

ACADEMY

EEO Academy



Equal Opportunity Division

The State of Ohio is an Equal Opportunity Employer.



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MISSION

The mission of the EEO Academy is to enhance professionalism by providing leadership and continuing education to EEO and human resources professionals in the area of Equal Employment Opportunity.

VISION

We envision that this type of training will lead to a professionally recognized EEO Certification as well as creating a professional networking environment within state government.



Introduction

Pursuant to 123: 1-49-02 duties of the State Employees Equal Opportunity Coordinator: The Division shall provide leadership and guidance to departments and agencies in the conduct of equal employment opportunity programs for the employees of and applicants for employment with the agencies. The State Employees EEO Coordinator shall adopt regulations and issue procedures to implement the EEO regulations.

About the EEO Academy

The Ohio Department of Administrative Services, Equal Opportunity Division, Affirmative Action/Equal Employment Opportunity Section launched a six-day training program to inform professionals in four areas of Equal Employment Opportunity: equal employment opportunity law and affirmative action compliance, equal employment opportunity leadership and management strategies, human resources policy and inclusion procurement principles. Subject-matter experts will present the course material to ensure that professionals are keeping abreast of the causes and effects of discrimination, compliance with equal employment opportunity laws, current issues, best practices, affirmative action and valuing diversity.

Registration

The EEO Academy matrix, curriculum and online registration are available on the Ohio Department of Administrative Services' Equal Opportunity Division (EOD) Web site at <http://das.ohio.gov/Eod/AAEEO.htm>. Please select the "2009 EEO Academy."

Target Audience

Equal employment opportunity and human resources professionals and legal counsel assigned to collateral-duty EEO duties.

Method of Instruction

Presenters will provide lectures, open discussions, questions and answers and small group discussions. Classes are 60 minutes each. Participants are responsible for signing the attendance roster for each class attended and printing all training materials made available through email.

EEO Education Tracks

- Equal Employment Opportunity Law and Affirmative Action Compliance
- Equal Employment Opportunity Leadership and Management Strategies
- Human Resources Policy and Inclusion Procurement Principles

Continuing Legal Education (CLE) and Continuing Education Units (CEU)

The 2009 EEO Academy is approved for 17 Continuing Legal Education (CLE) units through the Supreme Court of Ohio.

The 2009 EEO Academy is approved for 33 Continuing Education Units (CEU) through The Ohio State University Office of Continuing Education.

The 2009 EEO Academy is approved for continuing education units for recertification through the Human Resource Certification Institute (HRCI).

Training Evaluations

Participants are encouraged to complete all training evaluations and submit at the end of each training seminar. Your evaluation will be forwarded to each presenter and we will also use recommendations to improve the quality of the EEO Academy training in the future.

Special Acknowledgements

Hugh Quill, Director, Ohio Department of Administrative Services

Sloan T. Spalding, Deputy Director, Chief Legal Counsel, Ohio Department of Mental Health

James R. Gears, MRC, CRC, Ohio Rehabilitation Services Commission

Sandra Stephenson, M.S.W., M.A., Director, Ohio Department of Mental Health

Keith McNeil, Ohio Director of Operations Regional Counsel, Ohio Civil Rights Commission

Lynne Bowman, Executive Director, Equality Ohio

Jim McCarthy, President/CEO, Miami Valley Fair Housing Center, Inc.

Aida Sabo, Vice President, leads the Diversity/Inclusion Center of Excellence, Cardinal Health

Dr. Meral Crane, M.A., LPSC, IMFT, Central Ohio Gender Program

Julie VanDyne, Founder, IDC Engineering

Anthony Chamberlin, Juvenile Correctional Officer, Ohio Department of Youth Services

David Barker, Project Manager, Information Technology, Cardinal Health

G. Michael Payton, Esq., Executive Director, Ohio Civil Rights Commission

Edward Taylor III, Diversity Consultant

Sara C. Craven, Esq., Policy Analyst, Ohio Department of Administrative Services

Hollie Hinton, Director, Governor's Office for Women's Initiatives and Outreach

Kathleen H. Ransier, Attorney at Law, Vorys, Sater, Seymour and Pease LLP

Debarati Bardham, Project Manager, DLZ Ohio Inc.

Toni Teague, Manager, Community Education & Engagement, Office of Ohio Treasurer Kevin Boyce

Lieutenant Colonel Kathy Lowrey, Community Outreach Lead Officer, Ohio National Guard

Courtnee Carrigan, Director of Program Development, Community Advocacy & Partnerships

Sandra Lopez, Assistant Director, Ohio Department of Public Safety

Special Acknowledgements (continued)

Yvette Alexander Slate, Founder, Carried the Bag, LLC

Stephanie Bostos-Demers, Attorney, Labor and Human Resources Advisor, Columbus State Community College

Merelyn Bates-Mims, Ph.D., BatesMims Associates, Inc.

Debbie Shutt, EAP Field Coordinator, Ohio Employees Assistance Program

Darren Shulman, Esq., Associate Legal Counsel, Ohio Department of Administrative Services

Floyd Weatherspoon, Attorney, Professor of Law, Capital University School of Law

Raymond Geis, Esq., Labor Relations Manager, Ohio Department of Administrative Services

Patrick M. Dull, Esq., Assistant Attorney General, Ohio Attorney General's Office

Roy Davis, Veterans Program Specialist, U.S. Department of Labor

Shannon Burt, Human Resources Consultant, Nationwide Insurance

Amanda Pruett, Human Resources Manager, Title First Agency

Dr. Paul Otte, Executive Director, Franklin University Leadership Center

Sen. Ray Miller, Minority Whip, 15th District, Ohio Senate

Cynthia K. Stankiewicz, Enforcement Manager, U.S. Equal Employment Opportunity Commission

Anne Thomson, Esq., Office Chief Division of Human Resources, Ohio Department of Mental Health

Edward Waters, Deputy Inspector General, Office of the Ohio Inspector General

Mark Bentley, Deputy Inspector General, Office of the Ohio Inspector General

Janine Hancock Jones, Deputy Legal Counsel, Office of Governor Ted Strickland

Susan Willeke, Education Coordinator, Ethics Commission of Ohio

Scott Warrick, JD, MLHR, SPHR, Human Resources Consulting, Employment Law & Training Services

Acknowledgements

Lucille Blann, EEO Enforcement Officer, Ohio Department of Administrative Services, Equal Opportunity Division

Nena Jackson, EEO Enforcement Officer, Ohio Department of Administrative Services, Equal Opportunity Division

Donald Ross, EEO Enforcement Officer, Ohio Department of Administrative Services, Equal Opportunity Division

James G. Smith, Jr., Clerk 3, Ohio Department of Administrative Services, Equal Opportunity Division

Bill Maugh, Videographer, Ohio Department of Transportation, Division of Office Services

The Ohio Supreme Court of Ohio, The Office of Continuing Education

The Ohio State University, Office of Continuing Education

The Human Resource Certification Institute (HRCI)

Welcome from DAS Director **Hugh Quill**



Dear EEO Academy participants:

Welcome to the 2009 EEO Academy! I am pleased you have elected to participate in this year's program. I hope you find the curriculum informative and beneficial in conducting your duties of ensuring fairness and equality in the workplace.

The Equal Opportunity Division (EOD) of the Ohio Department of Administrative Services sponsors this training as part of its role to monitor equal employment opportunity and employment goals to ensure that state employees and job applicants are afforded equal access and opportunities for employment and advancement throughout state government. The unit is dedicated to helping to prevent any form of discrimination in the workplace.

Every State of Ohio employee and job applicant has the right to equal employment opportunities. Through your leadership as human resources, legal and EEO professionals, you have a unique opportunity to protect and preserve this right.

By taking advantage of our training those of you in the trenches are helping to ensure that this fundamental right continues to be safeguarded. By inviting many presenters with diverse areas of expertise, this year's program will provide you with a broad spectrum of knowledge. I trust you will find the knowledge you will gain to be empowering.

Thank you for joining us and, most importantly, thank you for your dedication to equal employment rights in the State of Ohio.

Sincerely,

A handwritten signature in black ink that reads "Hugh Quill". The signature is written in a cursive, slightly slanted style.

Hugh Quill
Director, Ohio Department of Administrative Services

Welcome from State EEO Coordinator **Melinda Carter**



Dear EEO Academy participants:

The Ohio Department of Administrative Services, Equal Opportunity Division welcomes you to the 2009 Equal Employment Opportunity (EEO) Academy. This comprehensive training experience will provide participants the opportunity to learn about public policy and legal standards as well as industry trends that impact our ever changing global workforce.

It is our intention to provide world class instruction from carefully selected practitioners who are leaders in their respective fields. I encourage you to take advantage of the resources presented. This year we are pleased to partner again with the Ohio State University and the Supreme Court of Ohio Commission on Legal Education. Through our combined efforts, the 2009 Academy will offer a total of 17 Continuing Legal Education (CLE) hours as well as General, Senior and Executive EEO Practitioner certification.

As State of Ohio EEO professionals we are responsible for ensuring that the working environment is free of inequality, intolerance and hostility and is reflective of our great State. Your active participation in the EEO Academy will assist you in meeting that noble challenge.

Sincerely,

A handwritten signature in cursive script that reads "Melinda Carter".

Melinda Carter
Deputy Director, Equal Opportunity Division
State EEO Coordinator

Welcome from EEO Program Manager **Felicia Godbolt**

Dear EEO Academy participants:

I am pleased to welcome you to the 2009 EEO Academy. This is the third year of the Academy and we're excited about this year's curriculum and guest speakers.

In order to maintain a competitive edge in the area of equal employment opportunity (EEO) we've invited some of the most respected professionals from around the state to provide current information to EEO and human resources professionals.

In addition to receiving continuing education units from The Ohio State University, The Office of Continuing Education and the Ohio Supreme Court, the EEO Academy is will also receive continuing education units from The Human Resources Certification Institute (HRCI).

Our goal in this education effort is to equip EEO professionals who are responsible for addressing issues of discrimination with realistic resolution strategies and ultimately decrease agency liability.

Throughout this educational experience, it is our hope that participants will use this information to develop efficient and effective EEO programs within the state of Ohio.

Sincerely,

A handwritten signature in black ink that reads "Felicia Godbolt". The signature is written in a cursive style with a large initial 'F'.

Felicia Godbolt
EEO Program Manager, Equal Opportunity Division

Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Update on Age Discrimination (CLE)



Sloan T. Spalding

As Deputy Director for the Ohio Department of Mental Health, Sloan T. Spalding serves as chief legal counsel and chief ethics officer. Prior to joining the Department of Mental Health, Sloan was the director of labor relations for The Ohio State University. Many of you may remember Sloan from his days with the Office of the Ohio Attorney General where he served as the senior deputy attorney general to the Employment Law Section. Prior to accepting an appointment to the Attorney General's Office in 2002, Sloan worked for five years as a senior associate with a Columbus law firm. During his private practice, he concentrated on management side employment issues, with a focus on employment advice, wage and hour law, restrictive covenants, employment contracts, discrimination claims and all related litigation.

Sloan earned a Bachelor of Science degree in political science, with a minor in military science from the University of Utah. Sloan was also commissioned as an Officer in the United States Army following his graduation from the University of Utah. Sloan earned his Juris Doctor from Capital University Law School.

Course Description:

This course will focus on state and federal laws that offer protection to individuals from employment discrimination due to their age. The course will cover the legal doctrines developed to eliminate age discrimination in the workplace, review recent court decisions impacting this area of law and offer suggestions on best employment practices to manage and prevent claims of age discrimination.

Learning Objectives:

At the end of this presentation, attendees will be able to:

- Understand the legal definition of age discrimination.
 - Discuss what actions constitute age discrimination.
 - Learn strategies to avoid claims of age discrimination.
 - Learn how to resolve age discrimination allegations and decrease agency liability.
-

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Amendment to the Americans with Disabilities Act

James R. Gears

James Gears currently serves as the Americans with Disabilities Act (ADA) Coordinator for the Ohio Rehabilitation Services Commission and has been with the Commission since 1997. Gears has also served at the commission as a vocational rehabilitation counselor, assisting people with physical, cognitive and psychiatric disabilities obtain and maintain employment; and as an employment services specialist, working with businesses to recruit and retain employees. He earned a master's in Rehabilitation Counselor from Bowling Green State University, a bachelor's degree in sociology from Miami University and is also a certified rehabilitation counselor. His primary responsibility with the commission is to provide training and technical assistance on the ADA to businesses, government agencies and the general public. Gears has presented at several professional conferences and DAS' Human Resources Academy. He is also co-editor of the "Connecting Point," which is published quarterly in the Commission's *NewsNet* magazine and focuses on the current trends and legal decisions affecting the ADA. In addition, he coordinates the Windmills Diversity Awareness program which focuses on breaking down the stereotypes of people with disabilities. Gears also has experience in the fields of training and working with people with disabilities as an adjunct professor in human services technology and sociology and forensic mental health clinician.

Course Description:

This session will clarify the federal law, American with Disabilities Act established in 1991, which prohibits discrimination on the basis of workers' disabilities. The act is designed to protect the rights of people with virtually any physical or mental disability. The presenter will discuss more specifically mental disabilities and how ADA protects consumers.

Learning Objectives:

At the end of this presentation, attendees will be able to:

- Recognize that individuals with hidden disabilities face discrimination issues.
 - Understand how individuals with hidden disabilities might experience difficulties with job retention once they are hired and when to disclose their disability to their employers.
 - Determine if an accommodation is necessary due to the fact that the disability isn't clearly evident.
-

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Ohio Department Of Administrative Services
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Course: Understanding Cultural Competence



Sandra Stephenson

Sandra Stephenson currently serves as Director of the Ohio Department of Mental Health, beginning her appointment in June 2007. Prior to this, Ms. Stephenson served as the Executive Director for Southeast, Inc., Recovery & Mental Health Care Services in Columbus, Ohio.

Stephenson received her education from The Ohio State University, graduating with a B.S.S.W. in Social Welfare in 1974, a Master of Social Work with Clinical and Planning majors in 1975, and a Master of Arts in Public Administration in 1980. She is licensed by the State of Ohio as a licensed independent social worker, licensed professional clinical counselor and medical board licensed massage therapist.

Stephenson has received numerous honors and awards recognizing her efforts, including her selection as the 2006 recipient of the "Hero" Award from the Community Shelter Board of Franklin County and, more recently, "Activist and Visionary of the Year" from the Mental Health Court of Franklin County.

Course Description:

This course will provide the students with basic understanding of cultural competence as a continuous learning process. The definition of cultural competence will be discussed and its role in supporting a productive workforce including the delivery of services.

Learning Objective:

To help students develop and strengthen the knowledge, skill and ability to critically assess customer needs, appraisal and measure the causes and consequences of inequalities in the access and provision of services.

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Ohio Department Of Administrative Services
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Course: Sexual Orientation and Gender Identity: Panel Discussion I & II



Keith McNeil

Keith McNeil has devoted a lengthy career to serving the citizens of the State of Ohio by enforcing Ohio's civil rights laws. With more than 27 years with the Ohio Civil Rights Commission (OCRC), he has served as Regional Counsel and Director of Operations since October 2001. In this role, he is a member of the Executive Team and is responsible for overseeing the Commission's investigative teams and processes in each of the six regional offices located in Akron, Cincinnati, Dayton, Cleveland, Toledo and Columbus. McNeil serves as in-house counsel by providing expert legal advice in each case of alleged discrimination filed with the Commission. In line with the OCRC's mission to reach out to the Ohio community and provide education about the laws against discrimination, McNeil serves as one of the agency's primary external training facilitators and spokespersons. He is a frequent guest lecturer on topics such as the Administrative Process, Sexual Harassment, Housing Discrimination, Sexual Orientation and Gender Stereotyping, Religion, National Origin and the Commission's Investigative Process.

McNeil serves as a leader of several internal committees and task force groups aimed at continual process improvement and progress measurement. He co-authored the OCRC Investigative Technique Manual and authored the OCRC Investigator Training Program. He currently serves on the Board of Directors for ADA Ohio.



Lynne Bowman

Lynne Bowman is one of the many founders of Equality Ohio. Since its formal incorporation in 2005, she has served as the organization's Executive Director. She came to the role with 17 years of organizational leadership experience in the non-profit, for-profit and government sectors, focused on providing and improving services for people with developmental disabilities across Ohio. A graduate of Otterbein College with degrees in both psychology and music theory and composition, she later returned to study business and went on to receive a Master of Arts in Administration from Central Michigan University. Lynne is a graduate of the Ohio County Boards Association Superintendent Development Program class of 2003, Leadership Columbus class of 2007, a member of the United Way of Central Ohio's Diversity & Inclusion Committee, an ex-officio board member of Plexus in Northeast Ohio and currently serves as the Board Chair of the Equality Federation, a national organization dedicated to strengthening statewide LGBT organizing. In her free time, she enjoys yoga, fitness, reading and hanging out at home with her wife of nearly 16 years.



Meral Crane

Dr. Meral Crane is a licensed clinical counselor, sex therapist, licensed marriage and family therapist, and gender specialist in private practice (1973-present). She directed the Human Sexuality Center at the University of Massachusetts, Boston (1973-75); was therapist at OSU Mental Health Clinic (1975-88); and clinical instructor in the Department of Psychiatry at the OSU College of Medicine (1978-2005). Over the last three decades, as Founder, Clinical Director, and Counselor in the Gender Program of Central Ohio (www.genderprogram.com established in 1979), she has been working with LGBTQI individuals, their relations and colleagues, aiding many in their gender affirmation process. Meral has done postgraduate work at the Masters and Johnson Institute; the American Association for Sex Educators, Counselors and Therapists; the Kinsey Institute for Sex Research; the American Association for Marriage and Family Therapy; and at the American Family Therapy Academy. She has served terms as president of the Central Ohio Psychological Association and the Ohio chapter of the American Association for Sex Educators, Counselors and Therapists.

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Course: Sexual Orientation and Gender Identity: Panel Discussion I & II (continued)



Aida Sabo

Aida Sabo, Vice President, leads the Diversity/Inclusion Center of Excellence at Cardinal Health. Her focus is developing a long term Global Workforce Diversity Strategy in partnership with the leadership team and key functions of Cardinal Health. The focus of strategy will be on Communication, Recruiting/Retention, Training/Development and Life/Work Integration. Prior Aida led the Corporate Diversity Function at EMC in Hopkinton, MA. Working with EMC's Leadership team, she executed the *Living Diversity@EMC*, a company wide strategy focused on attracting, retaining and developing top talent globally, advancing multi-cultural competence and providing an innovative/inclusive environment. Her work focused on integrating diversity into all aspects of EMC's business. Leading the way with the Corporate Diversity Team, Aida dedicated herself to educate managers and employees with methods and tools to leverage diversity to create global business success.



Julie VanDyne

VanDyne has been involved in the power industry since graduation in 1980 from Ohio University. She holds an MBA from Capital University in Columbus, and is a registered Professional Engineer in Ohio, Indiana, Michigan, Florida, Nevada, Texas, Pennsylvania, South Carolina and California. She is also currently registered with the NCEES. Her career began in consulting, but includes over 14 years with AEP, where she held a variety of Transmission and Distribution, Customer Engineering, and Management positions. At AEP, she helped found the company's Power Quality function. She re-entered the consulting world in 1995, and furthered her power quality background with a broad range of power quality and system analyses. In 1999, she led the design of the North American version of Siemens' Sipcon T, a traditional filtered capacitor bank. In late 1999, she founded her own company, IDC Engineering, which focuses on Power Quality, Power System Analysis, Utility Consulting and Arc Flash Analyses.

Jim McCarthy

Jim McCarthy is the President/CEO of the Miami Valley Fair Housing Center, Inc., a non-profit organization with a mission to eliminate housing discrimination and ensure equal housing opportunity for all people in its region. He is also the Chair of the Board of Directors the National Fair Housing Alliance based in Washington, DC. McCarthy has worked closely with and presented at seminars and conference organized by Fannie Mae, Freddie Mac, AARP, the National Fair Housing Alliance, the Coalition on Homelessness & Housing in Ohio, the National Association of Counties and the National Association for County Community & Economic Development. Mr. McCarthy has also testified before the U.S. House of Representatives Committee on Oversight and Government Reform Subcommittee on Domestic Policy on "Foreclosure, Predatory Mortgage and Payday Lending in America's Cities." Mr. McCarthy is a board member of the Miami Valley In-Ovations, the Montgomery County Family & Children First, Stable Families Outcome Team, a member of the American Society of Public Administrators and serves as an independent consultant and grant reviewer for the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA).

Anthony Chamberlin

Chamberlin has for the past seven months served as a Juvenile Correctional Officer at Ohio River Valley Juvenile Correctional Facility in Scioto County. Prior to his current time in state government, he worked for a car dealership in Portsmouth, Ohio, serving as a business manager for 13 years. Coupled with his other jobs, Chamberlin has 20 years of experience in retail management working in various capacities.

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Course: Sexual Orientation and Gender Identity Panel Discussion I & II (continued)

David Barker

David Barker currently works for Cardinal Health in Dublin, Ohio, as a Project Manager in Information Technology. He founded and currently serves as President of the Gay, Lesbian, Bi-sexual, Transgender and Advocates (GLBTA) Employee Resource Group (ERG) at Cardinal Health. David graduated from The Ohio State University and has worked in the Information Technology field for 19 years holding previous positions in state government and consulting. David is a member of HRC, active in Columbus HRC events and has represented Cardinal Health at national events for HRC and PFLAG.

Ohio Department Of Administrative Services
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Course: Current Issues in Civil Rights Law (CLE)

G. Michael Payton



G. Michael Payton has been executive director of the Ohio Civil Rights Commission (OCRC) since July 2001. Mr. Payton oversees and directs 150 statewide employees in the agency's Central Office and six regional offices in Akron, Cincinnati, Cleveland, Columbus, Dayton and Toledo. The OCRC is a state agency that investigates and enforces Ohio Civil Rights Act prohibitions against discrimination in employment, public accommodations and housing, and other areas while providing comprehensive education and outreach to organizations throughout Ohio.

Michael previously served as chief legal counsel and director of regional operations for the Commission from 1997 to 2000. He has also served as an assistant attorney general for the State of Ohio for 11 years from 1984 to 1995. During his tenure as an assistant attorney general, he served as counsel to the OCRC and conducted administrative prosecutions. In addition, he served as assistant chief of the attorney general's transportation section where he conducted litigation as a defense counsel in a variety of areas including employment law. Michael received a B.A. from The Ohio State University and Georgetown University Law Center, where he received his J.D. in 1983.

Course Description:

This course will look at the employment civil rights laws prohibiting job discrimination and new issues that have given rise to amendments to those laws. Students will learn how laws have changed and how implementation processes with an organization. Students will have information about employment discrimination that includes theoretical and practical explanations.

Learning Objectives:

- Discuss issues that impact civil rights laws and review case studies that impact Title VII issues (national origin/ancestry; color; race; disability; religion; sex; sexual harassment; veteran status; sexual orientation; gender identity and military status).
- Discuss legal practices that would help limit agency liability based on civil rights laws.

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Discrimination Based On Race (CLE)



G. Michael Payton

G. Michael Payton has been executive director of the Ohio Civil Rights Commission (OCRC) since July 2001. Mr. Payton oversees and directs 150 statewide employees in the agency's Central Office and six regional offices in Akron, Cincinnati, Cleveland, Columbus, Dayton and Toledo. The OCRC is a state agency that investigates and enforces Ohio Civil Rights Act prohibitions against discrimination in employment, public accommodations and housing, and other areas while providing comprehensive education and outreach to organizations throughout Ohio.

Michael previously served as chief legal counsel and director of regional operations for the Commission from 1997 to 2000. He has also served as an assistant attorney general for the State of Ohio for 11 years from 1984 to 1995. During his tenure as an assistant attorney general, he served as counsel to the OCRC and conducted administrative prosecutions. In addition, he served as assistant chief of the attorney general's transportation section where he conducted litigation as a defense counsel in a variety of areas including employment law. Michael received a B.A. from The Ohio State University and Georgetown University Law Center, where he received his J.D. in 1983.

Course Description:

The presenter will discuss trends in race discrimination, as well as best employment practices which will decrease agency liability.

Learning Objectives:

- Students will be able to determine actions that could be viewed as discriminatory using scenarios and discuss strategies to address and resolve issues when received.
- Students will discuss race relations that can enhance any working environment which will ultimately limit agency liability and promote workplace unity.

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Ohio Department Of Administrative Services
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Course: Games Organizations Play

Edward Taylor

Ed Taylor is a dedicated husband and father with over 17 years of honorable and continued military service and is considered by many, a leader's leader. The author of "Basic Training - Mind, Body, and Soul" and a successful life coach, he has committed his life to helping people be better people.

Taylor is a dynamic speaker, trainer and coach. He is also a diversity instructor and trained mediator. With over 12 years of mentoring teams and individuals to maximize their effectiveness in the harshest of conditions when lives are on the line, the approach he uses has been tested on the battlefield and in conference rooms across the world. Taylor provides his people with the tools and techniques needed to gain that competitive edge.

Taylor provides coaching and mentoring in the following: leadership skills development which will effectively motivate and lead your team through anything into greatness. He presents quality initiatives using the D.M.A.I.C methodology to evaluate your processes to achieve complete customer satisfaction that focuses on the bottom line, Diversity Awareness and Equal Opportunity Management - change is inevitable, growth is optional. Taylor provides conflict management/resolution, personal and team goal setting/achievement, or just hanging out and getting to know one another.

Course Description:

In this module you will learn the fundamental facts about diversity, as well as commonly used approaches to address diversity. In addition, you will learn how to overcome common barriers to diversity, such as discrimination, and how to communicate effectively in a diverse workforce. Finally, you will also learn how to welcome diversity in your organization and what skills will help you properly manage a diverse workforce.

Learning Objectives:

- Discover their personal comfort level with people different from themselves.
- Understand the impact of their behavior on others.
- Limit the influence of stereotypes and reduce conflict.
- Transform knowledge into acceptance and empathy.
- Embrace diversity as a source of organizational strength.

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Ohio Department Of Administrative Services
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2009 EEO Academy

Course: Family Medical Leave Act Update (CLE)

Sara C. Craven

Sara C. Craven has been an employee of the Ohio Department of Administrative Services since 2005. In her capacity as a Policy Analyst with the Human Resources Division, Sara provides technical assistance and support to state agencies, boards and commissions regarding the application of employment laws and regulations. The division also tracks legislation and regulatory changes impacting state employment practices, and provides training and updates to state agency human resources professionals on employment law issues.

Sara received her Bachelor of Arts degrees in English and Spanish from The Ohio State University. She received her Juris Doctorate degree from Capital University Law School, where she concentrated in labor and employment law and governmental affairs. She is licensed to practice in Ohio and in the U.S. District Court for the Southern District of Ohio.

Course Description:

Review significant changes to the Family Medical Leave Act (FMLA) regulations that became effective Jan.16, 2009. Human resources professionals familiar with the old FMLA regulations will benefit from this course, which is designed to provide an overview of the changes, including the new military family leave provisions.

Learning Objectives:

At the end of this presentation, attendees will be able to:

- Understand the requirements of the revised federal FMLA regulations that went into effect Jan. 16, 2009.
- Recognize the impact of new leave options for military families under the qualifying exigency leave and military caregiver leave provisions.
- Analyze case scenarios and hypotheticals of common fact patterns that might arise under the new and revised regulations.

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Ohio Department Of Administrative Services
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Course: Women in the Workplace: *Beyond the Glass Ceiling 2009*: Panel Discussion I & II



Hollie Hinton

Hollie Hinton, an Ohio native raised in Chillicothe, was named the first director of Governor Ted Strickland's Office for Women's Initiatives and Outreach, which promotes public policy that advances the status of women and girls in the areas of economic development, health, education and personal safety. Her professional background includes managing public affairs in reproductive health, event coordinating and political fundraising at local, state and national levels. Her personal background provides her a unique perspective on underserved populations, having been raised in a care home for disabled veterans that her mother owned and operated, and volunteering and studying overseas. Hinton holds a Bachelor of Arts in anthropology and a graduate certificate in women's studies from the University of Cincinnati.



Kathleen H. Ransier

Ms. Ransier is a partner in the Vorys Columbus office where she practices law in the corporate group. Her areas of practice include transactional, commercial, real estate, business organization, non-profit and business development. Ms. Ransier is a member of the American Bar Association, Ohio State Bar Association, Columbus Bar Foundation and Columbus Bar Association. She has also lectured at The Ohio State University College of Business and the Moritz College of Law and has presented seminars sponsored by the Columbus Minority Contractor/Business Assistance Program, the U.S. Small Business Administration and the New Directions Career Center. Ms. Ransier received her J.D. from The Ohio State University College of Law and her B.A. from Western College.



Debarati Bardham

Debarati (Debi) Bardhan is a Project Manager at DLZ Ohio Inc., an engineering/architectural consulting firm in Columbus, OH. She has a Masters in Environmental Engineering and is involved in the planning, design and construction administration of Public Works projects. Debi is an active member of the Water Environment Federation (WEF) and the National Association of Sewer Companies (NASSCO). Debi is a proud member of the Asian-Indian community and supports several local organizations. She is the Vice President of ASHA-Ray of Hope, a non-profit that works with survivors of domestic violence in the South Asian community. Debi lives in Lewis Center, OH with her husband, Vasant and two boys, Daivic and Vijeet.



Toni Teague

Toni Teague serves in the Office of Ohio Treasurer Kevin L. Boyce as the Manager for Community Education and Engagement. She is the former Executive Director for Leadership Ohio, an educational organization dedicated to the future of Ohio. She is the youngest person and first African American to serve as Executive Director among the 33 statewide leadership programs of its kind in the country. In response to the Work Opportunity and Reconciliation Reform Act, Toni developed and facilitated a two-week course on job readiness. Based on performance, the U.S. Department of Labor increased funding for the program from \$2.75 million to \$3.25 million. Prior to her work as an entrepreneur, Toni served as Assistant Vice President for Risk Management for Bank One. She was responsible for managing a bank card portfolio for more than \$18.5 million.

Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Women in the Workplace: *Beyond the Glass Ceiling 2009*: Panel Discussion I & II (continued)



LTC Kathy Lowrey

A visionary, creative, strategic thinker who is a self-starter, proactive and entrepreneurial, Lowrey served as a key change agent in multiple capacities across several industries. Recently hand-picked to lead the only community outreach office in the nation's National Guard. In this capacity, she will lead the development of purposeful activities to strengthen and sustain long term relationships with community members who influence the readiness of the Ohio National Guard. In her former position, she created the most innovative, goal-directed and collaborative community relations program in the National Guard at an Ohio base. She is the 2006 recipient of the Federal Executive Association Community Service Honor Award. A former steering committee member of Make a Difference Day Ohio, she was a national leader in shaping the National Guard's Sexual Assault Prevention and Response program and the first female officer as the Wing Executive Support Officer at a local Air National Guard base. In this role, she served as a key administrator and project officer in a rapidly changing and heavily bureaucratic organization with 85 percent men.



Courtnee Carrigan

Carrigan's commitment to social justice and advocacy is apparent through her education and professional experience. She is trained in the areas of leadership training and development, diversity, facilitation and conflict resolution. Her graduate work was in Urban Planning and her B.A. is in Communications and African-American Studies from the University of Cincinnati. She has served as Diversity Facilitator for the National Underground railroad Freedom Center in Cincinnati and Program Manager for Outreach, Leadership and Promotions at her alma mater. With over 10 years of education and experience in the field of diversity, Courtnee has worked with non-profits, schools, universities and businesses to implement well researched and documented methods to improve workforce performance and community relations. She has assembled curriculums that build awareness and promotes individual and systematic change through common sense actions. Courtnee is a member of the Community Refugee and Immigration Services board and the Columbus Metropolitan Club Program committee.



Sandra Lopez

Sandra Lopez was born, raised and educated in the Dominican Republic, where she received a degree in Marketing. She has been a resident of Ohio since 1996 and has worked in the International Sales field for several local companies including the headquarters of Mettler Toledo, Inc. and Elmer's Products. She currently works for the Ohio Department of Public Safety as an Administrative Assistant in the Director's Office assisting with special projects and administration of the office as the Director and his staff work to carry out the Department's mission to save lives, reduce injuries and economic loss, and administer the motor vehicle laws in Ohio. Outside of the Department, Lopez has been a volunteer for organizations in Central Ohio with a special focus on Latino and Women's issues.



Yvette Alexander Slate

Yvette Alexander Slate is the Principal and Founder of Carried the Bag, LLC, is a business sales coaching company offering customized coaching in conjunction with sales techniques that produce results. Yvette is a graduate of Ohio University in Athens, Ohio where Slate is a member of the Executive Committee of the Ralph and Luci Schey Sales Centre that supports, assists and promotes the profession of Sales to undergraduate students. She has more than 20 years experience in the sales profession where she has had pivotal roles and responsibilities toward the success and development of Fortune 100 and 400 organizations.

Course: Sexual Harassment Update: *What Not to Do* (CLE)



Stephanie Bostos-Demers

In her role as Labor and Human Resource Advisor at Columbus State Community College, Stephanie Bostos-Demers negotiates, interprets and administers collective bargaining agreements with various unions, provides training, counsel and guidance on employment matters, and serves as the College's Chief Ethics Officer. Prior to her employment at Columbus State, she was the Director of Human Resources for the Ohio Attorney General's Office and served 10 years as the Section Chief of the Civil Rights Section, supervising a legal team of twelve attorneys, who counsel and represent the Ohio Civil Rights Commission in administrative hearings and in state and federal courts. Ms. Demers has extensive experience conducting sexual harassment awareness training in both the public and private sector. Prior to her employment with the Ohio Attorney General's Office, she was a litigation attorney with the Columbus law firm of Crabbe, Brown, Jones, Potts and Schmidt, concentrating in employment, labor and school law and insurance defense. Ms. Demers graduated Magna Cum Laude from Ashland University with a B.S.B.A. and received J.D and M.B.A. degrees with honors from Capital University. She has earned her SPHR designation. She is an Ashland University Board of Trustee and a member of SHRM, OPERLA, and COLERA. Stephanie resides in New Albany with husband, David, and children, Nicholas and Calista.

Course Description:

This course will cover relevant state and federal EEO legislation. Participants will be given an introduction to the causes and effects of harassment, the legal definition of harassing behavior and steps that can be taken to resolve problem situations. The course will help students apply their knowledge of sexual harassment law to individual workplace situations.

Learning Objectives:

- Overview what constitutes sexual harassment and a hostile work environment
 - Discuss how employers exercise reasonable care to prevent and correct promptly any sexually harassing behavior
 - Discuss best practices to reduce your risk of liability using case studies
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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Employment, Economics & Discrimination



Merelyn B. Bates-Mims

Merelyn Bates-Mims is a retired State of Ohio EEO Coordinator and Deputy Director, for the Ohio Department of Administrative Services (DAS). She was a Special Assistant to the Director, managing a disparate impact theory 4/5ths utilization study for proving/disproving discrimination in state contracting. She has served as a consultant mediator with the U.S. Equal Employment Opportunity Commission (EEOC) in Columbus and Cincinnati. She has a certificate in mediation from the National Judicial College at Reno, Nev., and a Ph.D. in linguistics from the University of Cincinnati. Bates-Mims is a Fulbright scholar studying in four West Africa countries, an adjunct professor at Xavier University in Cincinnati and a trustee emeritus at Wilmington College in Ohio. She also is a consultant and editor of the *Language of Race* series published by Christ Church Cathedral in Cincinnati, and chair of the Institute on Justice and Reconciliation in Cincinnati, which is focusing on race history, theory and practice.

Course Description:

The first significant legislation signed by President Obama was a civil rights bill providing powerful new tools for women, blacks and Hispanics challenging workplace pay discrimination. A new housing discrimination case filed in August 2009 in the U.S. Southern District Court of New York by the Anti-Discrimination Center of Metro New York may become a template for increased scrutiny of local governments' housing policies. Now the loss of 467,000 jobs in June, driving U.S. national unemployment rate to 9.5 percent, is unwelcome news for all Americans. Is the U.S. entering a new age requirement for anti-discrimination vigor?

Learning Objectives:

Using Ward Connerly's *Lessons in a victory over racial preferences*:

- Examine evolution of terms like 'preference,' 'entitlement,' and 'diversity.'
 - Decide what new meanings they may have for middle class 2009 economic realities of homelessness, health care affordability, unemployment and housing foreclosures.
 - Answer the question: "What new and sophisticated methods of economic and employment discrimination are now mingling with the old?"
 - Utilize historical regulatory practice to comparatively restructure EEO mission goals.
-

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Procurement/Inclusion Principles (CLE)



Melinda Carter

Melinda Carter, a local attorney, business advocate and public servant, was named Deputy Director for the Ohio Equal Opportunity Division (EOD) and State EEO Coordinator January of 2009. In this role, Melinda has oversight responsibility for four units in her division: EEO/Affirmative Action, MBE/EDGE, Construction Compliance and Minority Affairs.

As a Department of Administrative Services Deputy Director and State EEO Coordinator, Melinda is tasked with ensuring that equity, fairness and diversity in employment and procurement opportunities in state government are realized for all citizens and employees of the State of Ohio. Prior to her appointment, Melinda served as a member of Columbus Mayor Michael B. Coleman's cabinet as the Executive Director of the Equal Business Opportunity Commission Office (EBOCO), for over 12 years.

Melinda also served as Executive Director of a small local non-profit organization in Columbus and was an Associate with the law firm of Beatty & Roseboro. While at Beatty & Roseboro, Melinda was involved in the compilation of the Beatty Predicate Study, which analyzed the City of Columbus' utilization of Minority and Female Business Enterprises. She also served as Special Counsel for the Ohio Attorney General.

A frequent speaker and presenter, Melinda is passionate about the growth and development of minority-owned businesses and the protection and enforcement of civil rights. An avid reader and writer, Melinda Carter has published articles on race relations in local and national publications. Melinda earned a Bachelor of Arts in English Literature from Ohio University and a Juris Doctor from the Capital University Law Center.

Course Description:

This course will explore regional and national trends in the area of supplier diversity. Ms. Carter will also share industry best practices that are used by successful supplier inclusion programs.

Learning Objective:

Students will be able to effectively articulate the impact of a diverse supplier pool as well as provide an historical overview of the minority business programs in the State of Ohio.

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Understanding Mental Health Issues in the Workplace I & II

Debbie L. Shutt, B.S., LICDC

Ms. Shutt has a Bachelor of Science Degree in corrections and more than 20 years experience working in the mental health, chemical dependency and corrections field. Her experience has included working with both adolescents and adults. She is a Licensed Independent Chemical Dependency Counselor (LICDC). Ms. Shutt has been with the Ohio Employee Assistance Program (EAP) for 12 years and has been involved in educating employees about EAP services available to them through onsite visits, trainings on a variety of topics, health fairs and one-on-one contacts. Aside from her work with the State, she is a volunteer mental health professional for the North Central Ohio Critical Incident Stress Management Team (CISM).

Course Description:

This course is designed to assist participants with proactive steps they can take when assisting employees who are struggling with personal and/or work-related stressors. The training is designed to heighten the level of awareness in regard to employees who may need outside support and assistance when faced with a mental health issue.

Learning Objectives:

The learning objectives for this course are:

- Help supervisors/managers respond proactively to mental health concerns of employees they supervise.
 - Discuss the importance of balancing a supervisor's personal stress with the stress of supervising employees.
 - Identify actions that can help supervisors become comfortable in responding to employee mental health concerns
 - Describe the importance of early intervention strategies in responding to employee mental health concerns.
 - Identify resources available for assisting staff with mental health concerns.
-

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: EEO Data Collection & the Public Records Act (CLE)

Darren Shulman

Darren Shulman is an Associate Legal Counsel at the Ohio Department of Administrative Services (DAS). His focuses are public records, the General Services Division and the Equal Opportunity Division. He serves as vice chair of the Ohio Electronic Records Committee. Prior to joining DAS, Darren was a Montgomery County Assistant Prosecuting Attorney. Darren is a 2001 graduate of Harvard Law School and a 1998 graduate of Northwestern University.

Course Description:

The course will provide an update regarding the Ohio Public Records Act and its application to open internal EEO investigations.

Learning Objectives:

- Students will understand what constitutes a public record under the Ohio Public Records Act.
 - Students will understand how the Ohio Public Records Act applies to EEO/legal records.
 - Students will understand how to respond to requests for EEO records.
 - Students will be provided information regarding making records requests.
-

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Course: Retaliation (CLE)



Floyd D. Weatherspoon

Floyd D. Weatherspoon is an attorney, author and a professor of law at Capital University School of Law in Columbus. He also has served as an external Administrative Judge for the U.S. Equal Employment Opportunity Commission. Professor Weatherspoon received his Jurist Doctorate from Howard University School of Law, Washington, D.C., with continued study at Harvard University and Georgetown Law School. He has extensive experience in the areas of Equal Employment Opportunity, Affirmative Action, Human Resources, Employment Law, Mediation of Workplace Disputes and Diversity. Professor Weatherspoon conducts seminars and workshops on equal employment and affirmative action around the country. He trains more than 500 managers each year on various topics related to human resources, including topics on EEO, performance evaluations, hiring and terminating employees, wages and hours, FMLA, Conflict Resolutions, managing a diverse work force and managerial mediation.

Professor Weatherspoon is also a highly skilled mediator and arbitrator, having served as a mediator and arbitrator in more than 500 disputes between employees and management. Professor Weatherspoon has written a number of articles related to sexual harassment, employment discrimination, employment law, disability and mediation. His most recent articles are on reprisal discrimination in the workplace and racial profiling.

Course Description:

This course will raise awareness about the significant and yet hard-to-recognize liability threat of claims for workplace retaliation. In addition to explaining how the law defines illegal retaliation, the course will allow managers to identify situations when employees are protected from discipline, firing or other negative employment consequences. It also gives managers strategies and skills to avoid illegal personnel decisions and to reduce the risk of retaliation claims.

Learning Objectives:

- Discuss elements of a retaliation action.
- Discuss lesser-known ways an employer can unknowingly commit illegal retaliation.
- Discuss preventative measures to ensure managers do not engage in retaliatory treatment when a complaint is filed.

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Labor Relations & EEO (CLE)

Raymond Geis

Geis is the labor relations manager for the Ohio Department of Administrative Services (DAS). His duties include overseeing the discipline process for DAS bargaining unit and exempt employees. Geis is an attorney with a background in labor relations. Prior to attending law school at the University of Akron, he taught social studies where he was the president of his local union consisting of teachers, custodians and educational support personnel. Ray is a proponent of alternative dispute resolution mediation in the labor relations and EEO setting. He serves as a workplace mediator for the State of Ohio and has represented state agencies in EEOC and OCRC mediations.

Course Description:

This course will provide ways in which EEO and Labor can work together to resolve common challenges. Participants will gain knowledge about how to resolve workplace issues that involve both EEO and Labor while respecting specific departmental functions.

Learning Objectives:

- Students will learn best employment practices for managing discrimination complaints that involve both EEO issues and labor violations.
 - Students will discuss ways in which both EEO and Labor can work jointly and benefit both the agency and the employee.
-

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: A Historical Overview of Minority Business Enterprise Programs (CLE)



Melinda Carter

Melinda Carter, a local attorney, business advocate and public servant, was named Deputy Director for the Ohio Equal Opportunity Division (EOD) and State EEO Coordinator January of 2009. In this role, Melinda has oversight responsibility for four units in her division: EEO/Affirmative Action, MBE/EDGE, Construction Compliance and Minority Affairs.

As a Department of Administrative Services Deputy Director and State EEO Coordinator, Melinda is tasked with ensuring that equity, fairness and diversity in employment and procurement opportunities in state government are realized for all citizens and employees of the State of Ohio. Prior to her appointment, Melinda served as a member of Columbus Mayor Michael B. Coleman's cabinet as the Executive Director of the Equal Business Opportunity Commission Office (EBOCO), for over 12 years.

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A frequent speaker and presenter, Melinda is passionate about the growth and development of minority-owned businesses and the protection and enforcement of civil rights. An avid reader and writer, Melinda Carter has published articles on race relations in local and national publications. Melinda earned a Bachelor of Arts in English Literature from Ohio University and a Juris Doctor from the Capital University Law Center.

Course Description:

This course will explore regional and national trends in the area of supplier diversity. Ms. Carter will also share industry best practices that are used by successful supplier inclusion programs.

Learning Objective:

Students will be able to effectively articulate the impact of a diverse supplier pool as well as provide an historical overview of the minority business programs in the State of Ohio.

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Discrimination Based On Religion & Reasonable Accommodations (CLE)

Patrick M. Dull

Patrick M. Dull is an assistant attorney general for the Ohio Attorney General's Office (OAG). For as long as he can remember, Pat has wanted to conduct trainings on unlawful discrimination. However, prior to working for the OAG, Pat didn't really have the knowledge, resources or the forum to do it properly. He finally got his opportunity when he was hired by the Civil Rights Section in 1995.

Right away, Pat wanted to start training others. However, because he did not know much of anything on his first day of work, Pat's supervisor told him that his training skills were "not particularly useful to anyone." So Pat bided his time, read lots of books and worked very hard. The comment on his annual evaluation stating that Pat "sulked" is inaccurate and exaggerated. Okay, he sulked. But he really wanted to train.

Then one day, when his supervisor was unable to conduct training due to illness, and there was no one else available, someone thought of asking Pat to fill in. Pat leapt at the chance, and his very first training was a resounding success. In fact, more than one attendee rating Pat's PowerPoint graphics as "meeting my needs." Eventually, Pat's supervisor realized that she could get a lot of work done while Pat was doing the trainings. Immediately, Pat became an official trainer for the Civil Rights Section.

Course Description:

The course will involve a discussion of religion and reasonable accommodation under Title VII of the Civil Rights Act of 1964. The course will cover the legal doctrines developed to eliminate discrimination in the workplace.

Learning Objectives:

- Students will determine what is and is not an undue hardship regarding religious accommodations and claims of discrimination.
- Students will be able to identify discriminatory hiring practices, policy and procedures.

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) Update

Roy Davis

Roy Davis has worked for the U.S. Department of Labor since July 1971. He spent 13 years in Chicago, Ill., working for the U.S. Department of Labor, Employment and Training Administration and because of a reduction in force was able to transfer to the Veterans' Employment and Training Services. Davis is a Veterans' Program Specialist (VPS) and is responsible for ensuring compliance with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA). This act assures that the reemployment rights of our nation's uniformed servicemen and women are protected which includes seniority, status, pay and other benefits such as pensions, escalator principle, health insurance, vacation and sick leave if applicable.

He is a native of Bluefield, W.V. Davis attended DePaul University in Chicago, the University of Chicago and the University of Illinois in Champaign, Urbana.

Course Description:

The students will understand how the Uniformed Services Employment and Reemployment Rights Act (USERRA) prohibits discrimination against persons because of their service in the Armed Forces Reserve, National Guard or other uniformed services. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service or obligation for service in the uniformed services. USERRA also protects the right of veterans, reservists, National Guard members and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service or training.

Learning Objectives:

- Review the Uniformed Services Employment and Reemployment Rights Act History.
 - Understand the regulations that support the Uniformed Services Employment and Reemployment Rights Act.
 - Learn what terms and conditions of employment are affected under the Uniformed Services Employment and Reemployment Rights Act.
-

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Course: Developing Diversity Recruitment Programs



Shannon Burt

Shannon Burt, SPHR has 10 years of human resources management experience in the insurance and financial services industries. She is currently a Human Resources Consultant for Nationwide Insurance in Columbus. Prior to that Shannon was an HR Manager for Discover Financial Services. Shannon's background includes experience in recruiting & staffing, employee relations, training and organization design. Shannon has a B.S. in Business Administration from the Fisher College of Business at The Ohio State University. Shannon has been involved in the government affairs arena for the last seven years and is serving her second term as the State Legislative Director for the Ohio State Council of SHRM where she provides leadership and strategic direction for Ohio SHRM members on state and federal legislative issues.



Amanda Pruett

Amanda Pruett has 10 years of human resources management experience. She earned her Bachelor Degree in Sociology from The Ohio State University; her Masters Degree in Labor and Human Resources from the Fisher College of Business at The Ohio State University and received her SPHR designation in December 2001. Amanda has worked for Title First Agency, Inc., as the HR Manager since November 2004. Prior to that, she worked at First Federal as their HR Director from 2000 to 2004. She also taught Employment Law for the University of Phoenix. Amanda has been active with SHRM during her career and has held different voluntary positions with her local chapter, Muskingum Valley. Amanda served as President of her local chapter in 2003, and helped them achieve Superior Merit award status. Amanda became involved with the Ohio State Council in 2004 and has been the Diversity Director since April 2005. She has provided leadership and insight to other chapters as it relates to Diversity and Inclusion, including presenting leadership sessions at two of the Ohio State Conferences.

Course Description:

This class will focus on how employers can utilize Diversity & Inclusion concepts to design a recruiting strategy that is inclusive, attracts and retains talent, and stays ahead of evolving employment laws and legislative trends in the state of Ohio.

Learning Objectives:

- Learn how employers can create an inclusive culture where employees feel respected, engaged, challenged, and appreciated.
- Learn how employers can utilize diversity and inclusion programs to design effective and inclusive recruiting programs.
- Recruiting practices to avoid when designing an inclusive recruiting program.
- Learn how to create a program that stays ahead of the evolving employment laws in Ohio.

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Leadership Strategies



Dr. Paul Otte

In 1986, Dr. Paul Otte began serving as President of Franklin University, the largest independent institution of higher learning in central Ohio, serving nearly 10,000 students annually.

Dr. Otte now serves as Executive Director of Franklin's Leadership Center and President Emeritus. The Leadership Center was created in 2004 to serve as a resource for leadership development in business, government, non-profit organizations and educational institutions.

Prior to joining Franklin, Dr. Otte was Vice President for Business at Macomb Community College in Warren, Mich. He has taught at Wayne State University, the University of Detroit, Macomb Community College, and Franklin University. He once worked as CPA, but now considers himself "a recovering accountant."

When Dr. Otte was 17, he enlisted in the Marine Corps. He served for four years achieving the rank of Corporal. He now realizes how much the experience changed him and has provided the foundation for his leadership beliefs and actions.

In addition to his duties at Franklin, he currently serves as a Board Member of State Auto Mutual Insurance Company, Cooper State Bank and Oakstone Academy. He is also an Advisory Board Member for R.C. Olmstead, and has served on several community and educational boards. Dr. Otte holds a Bachelor's Degree and MBA from Wayne State University, a doctorate in educational leadership from Western Michigan University, and an Honorary Associate Degree from Macomb Community College.

Course Description:

This course will provide information about leading change in organizations, and how leaders can initiate and foster change, reduce resistance and gain buy-in.

Learning Objectives:

- Develop strategies for effective change in organizations.
- Understand commitment to innovation and continuous improvement in organizational performance.
- Develop a purpose for "Firing up Your Passion for Leadership."

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Course: The State of Affirmative Action (CLE)



Sen. Ray Miller

The Honorable Ray Miller is the 13th African-American elected to the Ohio Senate in the 206-year history of the state. Prior to his election, he was the Dean of the Ohio House of Representatives, having served 16 years as a member of that body. In addition, he serves as the President and CEO of Professional Employment Services of America, the largest minority-owned executive search firm in the State of Ohio.

Sen. Miller authored legislation which established the Institute for Urban Education at Central State University. He also established a 25 percent set-aside for minority health programs from Ohio's \$10 billion Tobacco Settlement Agreement and successfully lobbied the Capitol Square Review and Advisory Board to establish a memorial in the State Capitol Building recognizing the accomplishments of George Washington Williams, who was elected in 1879 as Ohio's first African-American legislator. Sen. Miller is also the chief sponsor of legislation which created the Ohio African-American Hall of Fame.

Course Description:

This course will provide an overview of affirmative action past - present and future, and legal issues that impact the necessity for program implementation. During the course we will learn about the current legal, regulatory and business requirements impacting the design and development of effective affirmative action programs.

Learning Objectives:

- Discuss the current state of affirmative action programs.
 - Discuss strategies used by organizations to address affirmative action requirements.
-

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Vicarious Liability for Supervisors

Cynthia K. Stankiewicz

Cynthia K. Stankiewicz is the Enforcement Manager with the U. S. Equal Employment Opportunity Commission (EEOC), Cleveland Field Office. Cynthia was been employed by the EEOC since 1979 and has held numerous positions there. From 1999 to 2006 she served as the Program Analyst in the State of Ohio, and the outreach/technical assistance manager, small business liaison and public affairs contact person. Prior to 1999 Cynthia was an EEOC Senior Systemic Investigator, who investigated complex class, pattern and practice cases, including glass ceiling cases. Cynthia served two terms as the Chairperson of the Federal Women's Program Council of the Cleveland Federal Executive Board (FEB) and is a graduate of the Cleveland Community Leadership Institute of the Cleveland FEB. She was the Chairperson of the FEB Limited English Proficiency (LEP) Partnership Group and the National EEOC FEPA (Fair Employment Practices Agencies) Training Project Manager in 2005. Cynthia has published articles in publications including an article on psychiatric disabilities and the ADA in Ability magazine. Prior to joining the EEOC, Cynthia was a compliance officer for the U.S. Department of Labor, Wage Hour Division. Cynthia has a Bachelor's degree in business administration from Cleveland State University.

Course Description:

This session will provide participants with a review of the EEOC guidance on harassment issues and an overview of practical and best practices for employers to prevent and promptly correct harassment.

Learning Objectives:

- Learn the legal definitions of hostile work environment and tangible employment actions.
 - Learn when employers are liable for harassment.
 - Understand the different standards when the alleged harasser is a supervisor, co-worker or non-employee.
 - Understand the recommended components of an employer's neutral internal investigation when complaints of harassment are received and avoid common pitfalls.
 - Learn what action to take when harassment complaints are received and what actions to avoid.
 - Learn best practices and common pitfalls on harassment issues in the workplace.
 - Learn how to maintain a work environment free from harassment.
-

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Dating in the Workplace (CLE)

Anne Thomson

Anne Thomson is currently the Office Chief for the Division of Human Resources of the Ohio Department of Mental Health, where she is responsible for labor and employment issues for central office and for the department's hospitals. Prior to her tenure with the Department of Mental Health, Anne served as the Chief Deputy Liquidator for the Office of the Ohio Insurance Liquidator. Anne was also the Assistant Director of General Services for the Ohio Department of Insurance. In this position, Anne oversaw the Fiscal, Human Resources and Facilities Management Divisions of the Department.

Previous to her position with the Department of Insurance, Anne was the Assistant Section Chief of the Employment Law Section of the Ohio Attorney General's Office, where she represented state agencies in employment litigation before the State Personnel Board of Review, Ohio Civil Rights Commission, State Employment Relations Board and State and Federal Courts.

Anne also served as an Assistant Franklin County Prosecutor, practicing in the labor and employment areas. In addition, Anne served as Staff Attorney to Judge Alan C. Travis at the Court of Common Pleas, Franklin County, Ohio.

Anne received her Bachelor of Arts Degree from Kent State University and her law degree from The Ohio State University College of Law, where she was a member of the National Moot Court and ABA National Trial Competition Teams.

Learning Objectives:

The course will help participants determine:

- The pitfalls of workplace dating
- Factors to take into account when implementing workplace dating policy
- Address best practices and methodologies

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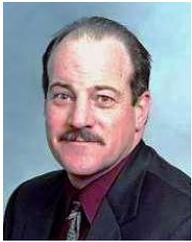
Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: EEO Investigation Process I & II



Edward Waters

Edward Waters has been a life-long public servant, beginning employment with the State of Ohio in 1976. He became a trooper for the Ohio State Highway Patrol in 1979, retiring in 2003. During the last 14 years of his career, he served as an Assistant Post Commander, as well as Assistant Commander of the Division's Administrative Investigations Unit. Currently serving as a Deputy Inspector General with the Office of the Inspector General, Mr. Waters has completed numerous courses concerning investigative and interviewing techniques. He has attended Sinclair Community College, Franklin University, and the Police Executive Leadership College. He is a member of the Ohio Investigators Association and is active in his community.



Mark Bentley

Mark Bentley, originally from Columbus, Ohio, began his public service career in 1976 and since has accumulated over 31 years of investigative experience. Prior to joining the Office of the Inspector General in September 2007, Mr. Bentley was employed as a Special Investigations Department Supervisor with the Ohio Bureau of Workers' Compensation Special Investigations Department where he was responsible for developing and leading the department's first investigative team that specialized in health care fraud investigations. Mr. Bentley was also assigned to the Office of Inspector General Joint Task Force that investigated Toledo area coin dealer Tom Noe. Mr. Bentley has attended Columbus Technical Institute and has attended specialized training in the areas of financial crimes and health care fraud.

Course Description:

Students will hear about best practices for conducting investigations related to EEO issues. The presentations will provide in-depth reviews of various steps, procedures and techniques necessary for conducting fair, thorough and impartial investigations in areas dealing with anti-discrimination and harassment.

Learning Objectives:

- Best practices in conducting investigations related to EEO issues and allegations
- Reviewing the fundamentals of investigative techniques and procedures
- Reviewing common problems that arise during investigations

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Meeting EEO Challenges During Change (CLE)



Janine Hancock Jones

Janine Hancock Jones is a Deputy Legal Counsel in the office of Governor Ted Strickland. She has held that position since April 2009. Prior to her current state service, she was an associate in the Baker & Hostetler LLP law firm. Janine has also worked as an associate at the Lane, Alton & Horst firm. Prior to that, she served as an Assistant Attorney General from 2001-2003.

She received her Juris Doctorate degree from the Howard University School of Law and her Bachelor's in French and pre-law at Spelman College in Atlanta. Janine is a member of the John Mercer Langston Bar Association, Leadership Columbus, African-American Leadership Academy, Columbus Bar Association and Ohio State Bar Foundation Fellows.

Course Description:

During this seminar, students will learn information about best practices in the development and implementation of EEO programs. The quality of an EEO program can have an impact on the organizational culture and employee morale, as well as decrease liability regarding employee discrimination.

Learning Objective:

Students will learn effective ways to implement "best employment practices" within organizations.

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Ohio Department Of Administrative Services
Equal Opportunity Division
2009 EEO Academy

Course: Ethics

Susan Willeke

Susan M. Willeke joined the Ohio Ethics Commission in 2005 as the Training and Communications Manager where she oversees and conducts educational and communication outreach. Prior to joining the Commission, Susan served for 11 years in the communications office at the Ohio Environmental Protection Agency and has also served as a legislative aide in the Ohio House of Representatives. Susan is a 1992 Summa Cum Laude graduate of Ursuline College in Pepper Pike, Ohio.

Course Description:

The Ohio Ethics Law session provides timely information regarding the Ohio Ethics Commission and about restrictions in the Ohio Ethics Law and related statutes that pertain to all public sector employees and private sectors parties who are regulated or do business with public offices.

Objectives:

- Understand how to identify and avoid acting on potential conflicts of interest
 - Understand definition of public contracts and ethics prohibitions related to public contracts
 - Identify potential post-employment requirements
 - Learn about general assistance available from the Ohio Ethics Commission to understand and comply with the Ethics Law and related statutes
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Ohio Department Of Administrative Services
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Course: Emotional Intelligence I & II



Scott Warrick

Scott Warrick received his Master's degree in Labor and Human Resources from The Ohio State University and his law degree from Capital University College of Law, where he graduated Summa Cum Laude and was class valedictorian. Scott also holds his lifetime Senior Professional in Human Resources (SPHR) accreditation from the Society of Human Resource Management. Scott was awarded the 2000 HRACO Linda Kerns Award for Outstanding Innovation in the Field of Human Resource Management. Scott was also the 1991 winner of the Ohio State Council's David Prize for "Outstanding Creativity in Human Resource Management."

Scott is currently president of his own human resource consulting, employment law and training firm based in Columbus. Scott's organization specializes in assisting human resource professionals and companies with all their proactive employee relations, compliance and training needs. Scott has over two decades of experience as a human resource professional or employment/labor attorney.

Scott travels throughout the country speaking on various employment and labor law, human resource management and diversity issues. Since 1997, Scott has been a featured speaker at the Ohio Human Resource Conference conducting his ever-popular "What the Heck Happened? An Employment Law Update" session.

Scott is a favorite speaker at various national conferences. Scott received the highest ratings of any speaker at SHRM's National Diversity Conference where he presented his "Intolerance of Intolerance" Diversity Awareness session. Scott has also written numerous articles on the proper supervision of employees, sexual harassment, wage and hour issues and various other legal and human resource management topics.

Learning Objectives:

- How a diversity/tolerance program can make your organization more productive...and how you can directly measure its effectiveness;
- How a diversity/tolerance program can make your organization safer;
- What is the difference between "diversity" and "tolerance?"
- Why "employees v. managers" is most often the biggest diversity issue in the workplace;
- How you can easily spot bigotry...and why it certainly exists in your organization;
- What "four essential tools/skills" are necessary for a diversity/tolerance program to succeed;
- What "communication/style" you should use to address bigotry in your organization;
- What you need to do to have a tolerant work environment?

Please note: Strategic Management Credit offered for class by HRCI (Emotional Intelligence I and II).

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EEO Academy



Equal Opportunity Division

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