



NATIONAL ASSOCIATION OF STATE WORKFORCE AGENCIES EQUAL OPPORTUNITY COMMITTEE

MEMBER HANDBOOK Association Year 2019-2020

MISSION

The National Association of State Workforce Agencies (NASWA) Equal Opportunity (EO) Committee's mission is to provide a forum for state workforce agency equal opportunity officers to discuss current EO issues, develop recommendations on how the workforce system can best meet regulatory compliance of its programs under federal regulations, and advise their state Administrators as appropriate. As of April 2019, the Committee has members from 39 states.

Committee Chair

Matt Weldon
Rhode Island Department of Labor and Training

NASWA Staff

Julie Squire
Policy Director and General Counsel
jsquire@naswa.org

Hillary Hewko
Policy Analyst
hhewko@naswa.org

INTRODUCTION

Welcome to the National Association of State Workforce Agencies Equal Opportunity Committee! The committee engages with one another on a regular basis, hosting three in-person meetings and four virtual calls per year.

GET STARTED

In order for you to function effectively as a member of this Committee, you should be familiar with certain background materials. Most are available online on the NASWA website: www.naswa.org and United States Department of Labor (USDOL) website: www.doleta.gov.

Register for a NASWA Account: www.naswa.org/about/naswa-membership

NASWA accounts are **FREE** to all state workforce agencies who are NASWA members, which includes all 50 states, the District of Columbia, Puerto Rico and Guam. All employees who work for a state workforce agency are eligible for NASWA Member Accounts.

On the NASWA website, you will have access to the Equal Opportunity Committee Page, which contains:

- Minutes and Presentations: Archive of meeting highlights and training presentations
- Committee Resources: Shared Promising Practices and useful links
- Committee List: Access to current committee member list and contact information
- Upcoming Meeting Information: Receive meeting and hotel information for the next in-person committee meeting

A members-only discussion board is available through SharePoint to share promising practices and address challenges. NASWA will provide new committee members with login credentials and information on accessing the page.

NASWA EO COMMITTEE GOALS: 2018-2019 ASSOCIATION YEAR

1. To educate others within the state workforce agency, especially administrators, on the roles of Equal Opportunity Officers;
2. To facilitate discussions and connections with other NASWA Committees; and
3. To share promising and best practices with one another and outside groups.

SUBCOMMITTEE WORK

The EO Committee has three subcommittees: William J. Harris Award Subcommittee, Communications Subcommittee, and the Policy and Best Practices Subcommittee. Subcommittee chairs and member assignments can be changed each year in March. Each member must select a subcommittee to serve on for one year. Subcommittee Chairs serve a two-year term.

William J. Harris Award Subcommittee

The William J. Harris Award honors a State or partnership involving a State for an innovative workforce related program, project, or initiative which results in significant contributions towards the achievement of equal opportunity and nondiscrimination. Award winners are announced at the NASWA Winter Policy Forum.

Chair: Jennifer Long (IN)

Members: Tonya Powell (AL), Rhesha Lewis-Plummer (DC), Elizabeth Warner (GA), Harvey Andrews (IA), Evella Quiett (LA), Terri Bonner (PA), and Shirley Bray-Sledge (VA).

Communications Subcommittee

The Communications Subcommittee works to facilitate and improve communication with the U.S. Department of Labor Civil Rights Center and state equal opportunity offices through quarterly calls, in-person meetings, and other activities.

Chair: Teresa Eckstein (WA)

Members include: Lillian Patterson (AL), Deidre Johnson (CO), Bernice Zampano (CT), Amy Hohnstein (ID), Tanya Washington (MD), Michael Ayles (NJ), Shanna Bagner (OH), Jim Kayer (PA), Justin Atkisson (TN), and Rose Lucenti (VT).

Policy and Promising Practices Subcommittee

The Policy and Best Practices Subcommittee makes policy recommendations and highlights promising practices.

Co-Chair: Carolyn Parsons (UT) and Danielle Smith (MO)

Members include: Kimberly Clinton (CA), Ernesto Magana (CA), Scott Bowers (CO), Stephen Huddleston (FL), Veronica Owens (FL), Veronica Owens (FL), John Ybarra (KS), Dennis Johnson (MA), Ann Feaman (MN), Randy Langley (MS), Joe Rangitsch (MT), Angie Hansen-Kruse (NE), Donna Romo (NV), Derek Gustafson (SD), Paul Famolari (SC), Boone Fields (TX), Annette Meudt (WI), and David Durán (WI).

USEFUL LINKS

- USDOL Civil Rights Center (CRC):
www.dol.gov/agencies/oasam/centers-offices/civil-rights-center
- USDOL CRC Office of External Enforcement (OEE):
www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/external
- USDOL WIOA 188 Disability Checklist:
www.dol.gov/agencies/oasam/civil-rights-center/statutes/section-188-workforce-innovations-opportunity-act/checklist
- USDOL MOA Analysis Checklist:
www.dol.gov/sites/dolgov/files/OASAM/legacy/files/MOAChecklist.pdf
- USDOL WorkforceGPS:
www.workforcegps.org/
- USDOL Office of Disability Employment Policy (ODEP):
www.dol.gov/odep/
- United States Equal Employment Opportunities Commission (EEOC):
www.eeoc.gov/
- Council for Tribal Employment Rights Organization (TERO):
www.councilfortribalemploymentrights.org/wp/
- Society for Human Resource Management (SHRM):
www.shrm.org/ResourcesAndTools/legal-and-compliance/employment-law/Pages/default.aspx