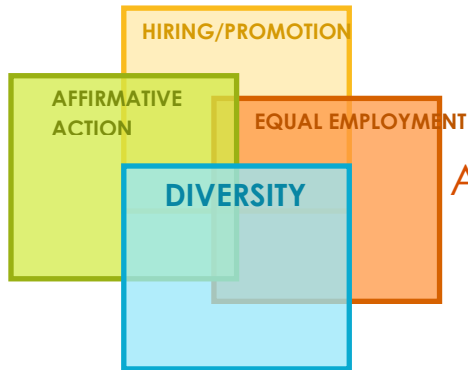


# FY 2010-11 Diversity Progress Plan and Report



## STATE OF IOWA DIVERSITY PLAN AND REPORT Affirmative Action/Equal Employment FY 2010 Progress FY 2011 Plan

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Please provide an update of your department's annual Diversity/Affirmative Action plan and report and submit to DAS by **July 31<sup>st</sup>**. Written plans should contain action items (goals) and time specifications.

DAS will submit a report by **September 30<sup>th</sup>** on the condition of affirmative action, diversity, and multicultural programs in state agencies. The information you submit will be included in this report.

Submitting Agency: Governor's Office of Drug Control Policy (ODCP)

Division (if applicable): NA

Person Submitting Report: Dale Woolery

Please Print Name: Dale R. Woolery

Please Sign Name:

Phone: 515-725-0310

# FY 2010-11 Diversity Progress Plan and Report

## Section 1

## Policy Statement and Administrative Plan

### Policy Statement

The State prohibits discrimination on the basis of race, creed, color, religion, national origin, sex and sexual orientation, age, or mental and physical disability in its employment policies and practices and is an equal employment opportunity and affirmative action employer.

Please insert any additional statements of policy or commitment to achieving and maintaining a diverse workforce in your agency:

### Administrative Plan

1. How your policy will be implemented: ODCP remains committed to, and complies with, State and Federal Equal Employment Opportunity/Affirmative Action laws and the Governor's Executive Order Four to hire a diverse and competent workforce to serve the people of Iowa. Additionally, ODCP is in the process of updating written policy—in conjunction with the Office of Civil Rights, U.S. Department of Justice—to specify steps for addressing internal and external discrimination complaints against ODCP and/or its agents (e.g., grant recipients).
2. Name, job title, and contact information for the responsible EEO AA official: Dale Woolery, associate director, 515-725-0310 or [dale.woolery@iowa.gov](mailto:dale.woolery@iowa.gov).
3. Describe your agency's system for auditing and reporting diversity issues: ODCP monitors DAS EEO/AA compliance reports: ODCP also refers discrimination complaints and reports of noncompliance to the Iowa Civil Rights Commission and, as appropriate, the Office of Civil Rights, U.S. Department of Justice.
4. Indicate how your diversity plan and related communication materials are distributed to your employees and/or the public. Please provide any relevant links to your web site or attach a copy of supporting documentation: ODCP will update its website—by October 1, 2010—to include the agency EEO/AA Plan and Progress Reports, and will include a new written policy re: discrimination complaints by July 1, 2011.

## FY 2010-11 Diversity Progress Plan and Report

<b>Section 2</b>	<b>Hiring and Promotion</b>
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List your agency's hiring and promotion practices, outlining any changes to those practices during the reporting period;

FY 2010 Progress: NC (no new hires or promotions in FY 2010).

FY 2011 Plans: Continued compliance by ODCP with all applicable laws and policies, in consultation with DAS/HRE.

## FY 2010-11 Diversity Progress Plan and Report

<b>Section 3</b>	<b>Actions Taken to Increase Diversity</b>
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Outline all steps taken by the agency to increase diversity in the department;

FY 2010 Progress: NC (no new hires or promotions in FY 2010).

FY 2011 Plan: Continued compliance by ODCP with all applicable laws and policies, in consultation with DAS/HRE.

## FY 2010-11 Diversity Progress Plan and Report

### Section 4

### Diversity Related Training

Outline the steps taken by the agency to train employees on diversity-related issues;

FY 2010 Progress: All ODCP personnel completed DAS diversity training during the past 24 months.

FY 2011 Plan: ODCP management will provide internal refresher information/training on applicable laws and policies to all agency personnel. Additionally, ODCP management will seek external training opportunities (e.g., DAS/PDS) for staff.

## FY 2010-11 Diversity Progress Plan and Report

### Section 5

### Hiring Opportunities

Outline how the agency intends to increase diversity among its staff in the next year, based upon the number of anticipated hiring opportunities, SERIP replacements and current workforce composition;

FY 2010 Progress: NC (no new hires or promotions in FY 2010).

FY 2011 Plan: ODCP will continue to comply with all applicable laws and policies, in consultation with DAS/HRE. ODCP management will provide internal refresher information/training on applicable laws and policies to all agency personnel. Additionally, ODCP management will seek external training opportunities (e.g., DAS/PDS) for staff.

## FY 2010-11 Diversity Progress Plan and Report

### Section 6

### Other Efforts to Increase Diversity

Describe any other efforts undertaken by the agency during the reporting period to encourage workplace diversity. If you would like to provide any additional information as an attachment, please identify the topic of the document and a brief summary in Section 7.

FY 2010 Progress: NC (no new hires or promotions in FY 2010).

FY 2011 Plan: ODCP will continue to comply with all applicable laws and policies, in consultation with DAS/HRE. ODCP will implement and disseminate updated policies, as warranted. ODCP management will provide internal refresher information/training on applicable laws and policies to all agency personnel. Additionally, ODCP management will seek external training opportunities (e.g., DAS/PDS) for staff.

# FY 2010-11 Diversity Progress Plan and Report

<b>Section 7</b>	<b>Attachments</b>
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## **Attachment A**

Topic

Summary

## **Attachment B**

Topic

Summary

## **Attachment C**

Topic

Summary



# FY 2010-11 Diversity Progress Plan and Report

Section 8	Signature Page
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Gary W. Kendell, Director

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**Agency Head, Name and Title (please print)**

*Gary W. Kendell*

9-20-10

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**Agency Head Signature**

**Date**