

**NATIONAL ASSOCIATION OF STATE WORKFORCE AGENCIES  
EQUAL OPPORTUNITY COMMITTEE**

**MEMBER HANDBOOK**

**Association Year 2018-2019**



**MISSION**

The 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 of 2018, the Committee has members from 36 states.

**Committee Chair**

Jackie A. Turner

Mississippi Department of Employment Security

**Committee Vice-Chair**

*TBD*

**NASWA Staff Contacts**

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## **INTRODUCTION**

Welcome to the National Association of State Workforce Agencies Equal Opportunity Committee!

## **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](http://www.naswa.org) and USDOL websites: [www.doleta.gov](http://www.doleta.gov).

Register for a NASWA Account: <https://www.naswa.org/login/?action=register>

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

- *Meeting Minutes and Presentations*: Archive of meeting highlights and training presentations
- *Committee Resources*: Shared Promising Practices and useful links
- *EO State Matrix*: View states compliance review information and documents
- *Committee List*: Access the current NASWA Equal Opportunity Committee List and contact information.
- *Upcoming Meeting Information*: Receive meeting and hotel information for the next in-person committee meeting.

## **NASWA COMMITTEE GOALS: 2017-2018 ASSOCIATION YEAR**

1. Educate others within the state workforce agencies, including Administrators, on the roles of equal opportunity officers.
2. Facilitate connections with other NASWA Committees.
3. Share promising and best practices.
4. Increase the number of nominations for the William J. Harris award.

## **SUBCOMMITTEE WORK**

The EO Committee has three subcommittee: William J. Harris Award Subcommittee, Communications Subcommittee, 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 Equal Opportunity Award recognizes excellence in the field of equal opportunity (EO) and honors a state workforce agency administrator, the EO workforce agency director/officer, and/or entities within the state workforce development system for outstanding accomplishments in the area of EO. Award winners are announced at the NASWA Annual Conference during the Salute to the Leadership Ceremony.

Co-Chairs: Matt Weldon (RI) and Shirley Bray-Sledge (VA)

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

### **Communications Subcommittee**

The Communications Subcommittee works to facilitate and improve communication with the U.S. Department of Labor Civil Rights Center.

Chair: Teresa Eckstein (WA)

Members include: Leza Griffith (MD), Donna Romo (NV), and Amy Hohnstein (ID), Michael Ayles (NJ), Tanya Washington (MD), Bernice Zampano (CT), Jim Kayer (PA), Todd Timmons (SC), and Lillian Patterson (AL).

### **Policy and Best Practices Subcommittee**

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

Co-Chairs: Carolyn Parsons (UT) and Ernesto Magana (CA)

Members include: Scott Bowers (CO), Boone Fields (TX), Jennifer Reed (MD), John Ybarra (KS), Annette Meudt (WI), Ann Feaman (MN), Jim Kayer (PA), Tim Little (MT), David Duran (WI), Randy Langley (MS), Joe Rangitsch (MT), Dennis Johnson (MA), Veronica Owens (FL), Stephen Huddleston (FL), Stephen Huddleston (FL), Veronica Owens (FL), Angela Hansen-Kruse (NE), Donna Romo (NV), Lindsey Workman-Gilbert (OK) and Stephani Frese (SC).

### **USEFUL LINKS**

- United States Department of Labor Civil Rights Center:  
<http://www.dol.gov/oasam/programs/crc/index.htm>
- DOL CRC – Website for External Program:  
[www.dol.gov/oasam/programs/crc/external-compliance-assistance.htm](http://www.dol.gov/oasam/programs/crc/external-compliance-assistance.htm)

- WIA 188 Disability Checklist:  
<http://www.dol.gov/oasam/programs/crc/section188.htm>
- MOA Analysis Checklist:  
<http://www.dol.gov/oasam/programs/crc/MOAChecklist.pdf>
  
- The Workforce GPS <https://www.workforcegps.org/>
- The Office of Disability Employment Policy <https://www.dol.gov/odep/>
- US Equal Employment Opportunities Commission <http://www.eeoc.gov/>
- Council for Tribal Employment Rights Organization (TERO):  
<http://www.councilfortribalemploymentrights.org/wp/>
- SHRM: <https://www.shrm.org/ResourcesAndTools/legal-and-compliance/employment-law/Pages/default.aspx>