

HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	1	0	N/A	0	0	N/A	0	0	N/A
Professionals	0	0	N/A	0	0	N/A	17	5	2008
Technicians/ Paraprofessionals	0	0	N/A	0	0	N/A	17	5	2008
Office/Clerical	0	0	N/A	1	1	2008	0	0	N/A
Skilled Craft	1	1	2008	1	1	2008	2	0	N/A
Service Maintenance	0	0	N/A	10	2	2008	1	0	N/A

ACTION STEPS AND OBJECTIVES

Objective #1

To eliminate disparities in underrepresented job groups

Action Steps:

1. Work with the AMRTC internal recruitment and retention committee in assessing recruitment needs in difficult to fill, and critical vacancies with primary focus for the AAO to include protected group organizations as resources in targeted recruitment efforts. Some efforts will include, but not limited to, attending cultural specific job fairs, updating diversity resource contact lists, providing protected group community organizations and historical Black Colleges and Universities with information on job opportunities within Adult Mental Health Operations. **Responsibility: Recruitment and Retention Committee, Adult Mental Health Operations Human Resources Department, AMRTC Nurse Recruiters and SOS Recruiter, Affirmative Action Officer. Timeline: 2008**
1. Create job shadowing, and /or internship opportunities for High School Students that have an interest in Human Services careers such as, Nursing, Social Work, Psychologist, Rehab and Occupational Therapies. **Responsibility: Twanda MacArthur, Recruitment and Retention Committee. Timeline: 2008**
2. Adult Mental Health Operations will participate in, and work with DHS Central office Equal Opportunity Office staff in participating in “The Pathways to Health Careers Internship Program.” **Responsibility: Twanda MacArthur, Human Resource Department. Timeline 2008**
3. Develop, and maintain ongoing relationships with protected group communities in efforts to recruit underrepresented protected groups. **Responsibility: Twanda MacArthur, Human Resources, AMRTC Nurse Recruiters.**
4. Increase advertisements in Protected Group newspapers for positions that are vacant and positions which are shortage occupations within Adult Mental Health Operations. These efforts will be coordinated with Human Resources, SOS Recruiter, and AMRTC Nurse Recruiters. **Responsibility: Twanda MacArthur, Human Resources Department, AMRTC Nurse Recruiters. Timeline: Ongoing.**

Objective #2

Continue efforts in enhancing the cultural competencies of Adult Mental Health Operations staff.

Action Steps:

1. Develop mandatory training for supervisors and primary staff on communicating across cultures. The focus will include training and development related to minority groups, new immigrants, and refugee groups, and “best practices” working with diverse employees, diverse patients and clients that Adult mental health Operations serve. **Responsibility: Twanda MacArthur, Core Competency Task Force, SOS staff Development Department. Timeline 2008.**
1. Provide consultation to supervisors, staff and clients as needed on Affirmative Action responsibilities, cultural and diversity issues, working with clients with limited English proficiency and awareness, and Civil Rights concerns in working with diverse clientele. **Responsibility: Twanda MacArthur. Timeline: Ongoing.**
2. Develop and update the Protected Group resources list. **Responsibility: Twanda MacArthur. Timeline: 2007.**
3. Address problem areas regarding affirmative action, diversity and discrimination situations in a timely, professional and sensitive manner. **Responsibility: Twanda MacArthur. Timeline: Ongoing.**
4. Strategize with AMRTC Hospital Administrator in developing initial baselines to measure and determine if therapeutic cultural needs of the AMRTC clients are being met. **Responsibility: Twanda MacArthur. Timeline: 2008.**
5. Establish and pilot a team of staff that will be trained in specific and focused cultural competencies. After the cultural specific teams are trained, they will be able to, upon request and needed, provide consultation and assistance. **Responsibility: Twanda MacArthur, Selected staff pilot teams, and AMRTC Nursing Administration. Timeline: 2008.**

Objective #3

Increase staff awareness on policy and procedures related to AA/EO.

Action Steps:

1. Update as necessary all internal policy and procedures related to Affirmative Action and Equal Employment initiatives. **Responsibility: Twanda MacArthur. Timeline 2008 Ongoing.**
2. Meet with supervisors, managers, in each work area to ensure staff awareness of all related policy and procedures. **Responsibility: Twanda MacArthur. Timeline 2008.**
3. Meet with supervisors and managers as needed in response to pre-employment review and other related affirmative action requirements. **Responsibility: Twanda MacArthur Timeline: Ongoing. Ongoing with Human Resources consultation and expertise.**

RETENTION PLAN:

Adult Mental health Operations will demonstrate a good faith effort to retain protected group employees. The Human Resources Department, Affirmative Action Office, will identify and advise current employees of mobility, training, and career advancement opportunities. Supervisors and managers will ensure that their employees are aware of relevant policy and procedures and demonstrate through their behaviors and actions their responsibility in maintaining a discrimination free environment. The facility will implement activities that promote awareness, acceptance and appreciation for diversity and the efforts of affirmative action.

Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan.

Please report information from the past calendar year. Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

Agency name

Human Services-Anoka Metro Regional Treatment Center

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Recruitment Sources

Newspapers

Newspapers used for advertising and recruitment

Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- Albert Lea Tribune
- Alexandria Echo-Press
- Austin Daily Herald
- Bemidji Northern Herald
- Bemidji-The Pioneer
- Brainerd Dispatch
- Chronicle of Higher Education
- Duluth News Tribune
- Eagan This Week
- Faribault Daily News
- Focus
- Focus Point
- Forest Lake Times
- Grand Rapids Herald Review
- Hibbing Daily Tribune
- Lillie Suburban
- Lowertown News
- Mankato Free Press

- Mesabi Daily News
- Morrison County Record
- Owatonna People's Press
- Pioneer Press - St. Paul
- Rochester Post
- South Washington county bulletin
- Star Tribune - Minneapolis
- St. Cloud Times
- Sun Current
- West Central Tribune
- Winona Daily News
- Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

.....
 midway community monitor

 anoka shopper

Diversity Newspapers

Diversity focused newspapers used for advertising and recruitment

- Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- Access Press
- Asian American Press
- Asian Pages
- Black Issues in Higher Education
- Hispanic Outlook
- Indian Country Today
- Insight News
- La Prensa
- Lakota Journal
- Lavoza Latina
- Minnesota Women's Press
- Native American Press/Ojibwe News
- Spokesman
- The Circle
- Women in Higher Education

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

.....
.....
.....

Websites

Websites used for advertising and recruitment

Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- State of Minnesota Employment Website
- Monster.com
- Careerbuilder.com
- Minnesotajobs.com
- Minnesota Job Bank-mnworks.org
- Chronicle of Higher Education
- Startribune.com
- MNSCU.edu
- Our agency Website

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

.....
.....
.....

Job Fairs

Job fairs attended during the previous year

Did not attend any job fairs

List the job fairs your agency attended during the previous year:

- MNA annual convention
- winona state career fair

Mankato Nursing Fair
 Inver Hills Community College
 American Psychiatric Nurses Associati
 MPLS. Community College

Job fairs anticipated in the next year

Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

Star Tribune
 american psychiatric nurses
 career Builders
 MNA aprn spring conference
 Anoka Community College

Colleges and Universities

College and university recruitment events

Did not participate in any college and university recruitment events

List the college and university recruitment events, other than job fairs, that your agency participated in during the previous year. For example, classroom presentations, career panels, recruitment tables, etc.

Anoka Ramsey Comm.College
 Bethel College
 Inver Hills CC Nursing club
 Mankato nursing & health Club
 Mpls. Comm College

Additional Recruiting Information

Additional Recruiting Methods
Additional recruiting methods used

Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check ALL that apply)

- College and university career center
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees
- Email or Email listserves
- Radio
- High schools
- Workforce Centers

If your agency used any additional recruiting methods that are not listed above, please indicate here:

.....

.....

.....

.....

Building relationships for diversity

No step is too small in your efforts to build a diverse workforce! A state workforce rich in diversity benefits everyone and requires an effort from each of us.

Please indicate any school, community organization, or group you are working with to build an on-going relationship to promote the State of Minnesota as an employer.

.....
Hubert Humphrey job Corp Center

.....
Anoka Ramsay Community College

.....
Mpls. Comm College

Innovative recruitment strategies

Please share any new and innovative recruitment strategies used.

Difficult to fill positions

List up to 3 job classifications your agency had the most difficulty hiring qualified candidates during the previous year.

- Registered Nurses
- Psychiatrist
- Nurse Practitioners

Recruiting expenses

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses: \$25,000.00

Select one

- Total expenses includes staff time
- Total expenses does NOT include staff time

Projected Hiring Opportunities

(Administrative Procedure 19.1A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- Expect agency to be downsizing
- Expect no hiring opportunities
- Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

--

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- Advertise in newspapers
- Advertise on Internet
- Advertise with community organizations
- Develop and utilize recruitment sources which will reach protected group applicants.
- Consult with the State AA/ADA coordinator

- Consult with the DOER recruiter
- College and university postings
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

.....

.....

.....

.....

.....

Internships

(Administrative Procedure 19.1A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- Professional Organizations
- Non-Profit Organizations
- Publications
- Websites
- Minnesota WorkForce Centers
- ADA Minnesota
- State Services for the Blind
- Vocational Rehabilitation
- Deaf and Hard of Hearing Services
- Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list

them here:

.....

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.....

.....

Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

Check here if you agree with and will follow the guidelines in the above statement.

How many supported employment workers has your agency hired in the previous year?

0 

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Affirmative Action Plan 2006-2008

Transmittal Form

Agency name

Human Services-Anoka Metro Regional Treatment Center

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Underutilization in Protected Groups

Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do NOT skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

1

Indicate underutilization for minorities in the Officials and Managers EEO category:

0

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

0

Professionals

Indicate underutilization for women in the Professionals EEO category:

0

Indicate underutilization for minorities in the Professionals EEO category:

0

Indicate underutilization for people with a disability in the Professionals EEO category:

17

Technicians

Indicate underutilization for women in the Technicians EEO category:

0

Indicate underutilization for minorities in the Technicians EEO category:

0

Indicate underutilization for people with a disability in the Technicians EEO category:

17

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

0

Indicate underutilization for minorities in the Paraprofessionals EEO category:

0

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

17

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

(Click here to choose)

Indicate underutilization for minorities in the Protective Service EEO category:

(Click here to choose)

Indicate underutilization for people with a disability in the Protective Service EEO category:

(Click here to choose)

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

0

Indicate underutilization for minorities in the Office/Clerical EEO category:

1

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

0

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

0

Indicate underutilization for minorities in the Service Maintenance EEO category:

10

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

2

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

1

Indicate underutilization for minorities in the Skilled Craft EEO category:

1

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

1

Agency Signatures

Name of the Affirmative Action Officer

twanda macarthur

Checking this signifies an electronic signature

Affirmative Action Officer's email address

twanda.macarthur@state.mn.us

Affirmative Action Officer's phone number

763-712-4050

Date(MM/DD/YY)

7-20-2006

Name of Agency Head

Rod

Checking this signifies an electronic signature

Agency Head email address

Rod.Kornrumpf@state.mn.us

Agency Head phone number

763-712-4010

Date(MM/DD/YY)

7-20-06

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

E.

**BRAINERD REGIONAL
HUMAN SERVICES CENTER**

**BRAINERD REGIONAL HUMAN SERVICES CENTER
AFFIRMATIVE ACTION PLAN FOR 2006-2008**

HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	1	0*	2004-6	0	0	N/A	1	0	N/A
Professionals	0	0	N/A	5	1*	N/A	3	1*	2006-8
Technicians/ Paraprofessionals	0	0	N/A	4	4*	2004-6	20	2*	2006-8
Office/Clerical	0	0	N/A	0	0	2004-6	0	0	N/A
Skilled Craft	1	0*	N/A	1	0*	2004-6	1	0	N/A
Service Maintenance	0	0	N/A	4	1*	2004-6	2	0*	2006-8

*Due to the restructuring of the DHS Human Resource Offices as well as in the service delivery of State Operated Services hiring goals will be set by the service provided (i.e. Adult Mental Health; Child and Adolescent Behavioral Health Services, Minnesota Neurorehabilitation Services, Chemical Dependency Programs, Developmental Disability Services, and Forensics); therefore it's difficult to know geographically what the goals will be. However, disparities will be looked at when vacancies are approved to be filled. The goals set above are currently based on anticipated hiring in the geographic location not on services provided. However, budget restraints and the impact of the restructuring will play a major role in the recruiting and hiring process.

BIANNUAL PROGRAM OBJECTIVES/ACTION STEPS

OBJECTIVE	ACTION STEPS	RESPONSIBLE	TARGET DATE
Educate employees, volunteers, and interns to understand the ADA/AA/EEO and Diversity	Provide training and education to employees on the ADA /EEO/AA and Diversity	AAO/ADA Coordinator and Managers and Supervisors	On-going New Employee Orientation
Educate employees on how to look for future job opportunities regarding promotional and transfer opportunities.	Provide training on posting process, accessing information of current vacancies.	H.R. Personnel	On-going New Employee Orientation
Provide educational training for managers, supervisors and staff	Provide required and requested training to all staff through SOS Training Department	SOS Training Department	On-going
Increase visibility within community with regards to employment opportunities	Participate in Career Fairs. Advertise in newspapers, minority publications, and/or statewide employment website. Network with Colleges/Universities.	SOS Recruiter AAO, H.R. Personnel, Supervisor's/Managers,	On-going
Provide educational, clinical, internship, or summer employment	Develop internship sites, develop application packets, recruit applicants, and distribute packets	Volunteer Services Coordinator, Supervisors/Managers	On-going

RETENTION - Brainerd Regional Human Services Center will follow the Department of Human Services uniform retention plan.

Affirmative Action Plan 2006-2008

Transmittal Form

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Underutilization in Protected Groups

Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the **TOTAL** underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

Indicate underutilization for minorities in the Officials and Managers EEO category:

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

Professionals

Indicate underutilization for women in the Professionals EEO category:

Indicate underutilization for minorities in the Professionals EEO category:

Indicate underutilization for people with a disability in the Professionals EEO category:

Technicians

Indicate underutilization for women in the Technicians EEO category:

Indicate underutilization for minorities in the Technicians EEO category:

Indicate underutilization for people with a disability in the Technicians EEO category:

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

Indicate underutilization for minorities in the Paraprofessionals EEO category:

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for people with a disability in the Protective Service EEO category:

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

Agency Signatures

Name of the Affirmative Action Officer

Checking this signifies an electronic signature

Affirmative Action Officer's email address

Affirmative Action Officer's phone number

Date(MM/DD/YY)

Name of Agency Head

Checking this signifies an electronic signature

Agency Head email address

Agency Head phone number

763-712-4010

Date(MM/DD/YY)

07/31/06

Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan.

Please report information from the past calendar year. Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Recruitment Sources

Newspapers

Newspapers used for advertising and recruitment

Did not use any newspapers
The following newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- Albert Lea Tribune
- Alexandria Echo-Press
- Austin Daily Herald
- Bemidji Northern Herald
- Bemidji-The Pioneer
- Brainerd Dispatch
- Chronicle of Higher Education
- Duluth News Tribune
- Eagan This Week
- Faribault Daily News
- Focus
- Focus Point

- Forest Lake Times
- Grand Rapids Herald Review
- Hibbing Daily Tribune
- Lillie Suburban
- Lowertown News
- Mankato Free Press
- Mesabi Daily News
- Morrison County Record
- Owatonna People's Press
- Pioneer Press - St. Paul
- Rochester Post
- South Washington county bulletin
- Star Tribune - Minneapolis
- St. Cloud Times
- Sun Current
- West Central Tribune
- Winona Daily News
- Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Daily Journal (International Falls)
Wadena Pioneer Journal

Diversity Newspapers

Diversity focused newspapers used for advertising and recruitment

Did not use any diversity focused newspapers
 The following diversity focused newspapers were used for advertising and recruitment during the previous year:
 (check ALL that apply)

- Access Press
- Asian American Press
- Asian Pages
- Black Issues in Higher Education
- Hispanic Outlook

- Indian Country Today
- Insight News
- La Prensa
- Lakota Journal
- LavoZ Latina
- Minnesota Women's Press
- Native American Press/Ojibwe News
- Spokesman
- The Circle
- Women in Higher Education

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

Websites

Websites used for advertising and recruitment

- Did not use any Websites
- The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)
- State of Minnesota Employment Website
 - Monster.com
 - Careerbuilder.com
 - Minnesotajobs.com
 - Minnesota Job Bank-mnworks.org
 - Chronicle of Higher Education
 - Startribune.com
 - MNSCU.edu
 - Our agency Website

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

Brainerd Daily Dispatch website
Central Lakes College website

Job Fairs

Job fairs attended during the previous year



Did not attend any job fairs

List the job fairs your agency attended during the previous year:

DHS Recruiter attended job fairs for

Job fairs anticipated in the next year



Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

Colleges and Universities

College and university recruitment events



Did not participate in any college and university recruitment events

List the college and university recruitment events, other than job fairs, that your agency participated in during the previous year. For example, classroom presentations, career panels, recruitment tables, etc.

Additional Recruiting Information

Additional Recruiting Methods

Additional recruiting methods used



Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year:
(check ALL that apply)



College and university career center



Community organizations



Trade journals



Professional organizations



Direct mail



Referrals from agency employees



Email or Email listserves



Radio



High schools



Workforce Centers

If your agency used any additional recruiting methods that are not listed above, please indicate here:

Used DHS Statewide Recruiter

Building relationships for diversity

No step is too small in your efforts to build a diverse workforce! A state workforce rich in diversity benefits everyone and requires an effort from each of us.

Please indicate any school, community organization, or group you are working with to build an on-going relationship to promote the State of Minnesota as an employer.

See DHS Recruitment

Innovative recruitment strategies

Please share any new and innovative recruitment strategies used.

We have coordinated recruitment under one DHS state wide recruiter. This means keeping the recruiter up-to-date on hard to fill positions and inputting recruitment ideas.

Difficult to fill positions

List up to 3 job classifications your agency had the most difficulty hiring qualified candidates during the previous year.

SW Specialist Sr/LICSW

APRN

Recruiting expenses

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses

Select one

- Total expenses includes staff time
- Total expenses does NOT include staff time

Projected Hiring Opportunities

(Administrative Procedure 19.1A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- Expect agency to be downsizing
- Expect no hiring opportunities
- Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

Although, we expect to do downsizing in the support services and adult mental health programs, other programs still housed at BRHSC are expected to continue and may have hiring opportunities

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- Advertise in newspapers
- Advertise on Internet
- Advertise with community organizations
- Develop and utilize recruitment sources which will reach protected group applicants.
- Consult with the State AA/ADA coordinator
- Consult with the DOER recruiter
- College and university postings
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

Use DHS Recruiter for direct mailings

DHS recruiter for

Internships

(Administrative Procedure 19.1A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- Professional Organizations
- Non-Profit Organizations
- Publications
- Websites
- Minnesota WorkForce Centers
- ADA Minnesota
- State Services for the Blind
- Vocational Rehabilitation
- Deaf and Hard of Hearing Services
- Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:

Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

Check here if you agree with and will follow the guidelines in the above statement.
How many supported employment workers has your agency hired in the previous year?

0	▼
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F.

**MINNESOTA STATE
OPERATED COMMUNITY
SERVICES**

**MSOCS
AFFIRMATIVE ACTION PLAN FOR 2006-2008**

HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Office/Clerical	0	0	N/A	0	0	N/A	1	1	2006-8
Officials & Administrators	0	0	N/A	1	1	2006-8	0	0	N/A
Professionals	0	0	N/A	8	1	2006-8	8	1	2006-8
Skilled Craft	0	0	N/A	0	0	N/A	0	0	N/A
Technicians/Paraprofessionals	0	0	N/A	13	13	2006-8	68	5	2006-8

RECRUITMENT

1. Advertising

MSOCS will continue to use local publications for out-state sites when vacancies occur. In the Metro area we will continue to use community papers as they have provided us with a viable pool of applicants. As our budget allows we will use Insight News, Access Press, Native American Press, MN Women's Press, The Mpls Spokesman/Recorder, Asian Pages, La Prensa, Affirmative Action Register. We will continue to use the State of Minnesota Website, WorkForce Center web site, and explore other web sites as a recruitment tool.

1. Job Fairs

MSOCS has not attended any job fairs during the previous year. We anticipate that we will not participate in any job fairs in 2006 – 2008 because we have not found them to be a viable recruitment tool for MSOCS.

1. Projected Hiring Opportunities and Strategies

We expect any hiring will be limited to refilling any critical positions that are vacated through turnover. The plan for filling these vacancies will be to utilize the above publications, and we will also continue to communicate with our local Work Force Center regarding vacancies.

1. Improving Recruitment Efforts for Persons with Disabilities

MSOCS will continue to look for publications and community organizations to serve as resources to increase our applicant pool for individuals with disabilities.

1. Supported Work

MOSCS will continue to search for suitable supported employment opportunities within our organization. If the opportunity arises for these types of positions, we will first check within our current vocational programs to determine if there is an individual suitable for the position. If not, we will work closely with Division of Rehabilitation Services to assist us with recruitment of individuals seeking supported employment opportunities.

RETENTION

1. Survey Forms

MSOCS provides an opportunity for comments and concerns to be brought to our attention through our employee transfer/exit survey form.

2. Employee Task Force

An Employee Task Force is currently in place to look at various operational concerns. One of the areas this group addresses is job satisfaction and retention.

3. Retention Methods

Retention concerns are dealt with on a case-by-case basis. The supervisor, in consultation with Human Resources, develops a plan to assist the employee either through additional training, mentoring, or individual development plans. (There is no distinction between protected group members and non-protected group members.) It is the responsibility of MSOCS Human Resources, managerial and supervisory staff to oversee and promote retention within the organization.

1. Layoffs

In the event that a reduction in the workforce is imminent, the Human Resources staff assigned to work with the layoffs will contact the AAO. Together they will analyze the situation to determine if there will be a negative impact on protected group members. They will determine if there is an alternative course of action that would accomplish the supervisor's goals without the negative impact.

Affirmative Action Plan 2006-2008

Transmittal Form

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Underutilization in Protected Groups

Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the **TOTAL** underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

Indicate underutilization for minorities in the Officials and Managers EEO category:

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

Professionals

Indicate underutilization for women in the Professionals EEO category:

Indicate underutilization for minorities in the Professionals EEO category:

Indicate underutilization for people with a disability in the Professionals EEO category:

Technicians

Indicate underutilization for women in the Technicians EEO category:

Indicate underutilization for minorities in the Technicians EEO category:

Indicate underutilization for people with a disability in the Technicians EEO category:

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

Indicate underutilization for minorities in the Paraprofessionals EEO category:

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for people with a disability in the Protective Service EEO category:

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

Agency Signatures

Name of the Affirmative Action Officer



Checking this signifies an electronic signature

Affirmative Action Officer's email address

Affirmative Action Officer's phone number

Date(MM/DD/YY)

Name of Agency Head



Checking this signifies an electronic signature

Agency Head email address

Agency Head phone number

651.582.1857

Date(MM/DD/YY)

07/25/2006

Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan.

Please report information from the past calendar year. Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Recruitment Sources

Newspapers

Newspapers used for advertising and recruitment

Did not use any newspapers
The following newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- Albert Lea Tribune
- Alexandria Echo-Press
- Austin Daily Herald
- Bemidji Northern Herald
- Bemidji-The Pioneer
- Brainerd Dispatch
- Chronicle of Higher Education
- Duluth News Tribune
- Eagan This Week
- Faribault Daily News
- Focus
- Focus Point
- Forest Lake Times

- Grand Rapids Herald Review
- Hibbing Daily Tribune
- Lillie Suburban
- Lowertown News
- Mankato Free Press
- Mesabi Daily News
- Morrison County Record
- Owatonna People's Press
- Pioneer Press - St. Paul
- Rochester Post
- South Washington county bulletin
- Star Tribune - Minneapolis
- St. Cloud Times
- Sun Current
- West Central Tribune
- Winona Daily News
- Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Diversity Newspapers

Diversity focused newspapers used for advertising and recruitment

Did not use any diversity focused newspapers
 The following diversity focused newspapers were used for advertising and recruitment during the previous year:
 (check ALL that apply)

- Access Press
- Asian American Press
- Asian Pages
- Black Issues in Higher Education
- Hispanic Outlook
- Indian Country Today

- Insight News
- La Prensa
- Lakota Journal
- LavoZ Latina
- Minnesota Women's Press
- Native American Press/Ojibwe News
- Spokesman
- The Circle
- Women in Higher Education

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

Websites

Websites used for advertising and recruitment

- Did not use any Websites
- The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)
- State of Minnesota Employment Website
- Monster.com
- Careerbuilder.com
- Minnesotajobs.com
- Minnesota Job Bank-mnworks.org
- Chronicle of Higher Education
- Startribune.com
- MNSCU.edu
- Our agency Website

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

Job Fairs

Job fairs attended during the previous year



Did not attend any job fairs

List the job fairs your agency attended during the previous year:

Job fairs anticipated in the next year



Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

Colleges and Universities

College and university recruitment events



Did not participate in any college and university recruitment events

List the college and university recruitment events, other than job fairs, that your agency participated in during the previous year. For example, classroom presentations, career panels, recruitment tables, etc.

Additional Recruiting Information

Additional Recruiting Methods

Additional recruiting methods used



Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year:
(check ALL that apply)



College and university career center



Community organizations



Trade journals



Professional organizations



Direct mail



Referrals from agency employees



Email or Email listserves



Radio



High schools



Workforce Centers

If your agency used any additional recruiting methods that are not listed above, please indicate here:

Building relationships for diversity

No step is too small in your efforts to build a diverse workforce! A state workforce rich in diversity benefits everyone and requires an effort from each of us.

Please indicate any school, community organization, or group you are working with to build an on-going relationship to promote the State of Minnesota as an employer.

Innovative recruitment strategies

Please share any new and innovative recruitment strategies used.

Difficult to fill positions

List up to 3 job classifications your agency had the most difficulty hiring qualified candidates during the previous year.

Recruiting expenses

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses

Select one

- Total expenses includes staff time
- Total expenses does NOT include staff time

Projected Hiring Opportunities

(Administrative Procedure 19.1A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- Expect agency to be downsizing
- Expect no hiring opportunities
- Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- Advertise in newspapers
- Advertise on Internet
- Advertise with community organizations

- Develop and utilize recruitment sources which will reach protected group applicants.
- Consult with the State AA/ADA coordinator
- Consult with the DOER recruiter
- College and university postings
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

Internships

(Administrative Procedure 19.1A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- Check here if you agree to recruit and select interns following the procedures set forth in the State’s Internship Administrative Procedures

Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- Professional Organizations
- Non-Profit Organizations
- Publications
- Websites
- Minnesota WorkForce Centers
- ADA Minnesota
- State Services for the Blind

- Vocational Rehabilitation
- Deaf and Hard of Hearing Services
- Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:

Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

Check here if you agree with and will follow the guidelines in the above statement.

How many supported employment workers has your agency hired in the previous year?

0	
---	---

G.

**FERGUS FALLS REGIONAL
TREATMENT CENTER**

**FERGUS FALLS REGIONAL TREATMENT CENTER
AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY**

HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	1	0		0	0		0	0	
Professionals	0	0		7	2	6/08	3	1	6/08
Technicians/ Paraprofessionals	0	0		0	0		21	3	6/08
Office/Clerical	0	0		0	0		0	0	
Skilled Craft	0	0		0	0		0	0	
Service Maintenance	0	0		1	0	6/08	0	0	

GOALS

- 2 Licensed Alcohol and Drug Counselors, minority or disabled June, 2008
- 1 Registered Nurse, minority or disabled June, 2008
- 1 Licensed Practical Nurse, minority or disabled June, 2008
- 2 Human Services Technicians, minority or disabled June, 2008

AFFIRMATIVE ACTION PROGRAMS AND PROGRAM OBJECTIVES:

OBJECTIVE	ACTION	RESPONSIBLE	DATE
Increase employee awareness of appropriate behavior in the workplace.	a) Provide information to employees on harassment, violence, intimidation, and cultural diversity.	AAO, Managers Supervisors	Ongoing
	a) Provide required Diversity Training to ALL employees within one year of hire date.	Managers, Supervisors, Staff Development,	Ongoing
Improve retention of diverse individuals	a) Monitor separations to determine if conditions are contributing to employment terminations of protected class members.	Affirmative Action Officer	Annually/Ongoing
	b) Utilize Employee Exit Survey for use in monitoring employee separations.	Human Resources Director and Affirmative Action Officer	Ongoing

Focus Area: Education and Training

Objective: To maintain a staff development program that is responsive to the diverse and individual needs of clients and staff and that is an integral part of the day to day operations of the FFRTC.

- Staff Development will incorporate feedback from consumers into the annual training plan.

Focus Area: Recruitment, Selection and Retention

Objective: To increase diversity among potential applicants for employment at the FFRTC.

- Support the hiring of economically disadvantaged individuals.
- FFRTC will continue to provide affiliation services for the health care professions, schools, etc., which serves as an applicant pool for these professions.

POTENTIAL JOB OPPORTUNITIES

Hiring will continue to be extremely limited in the next two years with the exception of Licensed Alcohol and Drug Counselors. There may also be some turnover in other specialized areas such as RN and LPN.

RECRUITMENT PLAN:

We will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement, and we will actively pursue solutions to eliminate disparities and retain a diverse work force.

We will continue to provide internships to students.

Improve Recruitment Efforts for Persons with Disabilities

- We will continue to utilize the State of Minnesota Website for our hires.
- We will continue to look for more publications we can use as advertising sources to increase our applicant pools with individuals with disabilities as money permits.

RETENTION PLAN:

FFRTC will demonstrate a good faith effort to retain protected group employees. The Affirmative Action Officer/Human Resources Director shall monitor separations on an annual basis to determine if a greater proportion of protected class members are separating from employment than are represented in the workforce.

All separating employees shall continue to be offered an opportunity to complete an Employee Exit Survey and Exit Interview prior to their last day of employment.

The Human Resources Department, Affirmative Action Officer, will identify and advise current employees of mobility and career advancement opportunities. Supervisors and managers will ensure that their employees are aware of relevant policy and procedures and demonstrate through their behaviors and actions their responsibility in maintaining a discrimination free environment. The facility will implement activities that promote awareness, acceptance and appreciation for diversity and the efforts of affirmative action.

Affirmative Action Plan 2006-2008

Transmittal Form

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Underutilization in Protected Groups

Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do NOT skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

Indicate underutilization for minorities in the Officials and Managers EEO category:

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

Professionals

Indicate underutilization for women in the Professionals EEO category:

Indicate underutilization for minorities in the Professionals EEO category:

Indicate underutilization for people with a disability in the Professionals EEO category:

Technicians

Indicate underutilization for women in the Technicians EEO category:

Indicate underutilization for minorities in the Technicians EEO category:

Indicate underutilization for people with a disability in the Technicians EEO category:

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

Indicate underutilization for minorities in the Paraprofessionals EEO category:

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for people with a disability in the Protective Service EEO category:

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

Agency Signatures

Name of the Affirmative Action Officer



Checking this signifies an electronic signature

Affirmative Action Officer's email address

Affirmative Action Officer's phone number

Date(MM/DD/YY)

Name of Agency Head



Checking this signifies an electronic signature

Agency Head email address

Agency Head phone number

Date(MM/DD/YY)

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan.

Please report information from the past calendar year. Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Recruitment Sources

Newspapers

Newspapers used for advertising and recruitment



Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)



Albert Lea Tribune



Alexandria Echo-Press



Austin Daily Herald



Bemidji Northern Herald



Bemidji-The Pioneer



Brainerd Dispatch



Chronicle of Higher Education



Duluth News Tribune



Eagan This Week



Faribault Daily News



Focus



Focus Point

- Forest Lake Times
- Grand Rapids Herald Review
- Hibbing Daily Tribune
- Lillie Suburban
- Lowertown News
- Mankato Free Press
- Mesabi Daily News
- Morrison County Record
- Owatonna People's Press
- Pioneer Press - St. Paul
- Rochester Post
- South Washington county bulletin
- Star Tribune - Minneapolis
- St. Cloud Times
- Sun Current
- West Central Tribune
- Winona Daily News
- Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Fargo Forum

Fergus Falls Daily Journal

MAARCH New sletter

Diversity Newspapers

Diversity focused newspapers used for advertising and recruitment

Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- Access Press
- Asian American Press
- Asian Pages
- Black Issues in Higher Education
- Hispanic Outlook

- Indian Country Today
- Insight News
- La Prensa
- Lakota Journal
- LavoZ Latina
- Minnesota Women's Press
- Native American Press/Ojibwe News
- Spokesman
- The Circle
- Women in Higher Education

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

Websites

Websites used for advertising and recruitment

- Did not use any Websites
- The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)
- State of Minnesota Employment Website
 - Monster.com
 - Careerbuilder.com
 - Minnesotajobs.com
 - Minnesota Job Bank-mnworks.org
 - Chronicle of Higher Education
 - Startribune.com
 - MNSCU.edu
 - Our agency Website

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

Job Fairs

Job fairs attended during the previous year

Did not attend any job fairs

List the job fairs your agency attended during the previous year:

Job fairs anticipated in the next year

Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

Colleges and Universities

College and university recruitment events

Did not participate in any college and university recruitment events

List the college and university recruitment events, other than job fairs, that your agency participated in during the previous year. For example, classroom presentations, career panels, recruitment tables, etc.

Additional Recruiting Information

Additional Recruiting Methods

Additional recruiting methods used



Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check ALL that apply)



College and university career center



Community organizations



Trade journals



Professional organizations



Direct mail



Referrals from agency employees



Email or Email listserves



Radio



High schools



Workforce Centers

If your agency used any additional recruiting methods that are not listed above, please indicate here:

Building relationships for diversity

No step is too small in your efforts to build a diverse workforce! A state workforce rich in diversity benefits everyone and requires an effort from each of us.

Please indicate any school, community organization, or group you are working with to build an on-going relationship to promote the State of Minnesota as an employer.

Innovative recruitment strategies

Please share any new and innovative recruitment strategies used.

Obtained a list of all Licensed Alcohol and Drug Counselors from the MN Dept of Health and sent recruitment letters to each.

Difficult to fill positions

List up to 3 job classifications your agency had the most difficulty hiring qualified candidates during the previous year.

Chemical Dependency Counselor

Registered Nurse

Licensed Practical Nurse

Recruiting expenses

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses \$3000 estimate

Select one

- Total expenses includes staff time
- Total expenses does NOT include staff time

Projected Hiring Opportunities

(Administrative Procedure 19.1A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- Expect agency to be downsizing
- Expect no hiring opportunities
- Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- Advertise in newspapers
- Advertise on Internet
- Advertise with community organizations
- Develop and utilize recruitment sources which will reach protected group applicants.
- Consult with the State AA/ADA coordinator
- Consult with the DOER recruiter

- College and university postings
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

Internships

(Administrative Procedure 19.1A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- Check here if you agree to recruit and select interns following the procedures set forth in the State’s Internship Administrative Procedures

Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- Professional Organizations
- Non-Profit Organizations
- Publications
- Websites
- Minnesota WorkForce Centers
- ADA Minnesota
- State Services for the Blind
- Vocational Rehabilitation
- Deaf and Hard of Hearing Services
- Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:

Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.



Check here if you agree with and will follow the guidelines in the above statement.

How many supported employment workers has your agency hired in the previous year?

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

H.

**MINNESOTA EXTENDED
TREATMENT OPTIONS**

**MINNESOTA EXTENDED TREATMENT OPTIONS (METO)/CAMBRIDGE
AFFIRMATIVE ACTION PLAN FOR 2006-2008**

HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0	0	N/A	0	0	N/A	0	0	N/A
Professionals	0	0	N/A	5	5	2004-6	0	0	2004-6
Technicians/ Paraprofessionals	0	0	N/A	6	6	2004-6	10	10	2004-6
Office/Clerical	0	0	N/A	1	1	2004-6	0	0	N/A
Skilled Craft	0	0	N/A	0	0	N/A	0	0	2004-6
Service Maintenance	1	1	N/A	1	1	2004-6	0	0	N/A

PROGRAMS AND OBJECTIVES:

1. Increasing Awareness

We are working to increase employee awareness of appropriate behavior in the workplace by providing a diversity class that covers cultural diversity issues, harassment issues and issues pertaining to violence and intimidation. This course is part of our new employee orientation training and is a class that is required to be updated by staff development on a yearly basis.

1. Improving Retention

We are going to implement a process to monitor separations to determine if conditions are contributing to employment terminations of protected class members. Also, we will continue to utilize our Employee Exit Survey forms so that any concerns will be brought to our attention.

RECRUITMENT AND RETENTION:

1. Advertising

We do expect that we will continue to utilize the State of Minnesota Website and possibly some local newspapers for most of our hires. We also may advertise on the Internet and with Professional Organizations for some of our positions.

1. Job Fairs

Our facility has not attended any job fairs during the previous year. We anticipate that we will not participate in any job fairs in 2006 – 2008 because we have not found them to be a viable recruitment method for our facility.

1. Projected Hiring Opportunities and Strategies

We expect any hiring will be limited to refilling any critical positions that are vacated through turnover. The plan for filling these vacancies will be to utilize the above publications, and we will also continue to communicate with our local Work Force Center regarding any vacancies we have or any testing dates we set up.

1. Improving Recruitment Efforts for Persons with Disabilities

The Facility will continue to look for publications that we can use as advertising sources to increase our applicant pools with individuals with disabilities. The facility will now have access to a recruiter on a limited basis. We will work with that person to develop a plan on specific target recruitment.

1. Supported Work

The facility does not currently have any outside supported workers but we currently use special funds to provide employment opportunities to some of the clients that we serve with disabilities.

1. Survey Forms

METO provides an opportunity for comments and concerns to be brought to our attention on our employee exit survey form.

Affirmative Action Plan 2006-2008

Transmittal Form

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Underutilization in Protected Groups

Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

Indicate underutilization for minorities in the Officials and Managers EEO category:

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

Professionals

Indicate underutilization for women in the Professionals EEO category:

Indicate underutilization for minorities in the Professionals EEO category:

Indicate underutilization for people with a disability in the Professionals EEO category:

Technicians

Indicate underutilization for women in the Technicians EEO category:

Indicate underutilization for minorities in the Technicians EEO category:

Indicate underutilization for people with a disability in the Technicians EEO category:

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

Indicate underutilization for minorities in the Paraprofessionals EEO category:

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for people with a disability in the Protective Service EEO category:

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

Agency Signatures

Name of the Affirmative Action Officer



Checking this signifies an electronic signature

Affirmative Action Officer's email address

Affirmative Action Officer's phone number

Date(MM/DD/YY)

Name of Agency Head



Checking this signifies an electronic signature

Agency Head email address

Agency Head phone number

763-689-7160

Date(MM/DD/YY)

07/24/2006

Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan.

Please report information from the past calendar year. Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Recruitment Sources

Newspapers

Newspapers used for advertising and recruitment



Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- Albert Lea Tribune
- Alexandria Echo-Press
- Austin Daily Herald
- Bemidji Northern Herald
- Bemidji-The Pioneer
- Brainerd Dispatch
- Chronicle of Higher Education
- Duluth News Tribune
- Eagan This Week
- Faribault Daily News
- Focus
- Focus Point

- Forest Lake Times
- Grand Rapids Herald Review
- Hibbing Daily Tribune
- Lillie Suburban
- Lowertown News
- Mankato Free Press
- Mesabi Daily News
- Morrison County Record
- Owatonna People's Press
- Pioneer Press - St. Paul
- Rochester Post
- South Washington county bulletin
- Star Tribune - Minneapolis
- St. Cloud Times
- Sun Current
- West Central Tribune
- Winona Daily News
- Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Diversity Newspapers

Diversity focused newspapers used for advertising and recruitment

Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- Access Press
- Asian American Press
- Asian Pages
- Black Issues in Higher Education
- Hispanic Outlook

- Indian Country Today
- Insight News
- La Prensa
- Lakota Journal
- LavoZ Latina
- Minnesota Women's Press
- Native American Press/Ojibwe News
- Spokesman
- The Circle
- Women in Higher Education

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

Websites

Websites used for advertising and recruitment

- Did not use any Websites
- The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)
- State of Minnesota Employment Website
 - Monster.com
 - Careerbuilder.com
 - Minnesotajobs.com
 - Minnesota Job Bank-mnworks.org
 - Chronicle of Higher Education
 - Startribune.com
 - MNSCU.edu
 - Our agency Website

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

Job Fairs

Job fairs attended during the previous year

Did not attend any job fairs

List the job fairs your agency attended during the previous year:

Job fairs anticipated in the next year

Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

Colleges and Universities

College and university recruitment events

Did not participate in any college and university recruitment events

List the college and university recruitment events, other than job fairs, that your agency participated in during the previous year. For example, classroom presentations, career panels, recruitment tables, etc.

Additional Recruiting Information

Additional Recruiting Methods

Additional recruiting methods used



Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check ALL that apply)

- College and university career center
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees
- Email or Email listserves
- Radio
- High schools
- Workforce Centers

If your agency used any additional recruiting methods that are not listed above, please indicate here:

Building relationships for diversity

No step is too small in your efforts to build a diverse workforce! A state workforce rich in diversity benefits everyone and requires an effort from each of us.

Please indicate any school, community organization, or group you are working with to build an on-going relationship to promote the State of Minnesota as an employer.

Innovative recruitment strategies

Please share any new and innovative recruitment strategies used.

Difficult to fill positions

List up to 3 job classifications your agency had the most difficulty hiring qualified candidates during the previous year.

Psychologist

Recruiting expenses

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses

Select one

- Total expenses includes staff time
- Total expenses does NOT include staff time

Projected Hiring Opportunities

(Administrative Procedure 19.1A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- Expect agency to be downsizing
- Expect no hiring opportunities
- Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

--

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- Advertise in newspapers
- Advertise on Internet
- Advertise with community organizations
- Develop and utilize recruitment sources which will reach protected group applicants.
- Consult with the State AA/ADA coordinator
- Consult with the DOER recruiter

- College and university postings
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

Internships

(Administrative Procedure 19.1A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- Check here if you agree to recruit and select interns following the procedures set forth in the State’s Internship Administrative Procedures

Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- Professional Organizations
- Non-Profit Organizations
- Publications
- Websites
- Minnesota WorkForce Centers
- ADA Minnesota
- State Services for the Blind
- Vocational Rehabilitation
- Deaf and Hard of Hearing Services
- Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:

Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.



Check here if you agree with and will follow the guidelines in the above statement.

How many supported employment workers has your agency hired in the previous year?

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

I.

**MOOSE LAKE REGIONAL
STATE OPERATED
SERVICES**

**MOOSE LAKE REGIONAL STATE OPERATED SERVICES/NNE
AFFIRMATIVE ACTION PLAN FOR 2006-2008**

HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	1	1	2006-8	0	0	2006-8	0	0	2006-8
Professionals	0	0	2006-8	9	9	2006-8	6	6	2006-8
Protective Services	0	0	2006-8	9	9	2006-8	16	16	2006-8
Technicians/ Paraprofessionals	0	0	2006-8	0	0	2006-8	21	21	2006-8
Office/Clerical	0	0	2006-8	0	0	2006-8	0	0	2006-8
Skilled Craft	0	0	2006-8	0	0	2006-8	0	0	2006-8
Service Maintenance	0	0	2006-8	0	0	2006-8	1	1	2006-8

MSOP-Moose Lake's hiring will be rapidly increasing in the next two years as we are projecting a significant increase in patient population. It is predicted that MSOP-Moose Lake will be hiring in all areas and classifications, including Office/Clerical, Security, Professional staff (Psychologists, Behavior Analysts, Social Workers, RN's, LPN's, etc.), and upper level management positions. Recruitment efforts will be a primary focus.

PROGRAM OBJECTIVES AND ACTION STEPS:

OBJECTIVE	ACTION STEPS	RESPONSIBLE	TARGET DATE
Educate employees, to understand ADA/AA/EEO and Diversity.	Provide training and education to employees on ADA /EEO/AA and Diversity	AAO/ADA Coordinator, Managers and Supervisors	On-going New Employee Orientation
Educate employees on how to look for future job opportunities regarding promotional and transfer opportunities.	Provide training on posting process, accessing information of current vacancies.	H.R. Personnel	On-going New Employee Orientation
Provide educational training for managers, supervisors and staff	Provide required and requested training to all staff through SOS Training Department	SOS Training Department	On-going
Increase visibility within community with regards to employment opportunities	Participate in Career Fairs. Advertise in newspapers, and/or statewide employment website. Network with Colleges/Universities.	AAO, H.R. Personnel, Supervisor's/Managers, SOS Recruiter	On-going

DISCRIMINATION/COMPLAINT ACTIVITY

Employees are made aware of the complaint process during new employee orientation and also during in-services offered throughout the year. Union stewards are aware of the complaint process and many advise their members to contact the Affirmative Action Officer if they feel there is a problem.

RECRUITMENT REVIEW:

In the past two years hiring has been done in highly specialized areas such as Psychologists, Social Workers, RN's, and LPN's as well as Security staff. MSOP-Moose Lake has advertised in local newspapers in Moose Lake, Cloquet, Sandstone, Mora, Pine City, Duluth, and Minneapolis. We have received promising results from local papers for our program. Our main area of recruitment has been referral from current employees.

We have actively recruited talented people from diverse backgrounds for all positions at the facility. We have had some missed opportunities during the past two years.

MSOP-Moose Lake attended one job fair during the last reporting period and will attend two more in the upcoming affirmative action plan period. MSOP-Moose Lake also visited specialized study groups within UMD and UWS

colleges for recruitment purposes. MSOP also met with career services departments at both UMD and UWS to share with them our recruiting pamphlets. We have also notified DHS of current hiring needs and they have recruited at job fairs they have attended.

RETENTION PLAN:

MSOP-Moose Lake tries to retain valuable and talented protected group employees. People responsible for implementation of the retention plan include Jack Erskine, Facility Director, Larry Nelson, Human Resource Director, Melissa Gresczyk, Affirmative Action Officer Designee, and Mark Tabara, ADA Designee. MSOP will follow the Department of Human Services uniform retention plan.

Affirmative Action Plan 2006-2008

Transmittal Form

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Underutilization in Protected Groups

Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the **TOTAL** underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

Indicate underutilization for minorities in the Officials and Managers EEO category:

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

Professionals

Indicate underutilization for women in the Professionals EEO category:

Indicate underutilization for minorities in the Professionals EEO category:

Indicate underutilization for people with a disability in the Professionals EEO category:

Technicians

Indicate underutilization for women in the Technicians EEO category:

Indicate underutilization for minorities in the Technicians EEO category:

Indicate underutilization for people with a disability in the Technicians EEO category:

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

Indicate underutilization for minorities in the Paraprofessionals EEO category:

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for people with a disability in the Protective Service EEO category:

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

Agency Signatures

Name of the Affirmative Action Officer



Checking this signifies an electronic signature

Affirmative Action Officer's email address

Affirmative Action Officer's phone number

Date(MM/DD/YY)

Name of Agency Head



Checking this signifies an electronic signature

Agency Head email address

Agency Head phone number

218-485-5300 Ext 5516

Date(MM/DD/YY)

7/20/2006

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan.

Please report information from the past calendar year. Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

Agency name
Human Services-Moose Lake

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Recruitment Sources

Newspapers

Newspapers used for advertising and recruitment



Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)



Albert Lea Tribune



Alexandria Echo-Press



Austin Daily Herald



Bemidji Northern Herald



Bemidji-The Pioneer



Brainerd Dispatch



Chronicle of Higher Education



Duluth News Tribune



Eagan This Week



Faribault Daily News



Focus



Focus Point



Forest Lake Times

- Grand Rapids Herald Review
- Hibbing Daily Tribune
- Lillie Suburban
- Lowertown News
- Mankato Free Press
- Mesabi Daily News
- Morrison County Record
- Owatonna People's Press
- Pioneer Press - St. Paul
- Rochester Post
- South Washington county bulletin
- Star Tribune - Minneapolis
- St. Cloud Times
- Sun Current
- West Central Tribune
- Winona Daily News
- Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Kanabec County Times
Evergreen
Cloquet

Diversity Newspapers

Diversity focused newspapers used for advertising and recruitment

Did not use any diversity focused newspapers
 The following diversity focused newspapers were used for advertising and recruitment during the previous year:
 (check ALL that apply)

- Access Press
- Asian American Press
- Asian Pages
- Black Issues in Higher Education
- Hispanic Outlook
- Indian Country Today

- Insight News
- La Prensa
- Lakota Journal
- LavoZ Latina
- Minnesota Women's Press
- Native American Press/Ojibwe News
- Spokesman
- The Circle
- Women in Higher Education

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

Websites

Websites used for advertising and recruitment

- Did not use any Websites
- The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)
- State of Minnesota Employment Website
- Monster.com
- Careerbuilder.com
- Minnesotajobs.com
- Minnesota Job Bank-mnworks.org
- Chronicle of Higher Education
- Startribune.com
- MNSCU.edu
- Our agency Website

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

Job Fairs

Job fairs attended during the previous year



Did not attend any job fairs

List the job fairs your agency attended during the previous year:

UMD Internal Job Fair for Psychology

Job fairs anticipated in the next year



Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

UMD Internal Job Fair for Psychology
Head of the Lakes Job Fair

Colleges and Universities

College and university recruitment events



Did not participate in any college and university recruitment events

List the college and university recruitment events, other than job fairs, that your agency participated in during the previous year. For example, classroom presentations, career panels, recruitment tables, etc.

UMD Criminal Justice Association
UMD Psychology Department

Additional Recruiting Information

Additional Recruiting Methods

Additional recruiting methods used



Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year:
(check ALL that apply)

- College and university career center
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees
- Email or Email listserves
- Radio
- High schools
- Workforce Centers

If your agency used any additional recruiting methods that are not listed above, please indicate here:

Building relationships for diversity

No step is too small in your efforts to build a diverse workforce! A state workforce rich in diversity benefits everyone and requires an effort from each of us.

Please indicate any school, community organization, or group you are working with to build an on-going relationship to promote the State of Minnesota as an employer.

University of MN Duluth
Fond Du Lac Community College
University of Wisconsin

Innovative recruitment strategies

Please share any new and innovative recruitment strategies used.

--

Difficult to fill positions

List up to 3 job classifications your agency had the most difficulty hiring qualified candidates during the previous year.

Psychologist
RN
LPN

Recruiting expenses

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses

Select one

- Total expenses includes staff time
- Total expenses does NOT include staff time

Projected Hiring Opportunities

(Administrative Procedure 19.1A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- Expect agency to be downsizing
- Expect no hiring opportunities
- Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- Advertise in newspapers
- Advertise on Internet
- Advertise with community organizations
- Develop and utilize recruitment sources which will reach protected group applicants.
- Consult with the State AA/ADA coordinator
- Consult with the DOER recruiter
- College and university postings
- Community organizations

- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

Internships

(Administrative Procedure 19.1A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- Check here if you agree to recruit and select interns following the procedures set forth in the State’s Internship Administrative Procedures [Disability Recruitment Strategies](#)

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- Professional Organizations
- Non-Profit Organizations
- Publications
- Websites
- Minnesota WorkForce Centers
- ADA Minnesota
- State Services for the Blind
- Vocational Rehabilitation
- Deaf and Hard of Hearing Services
- Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:

Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.



Check here if you agree with and will follow the guidelines in the above statement.

How many supported employment workers has your agency hired in the previous year?

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

J.

**SAINT PETER REGIONAL
TREATMENT CENTER**

**ST. PETER REGIONAL TREATMENT CENTER (SPRTC)
AFFIRMATIVE ACTION PLAN FOR 2006-2008**

HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0	0	N/A	0	0	N/A	1	1	2006-8
Professionals	0	0	N/A	22	22	2006-8	21	21	2006-8
Technicians/ Paraprofessionals	0	0	N/A	3	3	2006-8	14	14	2006-8
Office/Clerical	0	0	N/A	2	2	2006-8	3	3	2006-8
Skilled Craft	3	3	2007-8	1	1	2006-8	3	3	2006-8
Service Maintenance	0	0	N/A	4	4	2006-8	7	7	2006-8

St Peter Regional Treatment Center hiring process is contingent on legislative issues and attached funding, as well as other constriction or expansion of services within State Operated Services. Currently the Forensic services Program is expanding to accommodate a population increase, and hiring is underway for those new units. Critical positions that become vacant during this plan interval will also be filled. Some vacancies, as determined by management, may be filled initially as temporary positions. This process has been used to fill protective services positions, not professional level positions. As vacancies are established or occur through turnover/retirement, disparities will be reviewed and the hiring process will occur affirmatively.

OBJECTIVE	ACTION STEPS	RESPONSIBLE	TARGET DATE
Offer educational opportunities on Affirmative Action and ADA at all pre-service training so that new staff are knowledgeable of the State of MN's efforts to obtain a diverse workforce	Provide training and education to new employees on the ADA /EEO/AA and Diversity	Affirmative action officer ADA Coordinator Staff Development	On-going at each New Employee Orientation. Provide Quarterly Reports to HR Manager and Forensics Director
Offer ongoing training opportunities for current employees about Diversity topics, Equal Employment, Americans with Disabilities Act and other related information	Provide short training courses, tutorials or reading materials quarterly to maximize learning opportunities to current staff	Affirmative Action Officer, ADA Coordinator, Staff Development, Diversity Committee	Quarterly and more often as materials, topics, courses become available. Provide Quarterly report to HR Manager and Forensics Director
Provide ongoing assistance, review and analysis for hiring decisions in disparate goal units	Monitor the hiring process, and provide information about candidacy considerations related to disparate groups for	Affirmative Action Officer in consultation with HR Manager	Quarterly Report of Hiring Results provided to HR Manager and Forensics Director

	consideration of supervisors doing the hiring process		
Increase visibility within this region and statewide as appropriate, with regards to equal employment opportunities at SPRTC	Advertise in newspapers, minority publications, and/or statewide employment website. Network with Colleges/Universities.	Affirmative Action Officer, HR Manager, Supervisors and Managers	Ongoing Activity with Quarterly Activity Reports to HR Manager and Forensics Director
Review Exit Interview forms to glean information related to future retention of state employees.	Establish a review process So that each exit interview is read, data related to EE is obtained and utilized for future retention, if applicable.	Affirmative Action Officer in Consultation with HR Asst Mgr.	On-going activity with Quarterly Report of findings to HR Manager and Forensics Director.
Survey and Review the Affirmative Hires Satisfaction Survey for retention related issues	Establish a review process, obtain relevant data, asses retention related activities needed, and provide follow-up to Management	Affirmative Action Officer in Consultation with HR Asst Mgr.	On-going activity with at minimum, Quarterly Report of findings to HR Manager and Forensics Director.

RECRUITMENT PLAN

Recruitment of Persons with Disabilities:

We will continue to work with the Minnesota Valley Action Council (MVAC) when looking for persons to employee. We will also develop relationships with community organizations that serve people with disabilities. We will partner with these organizations to develop a plan to assist the Department in the recruitment of persons with disabilities.

Recruitment of Minorities:

We will continue to advertise in newspapers such as: Access Press, Asian American Press, La Prensa, Black Issues in Higher Education in order to reach out to potential employees.

Recruitment of Women:

We will continue to seek women to allow a diverse workforce. Most of our applicants come from recommendations of current employees. We will encourage current employee to share with others the opportunities we provide. We will continue to advertise in newspapers whose target audience is women such as Minnesota Women's Press and participate in job fairs in places such as the University of Minnesota at Mankato.

Advertising

As our budget allows, we will continue to use Access Press, Asian American Press, Blank Issues in Higher Education Hispanic Outlook, La Prensa, MN Women's Press, Affirmative Action Register, the Internet, professional associations and publications, colleges and universities nationwide, because we have found that these are the publications and internet resources from which we received the greatest response. Advertising will be conducted in a targeted fashion, toward sources that are judged to generate the most effective response to meet affirmative action hiring goals.

Job Fairs

We will continue to use Job Fairs including the ones at University of Minnesota at Mankato, Government Job Fair, Nurse Week Job Fair and the Minnesota Psychological Conference in order to attract a large number of applicants.

RETENTION PLAN:

Our goal is to assure retention of Affirmative hires. We are going to approach this in several venues. They are as follows: Provide ongoing educational opportunities to employees on such topics as Affirmative Action, Sexual Harassment, General Harassment, Violence in the Workplace, Americans with Disabilities Act, Cultural and Ethnic Events/Recognition, etc. We will monitor the evaluation process that St Peter has established with heavy emphasis on Respect for Peers and Positive Communication, to glean retention issues from results then follow up accordingly.

Affirmative Action Plan 2006-2008

Transmittal Form

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Underutilization in Protected Groups

Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

Indicate underutilization for minorities in the Officials and Managers EEO category:

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

Professionals

Indicate underutilization for women in the Professionals EEO category:

Indicate underutilization for minorities in the Professionals EEO category:

Indicate underutilization for people with a disability in the Professionals EEO category:

Technicians

Indicate underutilization for women in the Technicians EEO category:

Indicate underutilization for minorities in the Technicians EEO category:

Indicate underutilization for people with a disability in the Technicians EEO category:

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

Indicate underutilization for minorities in the Paraprofessionals EEO category:

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for people with a disability in the Protective Service EEO category:

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

Agency Signatures

Name of the Affirmative Action Officer

Checking this signifies an electronic signature

Affirmative Action Officer's email address

Affirmative Action Officer's phone number

Date(MM/DD/YY)

Name of Agency Head

Checking this signifies an electronic signature

Agency Head email address

Agency Head phone number

Date(MM/DD/YY)

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan.

Please report information from the past calendar year. Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

Recruitment Sources

Newspapers

Newspapers used for advertising and recruitment

Did not use any newspapers
The following newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- Albert Lea Tribune
- Alexandria Echo-Press
- Austin Daily Herald
- Bemidji Northern Herald
- Bemidji-The Pioneer
- Brainerd Dispatch
- Chronicle of Higher Education
- Duluth News Tribune
- Eagan This Week
- Faribault Daily News
- Focus
- Focus Point
- Forest Lake Times

- Grand Rapids Herald Review
- Hibbing Daily Tribune
- Lillie Suburban
- Lowertown News
- Mankato Free Press
- Mesabi Daily News
- Morrison County Record
- Owatonna People's Press
- Pioneer Press - St. Paul
- Rochester Post
- South Washington county bulletin
- Star Tribune - Minneapolis
- St. Cloud Times
- Sun Current
- West Central Tribune
- Winona Daily News
- Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

St. Peter Herald

New Ulm Journal

LeSueur News Herald

Diversity Newspapers

Diversity focused newspapers used for advertising and recruitment

Did not use any diversity focused newspapers
 The following diversity focused newspapers were used for advertising and recruitment during the previous year:
 (check ALL that apply)

- Access Press
- Asian American Press
- Asian Pages
- Black Issues in Higher Education
- Hispanic Outlook
- Indian Country Today

- Insight News
- La Prensa
- Lakota Journal
- LavoZ Latina
- Minnesota Women's Press
- Native American Press/Ojibwe News
- Spokesman
- The Circle
- Women in Higher Education

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

SW Area Rehabilitation Services

Websites

Websites used for advertising and recruitment

- Did not use any Websites
- The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)
- State of Minnesota Employment Website
 - Monster.com
 - Careerbuilder.com
 - Minnesotajobs.com
 - Minnesota Job Bank-mnworks.org
 - Chronicle of Higher Education
 - Startribune.com
 - MNSCU.edu
 - Our agency Website

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

Jobdig.com
CareerBuilders.com
CareersMD.com

Job Fairs

Job fairs attended during the previous year



Did not attend any job fairs

List the job fairs your agency attended during the previous year:

St. Peter Job Fair
Mankato State Job Fair
Government Job Fair
Nurse Week Job Fair
MN Psychological Conference

Job fairs anticipated in the next year



Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

St. Peter Job Fair
Mankato State Job Fair
Government Job Fair
Nurse Week Job Fair

Colleges and Universities

College and university recruitment events



Did not participate in any college and university recruitment events

List the college and university recruitment events, other than job fairs, that your agency participated in during the previous year. For example, classroom presentations, career panels, recruitment tables, etc.

University of Minnesota at Mankato

Additional Recruiting Information

Additional Recruiting Methods

Additional recruiting methods used

Did not use any additional recruiting methods
The following additional recruiting methods were used for advertising and recruitment during the previous year:
(check ALL that apply)

- College and university career center
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees
- Email or Email listserves
- Radio
- High schools
- Workforce Centers

If your agency used any additional recruiting methods that are not listed above, please indicate here:

Building relationships for diversity

No step is too small in your efforts to build a diverse workforce! A state workforce rich in diversity benefits everyone and requires an effort from each of us.

Please indicate any school, community organization, or group you are working with to build an on-going relationship to promote the State of Minnesota as an employer.

Innovative recruitment strategies

Please share any new and innovative recruitment strategies used.

--

Difficult to fill positions

List up to 3 job classifications your agency had the most difficulty hiring qualified candidates during the previous year.

Register Nurses

Recruiting expenses

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses

Select one

- Total expenses includes staff time
- Total expenses does NOT include staff time

Projected Hiring Opportunities

(Administrative Procedure 19.1A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- Expect agency to be downsizing
- Expect no hiring opportunities
- Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

--

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- Advertise in newspapers
- Advertise on Internet
- Advertise with community organizations
- Develop and utilize recruitment sources which will reach protected group applicants.
- Consult with the State AA/ADA coordinator
- Consult with the DOER recruiter

- College and university postings
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

Internships

(Administrative Procedure 19.1A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- Check here if you agree to recruit and select interns following the procedures set forth in the State’s Internship Administrative Procedures

Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- Professional Organizations
- Non-Profit Organizations
- Publications
- Websites
- Minnesota WorkForce Centers
- ADA Minnesota
- State Services for the Blind
- Vocational Rehabilitation
- Deaf and Hard of Hearing Services
- Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:

Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.



Check here if you agree with and will follow the guidelines in the above statement.

How many supported employment workers has your agency hired in the previous year?

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

K.

**WILLMAR REGIONAL
TREATMENT CENTER**

WILLMAR REGIONAL TREATMENT CENTER AFFIRMATIVE ACTION PLAN FOR 2006 - 2008

Contact Person: Karen Ochsendorf, Affirmative Action Officer
ADA Coordinator

Address: Willmar Regional Treatment Center Phone: 320-231-5375
1801 Technology Drive NE Fax: 320-231-5322
Willmar, MN 56201 Email: karen.ochsendorf@state.mn.us

HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0			0			1		
Professionals	0			13	4	6/08	7	3	6/08
Technicians/ Paraprofessionals	0			21	2	6/08	16	1	
Office/Clerical	0			2			1		
Skilled Craft	1			2			1		
Service Maintenance	0			6			0		

WRTC GOALS:

7 Registered Nurses, minority, or disabled	June 2008
1 LPN, minority or disabled	June 2008
2 HST, minority or disabled	June 2008

PROGRAM OBJECTIVES AND ACTION STEPS

<u>Objective</u>	<u>Action</u>	<u>Responsible</u>	<u>Target Date</u>
Training and AA/ ADA awareness for all staff.	Provide inservice training to all new staff i.e., Sexual Harassment, ADA Cultural Diversity.	AAO/ Staff Dev.	Ongoing
Review client concerns to learn if diversity areas are identified.	Monthly review satisfaction surveys completed by various Departments.	Rehab.Dept./ AAO	Monthly

Listed below are the goals and timetables devised for Willmar Regional Treatment Center. The Transmittal Sheet, Statement of Commitment, Policies #3002 Equal Employment

Opportunity/Affirmative Action Plan, #3011 Sexual Harassment, Prohibition of, #3020 Affirmative Action Review of Selection Decisions, #3021 Reasonable Accommodations for People with Disabilities, #3023 Harassment/Discrimination, Memo on Weather Emergencies and Evacuation policies, Recruitment Plan, and Retention Plan are attached.

Objective	Action	Responsible	Target Date
Provide AA/ADA awareness for all staff.	Inservice training for all new staff i.e., Sexual Harassment, ADA, Cultural Diversity.	AAO/ Staff Dev.	Ongoing
Review client concerns to see if diversity areas are identified.	Monthly review satisfaction surveys completed by various Departments.	Rehab Dept. /AAO	Monthly

Potential Job Opportunities

WRTC hiring will continue to be extremely limited in the next two years. There may be some turnover in specialized clinical areas such as RN and LPN.

WRTC goals:

7 Registered Nurses, minority, or disabled	June 2008
1 LPN, minority or disabled	June 2008
2 HST, minority or disabled	June 2008

Discrimination/Complaint Activity

Employees are made aware of the complaint process during orientation and also during inservices offered throughout the year. Union stewards are aware of the complaint process and many advise their members to contact the Affirmative Action Officer if they feel there is a problem.

Training Programs

SOS/WRTC Staff Development gives inservice credit to staff who attend diversity happenings in the community. The AAO participates in the SOS training program provided through the state Staff Development Department. All new employees receive training in Cultural Diversity, Sexual Harassment, General Harassment, Affirmative Action and the American with Disabilities Act.

RECRUITMENT REVIEW

See the attached WRTC plan for Recruitment and Retention. This is part of Policy #3002. In the past two years primary hiring has been done in highly specialized areas such as Social Workers, RN and LPN. WRTC has advertised in local papers in Willmar, Marshall, Sioux Falls, Worthington, Red Wood Falls, St. Cloud and Minneapolis St. Paul. We have good results from local papers for our outreach mental health program. Our main area of recruitment has been referral from current employees. Many retired employees return to work on an intermittent basis and that has been a good referral source also.

The local job service and civil service lists have been used to hire temporary employees as needed. We have actively recruited talented people from diverse backgrounds for all positions at the facility. We have had no missed opportunities during the past two years. There is a current need to reduce staff levels in many occupations and it is our intent to promote from among current employees whenever possible.

WRTC has attended no job fairs during the previous years. We do not plan to attend any fairs in the upcoming affirmative action plan period. We have notified DHS of current hiring needs and they have recruited for all state positions at job fairs they have attended. We hope to hire 7 to 8 Registered Nurses, 1 LPN and 2 HST's in the next two years that are minorities or that have a disability.

We have had limited hiring in the past year for supported work opportunities. We share information with

DRS on job opportunities and also the local job service. We have limited supported work opportunities. Potential jobs are reviewed and many of those opportunities go to patients/clients of the facilities as part of the Patient Pay program. In the future they may be reassessed as employment opportunities for individuals, but at the current time these jobs are an important aspect of client training and therapeutic intervention.

RETENTION PLAN

WRTC tries to retain valuable and talented protected group employees. People responsible for implementation of the retention plan include Sandra Butturff, Facility Director, Tom Venaas, Human Resource Director, and Karen Ochsendorf, Affirmative Action Officer/ADA Designee.

There have been approximately 187 people that have left WRTC from July 1, 2004 to June 2006. There have been voluntary and involuntary MOU's at the facility during this time period. Twenty eight individuals left voluntarily during the window of opportunity offered them. Two of those people were minorities and three had disabilities. Two minorities that were hired as temporaries were not certified for full time permanent employment. One failed to return calls to come to work and was not available for work and the other did not finish her probation period. No women left the facility in areas we were disparate - they were primarily nurses and HST's retiring, taking the MOU buy out and leaving for other reasons. The primary reasons for leaving WRTC were retirement and participating in the enhanced separation offered through the MOU process.

Of the 187 employees that left WRTC, nine were minorities and six had a disability. Two minorities and three disabled individuals left through the MOU process, one minority and two disabled people resigned, one minority retired, one disabled person died, two minorities were not certified and three minority temporaries finished their temporary status and the job ended.

WEATHER AND EMERGENCY EVACUATION


All buildings within WRTC have conspicuously posted weather and emergency evacuation or relocation plans. Written plans are communicated and readily available to employees at each location. Plans include alternative methods for persons with disabilities for notification of evacuation or relocation. Auditory signals, visual signals, and substitute avenues for elevator or stairway use, are included in the plans. Specific accommodations may be made for persons with disabilities consistent with their needs in accordance with reasonable accommodation request procedures.

All employees of State Operated Services are considered Essential Employees, therefore, they are required to report for work even in the eventuality of a weather emergency. In such an extraordinary event that employees must be notified not to report, alternative methods will be established for those employees who have disabilities that preclude them from accessing the standard methods of notification such as television or radio.

These plans may be incorporated into, consistent with, substituted by or equivalent to safety plans.

**Affirmative Action Plan 2006-2008
Transmittal Form**

Agency name

.....
Human Services-Willmar Regional Treatment Center 

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

.....


Underutilization in Protected Groups

Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

0 

Indicate underutilization for minorities in the Officials and Managers EEO category:

0 

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

1 

Professionals

Indicate underutilization for women in the Professionals EEO category:

0 

Indicate underutilization for minorities in the Professionals EEO category:

15 

Indicate underutilization for people with a disability in the Professionals EEO category:


20 

Technicians

Indicate underutilization for women in the Technicians EEO category:

0 

Indicate underutilization for minorities in the Technicians EEO category:

26 

Indicate underutilization for people with a disability in the Technicians EEO category:


30 

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

0 

Indicate underutilization for minorities in the Paraprofessionals EEO category:


26 

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

30 

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

0 

Indicate underutilization for minorities in the Protective Service EEO category:

0 

Indicate underutilization for people with a disability in the Protective Service EEO category:

0 

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

0 

Indicate underutilization for minorities in the Office/Clerical EEO category:

3 

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

3 

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

0 

Indicate underutilization for minorities in the Service Maintenance EEO category:

8 

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

4 

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

1 

Indicate underutilization for minorities in the Skilled Craft EEO category:

2 

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

2 

Agency Signatures

Name of the Affirmative Action Officer

Karen Ochsendorf 

Checking this signifies an electronic signature

<http://extranet.doer.state.mn.us/Recruitmentplan/transmittal2006.htm>

7/19/2006

Affirmative Action Officer's email address

Karen.Ochsendorf@state.mn.us

Affirmative Action Officer's phone number

320-231-5375

Date(MM/DD/YY)

07/19/06

Name of Agency Head

Sandra Butturff

Checking this signifies an electronic signature

Agency Head email address

Sandra.Butturff@state.mn.us

Agency Head phone number

320-231-5983

Date(MM/DD/YY)

07/19/06

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan.

Please report information from the past calendar year. Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

Agency name

.....
Human Services-Willmar Regional Treatment Center

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

.....
Recruitment Sources

Newspapers

Newspapers used for advertising and recruitment

.....
Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- Albert Lea Tribune
- Alexandria Echo-Press
- Austin Daily Herald
- Bemidji Northern Herald
- Bemidji-The Pioneer
- Brainerd Dispatch
- Chronicle of Higher Education
- Duluth News Tribune
- Eagan This Week
- Faribault Daily News
- Focus
- Focus Point
- Forest Lake Times
- Grand Rapids Herald Review
- Hibbing Daily Tribune
- Lillie Suburban
- Lowertown News
- Mankato Free Press

- Mesabi Daily News
- Morrison County Record
- Owatonna People's Press
- Pioneer Press - St. Paul
- Rochester Post
- South Washington county bulletin
- Star Tribune - Minneapolis
- St. Cloud Times
- Sun Current
- West Central Tribune
- Winona Daily News
- Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Paynesville Press
Marshall Independent
Pipestone Star

Diversity Newspapers

Diversity focused newspapers used for advertising and recruitment

Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year:
(check ALL that apply)

- Access Press
- Asian American Press
- Asian Pages
- Black Issues in Higher Education
- Hispanic Outlook
- Indian Country Today
- Insight News
- La Prensa
- Lakota Journal
- Lavoza Latina
- Minnesota Women's Press
- Native American Press/Ojibwe News
- Spokesman
- The Circle
- Women in Higher Education

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

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.....

Websites

Websites used for advertising and recruitment

Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- State of Minnesota Employment Website
- Monster.com
- Careerbuilder.com
- Minnesotajobs.com
- Minnesota Job Bank-mnworks.org
- Chronicle of Higher Education
- Startribune.com
- MNSCU.edu
- Our agency Website

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

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.....

Job Fairs

Job fairs attended during the previous year

Did not attend any job fairs

List the job fairs your agency attended during the previous year:

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Job fairs anticipated in the next year

Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

Nursing staff attend some fairs

.....

.....

.....

Colleges and Universities

College and university recruitment events

Did not participate in any college and university recruitment events

List the college and university recruitment events, other than job fairs, that your agency participated in during the previous year. For example, classroom presentations, career panels, recruitment tables, etc.

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Additional Recruiting Information

Additional Recruiting Methods

Additional recruiting methods used

<http://extranet.doer.state.mn.us/Recruitmentplan/recruitment2006.htm>

7/19/2006

Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year:
(check ALL that apply)

- College and university career center
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees
- Email or Email listserves
- Radio
- High schools
- Workforce Centers

If your agency used any additional recruiting methods that are not listed above, please indicate here:

Nursing job fairs
Retired employees return to work

Building relationships for diversity

No step is too small in your efforts to build a diverse workforce! A state workforce rich in diversity benefits everyone and requires an effort from each of us.

Please indicate any school, community organization, or group you are working with to build an on-going relationship to promote the State of Minnesota as an employer.

Innovative recruitment strategies

Please share any new and innovative recruitment strategies used.

Difficult to fill positions

List up to 3 job classifications your agency had the most difficulty hiring qualified candidates during the previous year.

Psychiatrist
RN
LPN

Recruiting expenses

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses \$800.00

Select one

- Total expenses includes staff time
- Total expenses does NOT include staff time

Projected Hiring Opportunities

(Administrative Procedure 19.1A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- Expect agency to be downsizing
- Expect no hiring opportunities
- Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- Advertise in newspapers
- Advertise on Internet
- Advertise with community organizations
- Develop and utilize recruitment sources which will reach protected group applicants.
- Consult with the State AA/ADA coordinator
- Consult with the DOER recruiter

- College and university postings
- Community organizations
- Trade journals
- Professional organizations
- Direct mail
- Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

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Internships

(Administrative Procedure 19.1A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- Professional Organizations
- Non-Profit Organizations
- Publications
- Websites
- Minnesota WorkForce Centers
- ADA Minnesota
- State Services for the Blind
- Vocational Rehabilitation
- Deaf and Hard of Hearing Services
- Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:

Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

Check here if you agree with and will follow the guidelines in the above statement.

How many supported employment workers has your agency hired in the previous year?

0

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

[Submit Survey](#)