



The Commonwealth of Massachusetts
Executive Office of Health & Human Services
Department of Developmental Services
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**Agency Diversity Plan for Fiscal Years
October 1, 2010 - September 30, 2011**

Agency: Department of Developmental Services

Secretariat/Department: Executive Office of Health and Human Services

Human Resource Director: Roger Tremblay

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Agency's Diversity Vision: The Department of Developmental Services is aware of and respectful to differences among its staff and those whom it serves. DDS maintains an organizational structure and environment that respects, supports and values individuals, their families, all employees and other interested parties. Respect and the valuing of differences in race, culture, religion, age, sexual orientation, gender, marital or parenting status, national origin, language, veteran status, economic background or disability are integral to the DDS structure and environment and makes the Department more welcoming to those we support. The Department of Developmental Services promotes and supports diversity through its hiring practices and through education and training in order to effect positive change in our service delivery, policies and practices. The Department of Developmental Services continually works to create an environment that reflects, is sensitive to, and values diversity.

Agency Mission: The Department of Developmental Services is the state agency entrusted with providing services to its citizens with developmental disabilities. Our mission is to continuously improve services to all diverse constituency group in the most effective and equitable manner. In addition we are responsible for treating all of our employees with respect, dignity and appreciation for the invaluable services they provide to our population.

Agency Diversity Goals:

Goal #1: Recruit eight self-advocates for membership on local Diversity Committee and Diversity Council.

Goal #2: Develop stronger relationships between the agency, families and individuals.

Goal #3: The Agency will create professional development opportunities for its staff and interns.

Goal #1:

Recruit eight self-advocates for membership on local Diversity Committee and Diversity Council by June 2011.

Strategy: DDS will initiate discussions with four self-advocacy groups to encourage self-advocates to becoming members of local Diversity Committees and the Diversity Council.

- 1.1 DDS will open a dialogue with the self-advocate group Massachusetts for Advocates Standing Strong (MASS) by inviting the Executive Director to address the Diversity Council by December 2009.
- 1.2 Representatives of self-advocacy groups from the four regions within DDS will be invited to DDS's annual Diversity Council meeting by May 2010 to talk about their partnership with DDS.
- 1.3 Local Diversity Committees will contact local self-advocacy groups to discuss prospect of self-advocates becoming members of local diversity committees by June 2011.
- 1.4 DDS will distribute information about the activities of local Diversity Committees and the Diversity Council to self-advocacy groups by June 2011.
- 1.5 Training on diversity issues will be offered to self-advocates by June 2011.

Measures: Eight self-advocates will become members of local Diversity Committees and Diversity Council by June 2011.

Goal #2:

Develop stronger relationships between the agency, families and individuals.

Strategy: Continue to promote the value of Diversity to families, individuals and staff by June 2011, by offering training and opportunities for discussion and dialogue.

- 2.1 Continue bi-monthly internal discussions that address the need for a positive, respectful environment by June 2011.

- 2.2 Continue to promote the value of Diversity to 90 families, 100 individuals and staff by offering trainings, mailing written materials and invitations to local Diversity events by June 2011.

Measure: The relationships between family members, individuals and staff are strengthened through the understanding and valuing of diversity as evidenced by families and individuals accepting invitations to discuss different cultures and families and individuals attending diversity celebrations by June 2011.

Goal #3:

The Agency will create professional development opportunities for its staff and interns.

Strategy: DDS will concentrate on enhancing professional development by implementing a mentoring program, expand professional opportunities for interns, convene meetings of interested parties and expand personal growth in diversity through the Diversity Circle.

- 3.1 Work to maintain employment and professional opportunities for the interns in the Urban Youth Collaborative Program (UYCP) by linking the UYCP with community colleges for resume development, interview skills and job placement assistance by June 2011.
- 3.2 Convene a meeting of the three professional groups of color (Asian /Pacific Islanders, Hispanic and African American) at least once a year for professional development opportunities. In addition, encourage any interested group especially staff from the Deaf Culture to convene and provide support and networking opportunities by June 2010.
- 3.3 Increase the number of Diversity Circle workshops which are a series of exercises that explore a deeper meaning and personal growth in diversity from two workshops to eight workshops.
- 3.4 Implement and evaluate the mentoring program for fourteen individuals in the Northeast Region and replicate and recruit fifty individuals in other DDS regions by June 2011. At the conclusion of the program participants will fill out an evaluation form to assess the value of the program.

Measures: Candidate selected for the Mentoring Program will assess the potential for replicating the program within the Agency. Through the Diversity Circle a greater knowledge of Diversity and its impact for personal growth. The UYCP interns will have the opportunity for professional development opportunities within the Agency and non-profit providers by June 2011.

In accordance with Executive Order 478, *Section 10 Mandatory Diversity Training*, I have reviewed the status of my staff, including myself, all managers, supervisors and employees with regards to diversity awareness training. To date we have trained 258 and 7000 on the Commonwealth's Diversity Curriculum.
Managers *Employees*

Our training plan for FY 10 is attached here for your review and comment. ***(Please attach the Excel Spreadsheet).***

Note: (If you are utilizing a vendor to deliver the training, 1) the curriculum must be approved by HRD and 2) the core components of the diversity curriculum developed by ODEO must be incorporated in your training).

The above goals will be communicated to the Diversity Officer, Human Resources Director and Senior Managers within one week of approval of this plan by HRD. We agree in principal to work together to achieve the goals of the agency.

The above goals will be communicated to all my agencies managers and addressed in their ACES forms within one month of approval of this plan by HRD.

The above goals will be communicated (via circulation or posting of the goals or through an all staff meeting) to each agency employee by January 29, 2010 date.

To facilitate the attainment of diversity, I have reviewed and ensured the implementation of the following policies within my agency:

- Executive Order 478 on Affirmative Action, Equal Employment Opportunity and Diversity.
- Family Friendly policies and benefits as issued by HRD, through the Red Book and collective bargaining contracts.
- Alternative Work Options as issued by HRD on January 27, 2000 and August 1, 2000 and related materials as updated in May 2007.
- Executive Order 390 on Minority and Women's Business Enterprise Procurements issued on August 6, 1996.
- The Commonwealth's Domestic Violence Policy issued by HRD on October 6, 1997, updated on April 21, 2005 and related training.
- The Commonwealth's Sexual Harassment Policy issued by HRD on July 23, 1997, updated on April 21, 2005 and related training.

Submitted by:

Signature of Agency Head

Date

Signature of Diversity Officer/Director

Date

Approved by:

Signature of Cabinet Secretary/Division Director

Date

Signature of Secretariat Diversity Director

Date

Signature of Chief Human Resources Officer/or designee

Date