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***MINNESOTA DEPARTMENT OF HUMAN SERVICES
AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY
FY 1991 MONITORING ASSESSMENT OF
REGIONAL TREATMENT CENTERS***

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FISCAL YEAR 1991
MONITORING ASSESSMENT OF RTCs

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SUMMARY

INTRODUCTION:

The following are the results of the DHS Affirmative Action Office's monitoring of the RTC's to evaluate progress and achievement in their AA programs. Also included is an assessment of protected group representation at each facility over a four year period from July of 1987 to July of 1991.

INFORMATION DISSEMINATION

Overall there appears to be no problems in the dissemination of Policies and Procedures. All RTCs do an Affirmative Action orientation for new employees and post and make available policies.

Training during Fiscal year 1991 was intensive at some RTC's and at others was limited to new employee orientation. At some of the RTC's focused on supervisory persons other RTCs provided training to both supervisory and line employees. Training efforts were the most successful at facilities with active Affirmative Action Committees.

Recruitment

Recruitment effort have improved since the FY 1989 monitoring assessment. Four RTCs advertised in protected group newspapers. Other contacts were also initiated with recruitment sources such as job fairs and minority councils.

Complaint Activity

Two RTCs reported no internal or external complaints. The other seven RTCs averaged five internal and 1.7 external complaints.

Action Steps and Objectives

Most facilities have met a majority of the objectives they set for the last fiscal year. Some objectives such as being a host for a PATHWAYS student were unattainable due to no fault of the individual facility. Approximately two-thirds of the hiring goals were met.

PROTECTED GROUP REPRESENTATION

Over the four year period from July 1987 to July 1991 the total number of employees dropped at five RTCs an average of 3.4%. One facility had the same total number of employees. Three facilities had an increase in total employees which average 10.2%. Combined the nine RTCs total employees showed an increase of 1.2% after the four year period.

Disabled employees participation: While total employee numbers are similar after four years, the numbers of employees identified as having a disability have increased by 44%. Only one RTC showed a decrease in the number of disabled employees. The increase is attributable primarily to increased efforts in the identification of employees with disabilities and increased requests for reasonable accommodations.

Minority Employees Participation

Two facilities had decreases in the number and percentage of minority employees. Overall RTC minority representation increased from 1.7 to 2.2 percent.

Female participation: the number of female employees who are classified as supervisors increased by 12% overall. Two facilities had a decrease in the number of female supervisors. Females classified as Managers also increased in numbers from five to eleven (Supervisor and Managers in the Commissioners Plan classification are not included.)

Facility Individual Assessment

Protected Group Representation 1987 - 1991

**Female Participation
Minority Participation
Disabled Participation**

AH-GWAH-CHING

FY 1991 MONITORING ASSESSMENT

Policies and Procedures

Policies were reviewed and updated in 1990. A policies and procedures handbook is located on all work units. New employees receive information on Affirmative Action during orientation.

Training

Thirty-five supervisors received sexual harassment training.

Outreach/Recruitment

Positions were advertised locally and statewide. Ads were placed in the Cass Lake American Indian newspaper. Outreach included Bemidji Nursing student internships and three Mini-cep summer students (two minority, and one disabled). One hundred dollars was spent on recruiting for three positions (1-HST), (1-RN), (1-Physical Plant Director).

Action Steps and Objectives

Ah-Gwah-Ching met its goal to update its Affirmative Action pre-hiring review and provide sexual harassment training for supervisors. The goal of placing a PATHWAYS student was not attainable as none were available. The Diversity training goal was not met. Ah-Gwah-Ching set two hiring goals and one was met.

Complaints

Ah-Gwah-Ching reported no internal or external discrimination complaints. Of two Affirmative Action hiring opportunities both were taken. No missed opportunities were reported.

PROTECTED GROUP REPRESENTATION FY 1987 THROUGH FY 1991

The total number of employees at Ah-Gwah-Ching was the same in July of 1991 as it had been in July of 1987.

FEMALE PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	41/67.2%	37/62.7%	36/60.0%
Hospital	137/75.7%	124/73.4%	127/73.4%
Nurses	15/88.2%	20/91. %	21/91.3%
Office	12/85.7%	13/86.7%	13/86.7%
Professional	4/50.0%	3/33.3%	4/40.0%
Supervisors	12/66.7%	11/61.1%	12/63.2%
Commissioners Plan	9/100.0%	8/88.9%	9/100.0%
All Female Employees	230/70.6%	216/67.7%	222/68.1%
TOTAL	326	319	326

Of the eight job groups represented at this RTC; six have a majority of female employees. The Crafts job group which has no female participation has had three hiring opportunities during this four year period.

MINORITY PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	3/4.9%	3/5.1%	3/5.0%
Hospital	6/3.3%	6/3.6%	4/2.3%
Nurses	1/5.9%	1/4.6%	1/4.4%
Office	0/0.0%	0/0.0%	0/0.0%
Professional	0/0.0%	0/0.0%	0/0.0%
Supervisors	1/5.6%	1/5.6%	1/5.6%
Commissioners Plan	0/0.0%	0/0.0%	0/0.0%
All Minority Employees	11/3.4%	11/3.4%	9/2.8%
TOTAL	326	319	326

Minority participation has decreased overall during this four year period. In July of 1991 minority participation exceeded the goals in effect if four of the eight job groups. There are no minority employees in four job groups (Crafts, Office, Professionals and Commissioners Plan). The new multi-factor availability analysis will result in significantly higher minority goals for Ah-Gwah-Ching and minorities are likely to be underutilized in all job groups.

DISABLED PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	1/5.9%
Service	2/3.3%	3/5.1%	4/6.7%
Hospital	16/8.8%	12/7.1%	12/6.9%
Nurses	1/5.9%	1/4.6%	1/4.4%
Office	0/0.0%	0/0.0%	0/0.0%
Professional	1/12.5%	1/11.1%	1/10. %
Supervisors	0/0.0%	0/0.0%	0/0.0%
Commissioners Plan	0/0.0%	0/0.0%	0/0.0%
All Disabled Employees	20/6.1%	17/5.3%	21/6.4%
TOTAL	326	319	326

Disabled employees participation has increased by one person overall during this four year period. In July of 1987 there were disabled employees in four of the eight job groups. In July of 1991 there are disabled employees in six of the eight job groups.

ANOKA

FY 1991 MONITORING ASSESSMENT

Policies and Procedures

Policies are posted and disseminated during new employee orientation.

Training

Twenty-one supervisors received training in the area of reasonable accommodations. Two hundred fifty line employees received training regarding South East Asian culture.

Outreach/Recruitment

Positions were advertised in the Minneapolis Spokesman and the Women's Free Press. Two minority job fairs were attended. One minority student participated in a summer job shadowing internships.

Action Steps and Objectives

Anoka RTC met its goal for participating in two job fairs and advertising in protected group newspapers. A training goal was met in the areas of reasonable accommodations. A goal to increase employee understanding of the African American culture was not met. Three of five hiring goals were met.

Complaints

Internal complaint consisted of two allegations of sexual harassment. Two external complaints were filed with the Department of Human Rights. On one of these a finding of no probable cause was found and the other charge remains open.

PROTECTED GROUP REPRESENTATION FY 1987 THROUGH FY 1991

FEMALE PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	24/51.6%	28/52.8%	28/51.8%
Hospital	123/73.6%	136/73.9%	127/76.1%
Nurses	66/95.6%	84/95.4%	21/91.3%
Office	17/89.8%	27/96.4%	21/91.3%
Technical	6/75.0%	7/77.8%	7/87.5%
Medical	1/16.6%	1/16.7%	1/20.0%
Professional	29/63.0	34/61.8%	35/60.3%
Supervisors	15/53.6%	15/53.6%	15/51.7%
Commissioners Plan	7/30.4%	15/45.4%	4/33.3%
Managers	1/10.0%	2/22.2%	4/33.3%
All Female Employees	289/65.1%	349/67.2%	340/67.3%
TOTAL	444	518	505

Eight of eleven job groups have a majority of female employees. No female participation in crafts.

MINORITY PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	0/0.0%	0/0.0%	1/1.85%
Hospital	6/3.59%	9/4.89%	10/5.99%
Nurses	1/1.45%	3/3.41%	1/1.06%
Office	0/0.0%	2/7.14%	2/8.70%
Technical	0/0.0%	0/0.0%	0/0.0%
Medical	0/0.0%	0/0.0%	0/0.0%
Professional	1/2.17%	2/3.64%	1/1.72%
Supervisors	0/0.0%	0/0.0%	0/0.0%
Commissioners Plan	5/21.74%	9/27.27%	5/16.67%
Managers	1/10.0%	1/11.11%	1/8.33%
All Employees	14/3.2%	26/5.0%	21/4.5%
TOTAL	444	518	505

In 1987 there were minority employees in five of eleven job groups. 1991 finds minority participation in seven of eleven job groups. Overall minority participation has increased by 40.6% during the four year period. However, the new multi-factor availability analysis will result in higher still goals for minority participation.

DISABLED PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	1/4.8%	3/11.5%	4/16.0%
Service	7/14.9%	7/13.5%	8/14.8%
Hospital	4/2.4%	19/10.3%	15/8.9%
Nurses	0/0.0%	2/2.2%	3/3.1%
Office	2/10.5%	2/7.1%	2/8.7%
Technical	1/12.5%	1/11.1%	0/0.0%
Medical	0/0.0%	0/0.0%	0/0.0%
Professional	2/4.4%	4/7.3%	4/6.9%
Supervisors	1/3.6%	5/17.8%	6/20.6%
Commissioners Plan	0/0.0%	2/6.1%	5/16.6%
Managers	2/20.0%	2/22.2%	2/16.6%
All Disabled Employees	20/4.5%	47/9.1%	49/9.7%
TOTAL	444	518	505

Overall disabled participation has increased to a percentage rate which exceeds the state's 8.2% goal.

BRAINERD

FY 1991 MONITORING ASSESSMENT

Policies and Procedures

Policy manuals are available at all work areas. Affirmative Action policy has been revised and is posted. New employees receive AA information with orientation.

Training

No AA training was reported for FY 1991 other than the quarterly orientation for new employees.

Outreach/Recruitment

No outreach other than two job fairs attended. No advertising in protected group media.

Action Steps and Objectives

Brainerd met its objective in attending a career day. (Two job fairs). An objective for advertising in a minority newspaper was not met. Training objectives were not met. Brainerd met four of seven hiring goals which it set.

Complaints

Four internal complaints of sexual harassment were reported. Two were substantiated. One external Human Rights charge remains open.

PROTECTED GROUP PARTICIPATION FY 1987 THROUGH FY 1991

FEMALE PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	62/62.0%	52/60.47%	52/55.91%
Hospital	200/71.94%	188/72.87%	181/69.88%
Nurses	40/90.91%	49/87.5%	48/88.89%
Office	29/96.67%	36/92.31%	36/96.31%
Technical	4/80.0%	4/66.67%	0/0.0%
Medical	1/20.0%	1/20.0%	2/33.33%
Professional	35/46.67%	30/49.18%	23/43.4%
Teachers	5/55.56%	3/42.86%	3/42.86%
Supervisors	18/39.13%	17/42.5%	27/50.94%
Commissioners Plan	12/60.0%	17/60.71%	18/45.0%
Managers	0/0.0%	1/10.0%	1/11.11%
All Female Employees	406/63.6%	398/64.70%	391/62.20%
TOTAL	638	615	629

There is no female participation in the crafts group. Overall female participation remains consistent.

MINORITY PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	1/1.00%	0/0.0%	3/3.23%
Hospital	5/1.80%	9/3.49%	7/2.70%
Nurses	1/2.27%	1/1.70%	1/1.85%
Office	0/0.0%	0/0.0%	0/0.0%
Technical	0/0.0%	0/0.0%	0/0.0%
Medical	0/0.0%	0/0.0%	0/0.0%
Professional	1/1.33%	0/0.0%	3/5.66%
Teachers	0/0.0%	0/0.0%	0/0.0%
Supervisors	1/2.17%	1/2.5%	2/3.77%
Commissioners Plan	0/0.0%	0/0.0%	0/0.0%
Managers	0/0.0%	0/0.0%	0/0.0%
All Minority Employees	9/1.4%	12/2.0%	18/2.9%
TOTAL	638	615	629

Minority participation has doubled over their four year period.

DISABLED PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	2/10.53%	1/5.26%	2/12.50%
Service	6/6.0%	5/5.26%	14/15.05%
Hospital	13/4.68%	16/6.20%	37/14.29%
Nurses	2/4.55%	2/3.57%	5/9.26%
Office	3/10.0%	9/23.08%	9/23.08%
Technical	2/40.0%	2/33.33%	1/16.67%
Medical	1/20.0%	1/20.0%	0/0.0%
Professional	5/6.67%	4/6.56%	9/16.98%
Teachers	0/0.0%	0/0.0%	0/0.0%
Supervisors	0/0.0%	0/0.0%	3/5.66%
Commissioners Plan	3/15.0%	3/10.71%	5/12.50%
Managers	2/28.57%	3/30.0%	2/22.22%
All Disabled Employees	39/6.1%	46/7.5%	87/13.8%
TOTAL	638	615	629

Overall disabled participation exceed state 8.2% goal.

CAMBRIDGE

FY 1991 MONITORING ASSESSMENT

Policies and Procedures

Five policies have been revised and distributed to employees. Affirmative Action policies are included in orientation of new employees.

Training

Fifty-nine supervisors received training in the area of Cultural Diversity/Racism 450 line staff received training on Affirmative Action policies, sexual harassment and Cultural diversity.

Outreach/Recruitment

Numerous protected group contacts and advertisements. Two PATHWAYS interns accommodated and job fairs were attended.

Action Steps and Objectives

Cambridge met its objective regarding increasing the visibility of AA/EEO. Training objectives were all met and objectives of finding and using recruiting resources was also met. Hiring goals were not met.

Complaints

Five internal discrimination complaints were investigated. One was substantiated. Of two external Human Right charges, one was found no probable cause and the other remains open.

Cambridge

Protected Group Representation FY 1987 through FY 1991.

The total number of employees fell by 10% over the four year period.

PROTECTED GROUP PARTICIPATION FY 1987 THROUGH FY 1991

FEMALE PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	69/69.7%	65/70.65%	70/73.68%
Hospital	334/79.9%	308/79.8%	312/80.14%
Nurses	20/100.0%	19/100.0%	16/100.0%
Office	30/90.91%	28/90.32%	26/89.66%
Technical	5/71.43%	5/71.43%	6/85.71%
Medical	1/20.0%	1/20.0%	1/20.0%
Professional	41/58.57%	34/57.63%	25/50.0%
Supervisors	21/39.62%	21/40.38%	26/46.43%
Commissioners Plan	31/77.50%	21/77.78%	17/68.0%
Managers	2/40.0%	2/28.57%	2/71.8%
All Female Employees	554/71.8%	504/71.3%	501/71.8%
TOTAL	772	707	698

No female participation in the crafts job group.

MINORITY PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	1/4.55%	1/4.55%	0/0.0%
Service	0/0.0%	0/0.0%	1/1.05%
Hospital	4/0.96%	5/1.30%	6/1.55%
Nurses	0/0.0%	0/0.0%	0/0.0%
Office	0/0.0%	0/0.0%	0/0.0%
Technical	0/0.0%	0/0.0%	0/0.0%
Medical	0/0.0%	0/0.0%	0/0.0%
Professional	2/3.77%	1/1.92%	2/4.0%
Supervisors	2/3.77%	1/1.92%	2/3.57%
Commissioners Plan	4/10.0%	3/11.11%	6/24.0%
Managers	0/0.0%	0/0.0%	0/0.0%
All Minority Employees	13/1.7%	12/1.7%	17/2.4%
TOTAL	772	707	698

Minority participation increased despite down sizing of overall staff.

DISABLED PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	3/13.64%	3/13.64%	6/30.0%
Service	14/14.14%	12/13.04%	15/15.79%
Hospital	27/6.46%	13/3.37%	23/5.93%
Nurses	2/10.0%	0/0.0%	1/6.5%
Office	6/18.18%	11/35.48%	13/44.83%
Technical	1/14.29%	0/0.0%	1/14.29%
Medical	0/0.0%	0/0.0%	1/20.0%
Professional	4/5.71%	4/6.78%	5/10.0%
Supervisors	0/0.0%	1/1.92%	4/7.14%
Commissioners Plan	2/5.0%	0/0.0%	1/4.0%
Managers	0/0.0%	1/14.29%	2/28.57%
All Employees	59/7.6%	45/6.4%	72/10.3%
TOTAL	772	707	698

Disabled employees participation exceeds States's 8.2% goal.

FARIBAULT

FY 1991 MONITORING ASSESSMENT

Policies and Procedures

Three AA policies were revised. FRC's policies are posted on bulletin boards and in the center's regulation books.

Training

Sixty-nine supervisors received training in Affirmative Action pre-hire review. One thousand one-hundred sixteen staff participated in 221 sessions on AA, Sexual harassment and reasonable accommodation; courses also included an Investigation Workshop attended by 8 employees and an Affirmative Action Committee Workshop attended by 9 employees.

Outreach/Recruitment

Job fair attended. Advertising in one protected group media was reported. PATHWAYS participation was attempted.

Action Steps and Objectives

Faribault met its objective for revising policies and for increasing AA/EEO visibility. Hiring goals were met. Goals for hiring female supervisors was exceeded.

Complaints

Of ten reported complaints six were not substantiated and four were being reviewed of five external complaints one remains open and four were not substantiated.

PROTECTED GROUP REPRESENTATION FY 1987 THROUGH FY 1991

FEMALE PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	72/57.6%	67/56.30%	69/57.98%
Hospital	494/76.23%	483/77.16%	505/77.34%
Nurses	27/81.82%	24/80.0%	27/81.82%
Office	28/90.32%	31/88.57%	28/84.85%
Technical	8/88.89%	6/85.71%	7/77.78%
Medical	2/33.33%	3/42.86%	3/50.0%
Professional	48/55.17%	48/57.83%	43/50.0%
Teachers	6/46.15%	5/38.46%	2/20.0%
Supervisors	38/50.0%	33/49.25%	50/59.52%
Commissioners Plan	62/69.66%	53/70.67%	42/67.74%
Managers	1/20.0%	3/42.86%	4/44.44%
All Female Employees	786/67.9%	756/68.4%	780/68.5%
TOTAL	1158	1105	1139

MINORITIES PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	5/4.0%	3/2.52%	2/1.68%
Hospital	7/1.08%	8/12.8%	10/1.53%
Nurses	0/0.0%	0/0.0%	0/0.0%
Office	0/0.0%	0/0.0%	0/0.0%
Technical	0/0.0%	0/0.0%	0/0.0%
Medical	0/0.0%	0/0.0%	0/0.0%
Professional	1/1.15%	1/1.20%	3/3.49%
Teachers	0/0.0%	0/0.0%	0/0.0%
Supervisors	3/3.95%	2/2.99%	1/1.19%
Commissioners Plan	4/4.49%	1/1.33%	2/3.23%
Managers	1/20.0%	1/14.29%	1/11.11%
All Minority Employees	21/1.8%	16/1.4%	19/1.7%
TOTAL	1158	1105	1139

There has been no significant increase in minority participation in the four year period.

DISABLED PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	4/11.11%	11/30.56%	9/25.71%
Service	23/18.40%	25/21.01%	24/20.17%
Hospital	43/6.64%	69/11.02%	59/9.04%
Nurses	1/3.03%	2/6.67%	1/3.03%
Office	0/0.0%	2/5.71%	2/6.06%
Technical	1/11.11%	2/18.57%	3/33.33%
Medical	1/16.67%	2/28.57%	1/16.67%
Professional	6/6.90%	12/14.46%	11/12.79%
Teachers	1/15.38%	5/38.46%	3/30.0%
Supervisors	4/5.26%	9/13.43%	10/11.90%
Commissioners Plan	3/3.37%	10/13.33%	8/12.90%
Managers	0/0.0%	0/0.0%	1/11.11%
All Disabled Employees	88/7.6%	149/13.5%	132/11.6%
TOTAL	1158	1105	1139

Disabled participation exceeds state's 8.2%

FERGUS FALLS

FY 1991 MONITORING ASSESSMENT

Policies and Procedures

Policies have been reviewed and updated. The Affirmative Action plan as well as the policies and procedures are available on the work units and in the personnel office. New employees review policies and procedures with their immediate supervisors.

Training

Five hundred seventy-one employees received sexual harassment training. (For other training activity see next page.)

Outreach and Recruitment

The facility participated in the PATHWAYS programs and met two of the three female hiring goals. This facility also, successfully employed one minority psychiatrist on their medical staff.

Action Steps and Objectives

The objectives of hiring a female in the Manager's job group was not met. The goal of providing sexual harassment training to all employees was accomplished. The goals of hiring a female into the supervisory and the professional job group were met.

Complaint

Fergus Falls reported no internal or external complaints of discrimination.

AA/EEO TRAINING ACTIVITY:

Course Title	# Employees in Attendance	Total Hours
Cultural Awareness/Amercian Indian	77	231
Serving Persons with Severe Communication	199	398
Sexual Harassment	571	571
Affirmative Action	23	23
Employee Assistance	48	48
Cultural Awareness/Migrant Worker	2	2
Developing Positive Attitudes - AIDS	64	128
Program Strategies for Adults w/Prof Ret	6	6
Supported Employment	25	162.5
Basic Sign Language	21	42
Sign Language I - Functional Sign	13	130
Sign Language II - Functional Sign	7	70
Sign Language III - Functional Sign	4	40
Sign Language Maintenance/Socialization	9	9
Sign Language Self Care Med Times	4	4
Seizures - Refresher	181	181

PROTECTED GROUP REPRESENTATION FY 1987 THROUGH FY 1991

FEMALE PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	54/67.5%	52/66.7%	48/68.57%
Hospital	189/70.8%	182/72.8	174/75.0%
Nurses	31/83.8%	48/87.3%	56/86.2%
Office	24/80.0%	22/75.9%	21/72.4%
Technical	0/0.0%	4/80.0%	4/80.0%
Professional	19/43.2%	19/40.4%	14/34.2%
Teachers	5/38.5%	5/38.5%	5/41.7%
Supervisors	23/37.1%	21/41.2%	22/42.3%
Commissioners Plan	20/71.4%	27/67.50%	25/65.79%
Managers	1/16.7%	1/16.7%	1/20.0%
All Female Employees	366/62.6%	381/64.5	370/65.4
TOTAL	585	592	566

MINORITY PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	1/1.35%	1/1.28%	1/1.43%
Hospital	3/1.12%	2/.80%	2/.83%
Nurses	0/0.0%	0/0.0%	0/0.0%
Office	0/0.0%	0/0.0%	0/0.0%
Technical	0/0.0%	0/0.0%	0/0.0%
Professional	1/2.27%	2/4.26%	2/4.88%
Teachers	0/0.0%	0/0.0%	0/0.0%/
Supervisors	1/1.61%	0/0.0%	0/0.0%
Commissioners Plan	2/7.14%	2/5.0%	3/7.89%
Managers	0/0.0%	0/0.0%	0/0.0%
All Minority Employees	8/1.37%	7/1.18%	8/1.41%
TOTAL	585	592	566

DISABLED PARTICIPATION

JOB GROUP	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	13/16.25%	13/16.67%	11/15.71%
Hospital	10/3.375%	10/4.0%	7/3.02%
Nurses	0/0.0%	0/0.0%	0/0.0%
Office	0/0.0%	0/0.0%	0/0.0%
Technical	0/0.0%	0/0.0%	0/0.0%
Professional	2/4.55%	3/6.38%	2/4.88%
Teachers	0/0.0%	0/0.0%	0/0.0%
Supervisors	1/1.61%	0/0.0%	0/0.0%
Commissioners Plan	1/3.57%	1/2.5%	0/0.0%
Managers	0/0.0%	1/16.67%	1/20.0%
All Disabled Employees	27/4.61%	28/4.73%	23/4.06%
TOTAL	585	592	566

MOOSE LAKE

FY 1991 MONITORING ASSESSMENT

Policies and Procedures

New employees orientation is one week long and covers affirmative action, sex harassment and reasonable accommodation. Employees initial and date having reviewed policies. Policies have been reviewed and updated.

Training

No training other than new employee orientation was reported.

Outreach and recruitment

Ads for eight positions were placed in protected group media including the Spokesman, the Recorder and the Circle. Moose Lake participated in the PATHWAYS program.

Action Steps and Objectives

Objectives to update policies book was accomplished. The goal of providing summer employment to a minority student was met as was the objectives of promoting a minority employees. The objective of providing in-service for supervisory staff on interviewing was not met. Two of three hiring goals were met.

Complaints

Three internal complaints were received. Two were substantiated and one was not. One external complaint was received and remain open.

PROTECTED GROUP REPRESENTATION FY 1987 THROUGH FY 1991

FEMALE PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	50/74.6%	40/40.8%	38/69.1%
Hospital	180/66.7%	169/67.9%	182/70.8%
Nurses	28/90.3%	29/87.9%	41/89.1%
Office	20/86.9%	25/86.2%	26/89.7%
Technical	6/100.0%	7/100.0%	7/100.0%
Medical	0/0.0%	0/0.0%	0/0.0%
Professional	18/48.7%	23/50.0%	22/43.9%
Supervisors	14/35.9%	14/38.9%	17/43.6%
Commissioners Plan	26/56.6%	27/64.3%	22/55.0%
Managers	0/0.0%	0/0.0%	0/0.0%
All Female Employees	348/62.7%	334/62.9%	355/64.8%
TOTAL	555	531	548

MINORITY PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	1/1.49%	0/0.0%	0/0.0%
Hospital	9/3.23%	8/3.21%	9/3.5%
Nurses	1/3.23%	0/0.0%	2/4.35%
Office	0/0.0%	0/0.0%	0/0.0%
Technical	0/0.0%	0/0.0%	0/0.0%
Medical	0/0.0%	0/0.0%	0/0.0%
Professional	0/0.0%	1/2.17%	1/2.22%
Supervisors	0/0.0%	0/0.0%	0/0.0%
Commissioners Plan	0/0.0%	0/0.0%	2/5.0%
Managers	0/0.0%	0/0.0%	0/0.0%
All Minority Employees	11/1.98%	9/1.69%	14/2.55%
TOTAL	555	531	548

DISABLED PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	1/4.0%	1/5.56%
Service	8/11.94%	8/14.04%	7/12.73%
Hospital	29/10.39%	27/10.84%	32/12.45%
Nurses	5/16.13%	4/12.12%	5/10.87%
Office	2/8.7%	3/10.34%	2/6.9%
Technical	0/0.0%	1/14.29%	1/14.29%
Medical	0/0.0%	0/0.0%	1/20.0%
Professional	3/8.11%	2/4.35%	2/4.44%
Supervisors	4/10.26%	4/11.11%	4/10.26%
Commissioners Plan	2/4.35%	2/4.76%	3/7.5%
Managers	1/20.0%	1/14.29%	1/14.29%
All Disabled Employees	55/9.91%	53/9.98%	59/10.76%
TOTAL	555	531	548

MINORITY PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	0/0.0%	0/0.0%	1/1.69%
Hospital	3/.86%	3/.78%	6/1.49%
Nurses	1/1.64%	2/2.7%	1/1.28%
Office	1/2.33%	1/2.38%	2/4.55%
Technical	0/0.0%	0/0.0%	0/0.0%
Professional	1/.79%	1/.74%	1/.75%
Teachers	0/0.0%	0/0.0%	0/0.0%
Supervisors	0/0.0%	0/0.0%	0/0.0%
Commissioners Plan	3/6.0%	3/4.76%	5/6.33%
Managers	0/0.0%	0/0.0%	0/0.0%
All Minority Employees	9/1.24%	10/1.15%	16/1.74%
TOTAL	804	868	918

DISABLED PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	1/4.17%	1/3.85%	1/4.17%
Service	7/11.48%	8/13.33%	9/15.25%
Hospital	11/3.16%	8/2.07%	26/6.47%
Nurses	1/1.64%	1/1.35%	6/7.69%
Office	1/2.33%	1/2.38%	6/13.64%
Technical	1/10.0%	1/10.0%	1/10.0%
Professional	6/4.72%	4/2.94%	9/6.77%
Teachers	0/0.0%	0/0.0%	1/5.88%
Supervisors	2/3.77%	4/7.41%	6/9.23%
Commissioners Plan	0/0.0%	0/0.0%	1/1.27%
Managers	1/14.29%	1/11.1%	0/0.0%
All Disabled Employees	31/3.86%	29/3.34%	66/7.18%
TOTAL	804	868	918

WILLMAR

FY 1991 MONITORING ASSESSMENT

Policies and Procedures

Policies and procedures are available on work units. The policy on Affirmative Action pre-hire review of selection was updated. AA/EEO policies are covered in new employees orientation.

Training

Forty-one supervisors and 220 line employees received AA/EEO training.

Outreach and Recruitment

Recruitment resources included the local Vo-tech and the migrant Council. A PATHWAYS intern was accommodated in the area of speech pathology. Recruitment contacts included schools in New Orleans, and Montreal.

Action Steps and objectives

Minority recruitment objectives was met by participation of a "PATHWAYS" student. The objective to increase the awareness of staff regarding AA/EEO was accomplished.

Complaints

Five internal discrimination complaints were reported. Two were withdrawn, two were substantiated and one was not. One external Human Rights complaint remains open.

PROTECTED GROUP REPRESENTATION FY 1987 THROUGH FY 1991

FEMALE PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	0/0.0%	0/0.0%	0/0.0%
Service	40/46.5%	40/50.0%	38/49.0%
Hospital	243/69.6%	243/72.8%	228/73.8%
Nurses	30/93.8%	61/92.4%	61/92.4%
Office	36/94.7%	37/94.9%	35/94.6%
Technical	3/60.0%	4/66.7%	5/83.3%
Professional	37/59.7%	33/62.3%	32/60.4%
Teachers	2/40.0%	2/40.0%	2/40.0%
Supervisors	22/37.3%	19/33.9%	18/32.7%
Commissioners Plan	7/53.9%	12/42.9%	23/43.4%
Managers	0/0.0%	4/36.4%	4/36.4%
All Female Employees	420/62.5%	455/68.1%	446/64.9%
TOTAL	672	698	697

MINORITY PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	2/8.7%	2/10.0%	2/10.0%
Service	0/0.0%	0/0.0%	1/1.3%
Hospital	4/1.15%	6/1.8%	5/1.62%
Nurses	0/0.0%	0/0.0%	0/0.0%
Office	0/0.0%	1/2.56%	1/2.7%
Technical	0/0.0%	0/0.0%	1/16.67%
Supervisors	0/0.0%	0/0.0%	0/0.0%
Commissioners Plan	0/0.0%	0/0.0%	2/3.77%
Managers	0/0.0%	0/0.0%	0/0.0%
All Minority Employees	6/.89%	10/1.43%	13/1.87%
TOTAL	672	698	697

DISABLED PARTICIPATION

Job Group	July/1987	July/1989	July/1991
Crafts	1/4.35%	1/5.0%	1/5.0%
Service	11/12.79	10/12.5%	9/11.69%
Hospital	14/4.01%	16/4.79%	15/4.85%
Nurses	0/0.0%	* 0/0.0%	0/0.0%
Office	1/2.63%	2/5.13%	2/5.41%
Technical	0/0.0%	0/0.0%	0/0.0%
Professional	5/8.06%	5/9.43%	4/7.55%
Teachers	2/40.0%	2/40.0%	2/40.0%
Supervisors	5/8.47%	5/8.93%	5/9.09%
Commissioners Plan	0/0.0%	0/0.0%	1/1.89%
Managers	0/0.0%	0/0.0%	0/0.0%
All Disabled Employees	39/5.81%	41/5.87%	39/5.59%
TOTAL	672	698	697

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