



# Title VI E-Newsletter

## The Civil Rights Division (CRD) Welcomes a New Staff Member

by Cynthia Howard



**Michelle Bacon,  
Program Monitor II**

Join the CRD's staff in welcoming Michelle Bacon, one of its newest team members. She brings 15 years of extensive knowledge and experience in the area of operations management.

Michelle serves as a Program Monitor II. In this role, she works closely with the CRD's executive director, Jessica Starling, assisting in the management of special projects and community outreach initiatives.

Michelle works directly with the Equal Employment Opportunity/Affirmative Action (EEO/AA), Small Business Development, and Title VI programs, displaying her eagerness to assist while demonstrating her talents. She is providing much-needed assistance to the Title VI staff.

Michelle is responsible for maintaining electronic files and spreadsheets, creating graphs for reporting, and implementing the staggered monitoring procedures for the Title VI program. She brings to this role an in-depth understanding of organizational processes and operations to ensure productivity, efficiency, and quality control.

Michelle graduated from the University of North Carolina at Charlotte with a Bachelor's Degree in Business Management and a concentration in Human Resources. Although she has enjoyed living in Nashville for the past seven years, she considers North Carolina her home. Outside of spending time with her husband and two kids, she enjoys watching romantic comedies, binge-watching reality shows, and trying out new hot fish restaurants.

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For more information, contact the Title VI staff at : 615.741.3681 or visit our website:

[www.tn.gov/tdot/civil-rights/title-vi-program.html](http://www.tn.gov/tdot/civil-rights/title-vi-program.html)



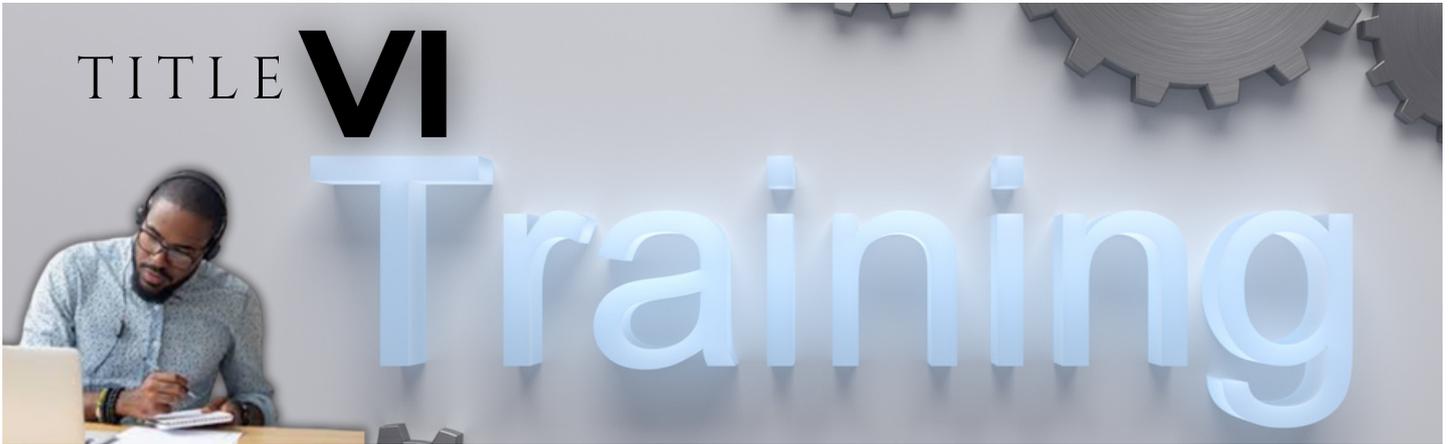
## **The 60th Anniversary of the Civil Rights Act of 1964**

by Cynthia Howard

On July 2, 1964, President Lyndon B. Johnson signed the Civil Rights Act of 1964, arguably, one of the most significant legislative achievements in American history. The act outlawed discrimination based on race, color, religion, sex, and national origin. Additionally, it prohibits unequal application of voter registration requirements, racial segregation in schools and public accommodations, and employment discrimination. In July 2014, sexual orientation and gender identity were added to the act as protected classes. Title VI, one of the titles in the Civil Rights Act, prohibits recipients of federal financial assistance from discriminating based on race, color, and national origin.

Since the passing of the Civil Rights Act other mandates were added to ensure protections for the Environmental Justice (EJ) communities (minority and low-income) and Limited English Proficiency (LEP) communities. Executive Order (EO) 12898 was a federal action to address environmental justice in minority and low-income populations. It was issued in 1994. The EO focused federal attention on the environmental and human health effects of federal actions on minority and low-income populations to achieve environmental protection for all communities. EO 13166, "Improving Access to Services for Persons with Limited English Proficiency," was signed on August 11, 2000. It requires federal agencies to examine the services they provide, identify any need for services to those with LEPs, and develop and implement a system to provide those services so LEP persons can have meaningful access to them.

TDOT's leadership and workforce strive daily to ensure Tennesseans have a voice in the transportation decision-making process, ensuring that its resources are distributed equitably as it provides a safe and reliable transportation system to support economic growth and quality of life.



## **TDOT's Annual Employee Title VI Training**

*by Cynthia Howard*

Annually, TDOT employees are required to complete an online Title VI training. The CRD and the Human Resources Division continue to collaborate, ensuring TDOT remains in compliance with Title VI of the 1964 Civil Rights Act and other nondiscrimination mandates.

The training will be available on TDOT's Learning Network, beginning April 1, 2024. Employees will receive an email invite to participate in the training. Please utilize the link provided in the email to access the training. In past years, employees have taken the external "subrecipient" Title VI training. This is not the correct training module for employees. Should you need assistance, contact your division/region's Title VI Liaison (located in the chart on page 5) or a member of the Title VI program team.

Although the training runs from April 1, 2024, through June 28, 2024, employees are encouraged to complete it early. Division/regional Title VI Liaisons will coordinate and assist with the training specialist. In the upcoming days, watch your emails for an invite from the TDOT Learning Network.

## **A Great Resource: Title VI Online Subrecipient's Training Module**

*by Wes White*

TDOT's CRD Title VI program is charged with providing Title VI training to over 450 subrecipients who receive federal financial assistance from TDOT. Currently, TDOT offers multiple options to satisfy the training requirement for its subrecipients. Training options include a customized in-person group and a quarterly virtual training, and the online Title VI training module.

The online training module, launched in 2009, has proven to be a resourceful training alternative, providing flexibility to its users, eliminating travel expenses, saving time, and being convenient. The training is available and used by many, those in and out of state. Although the training was developed for TDOT's subrecipients other agencies utilize it as well, e.g., daycare providers, other states and state DOT's agencies, other nonprofits, courts, Nashville Electric Service, and many more. The module is also utilized by entities to train their workforce.

TDOT's subrecipient training remains a vital resource for compliance with Title VI of the Civil Rights Act of 1964, annually, training over 1,400 individuals.

# CRD is Slated to Administer Two National Summer Transportation Institute (NSTI) Programs in 2024



2023 NSTI Students, TSU Counselors, and Members of the CRD Staff

by Cynthia Howard

The National Summer Transportation Institute (NSTI) program is a key component of FHWA's education initiatives. The grant-funded program aims to improve science, technology, engineering, and mathematics (STEM) skills. It provides awareness to middle and high school students (particularly minority, females, and disadvantaged youth) about transportation careers, and encourages students to consider transportation-related courses of study in their higher education pursuit.

TDOT's CRD administers the program annually and solicits colleges and universities to serve as host sites. Host sites must be accredited colleges, community colleges and universities. Historically Black Colleges (HBCUs) and Minority Serving Institutions (MSIs) are strongly encouraged to participate. Tennessee State University (TSU) has successfully served as the host site for several years. Recognizing the importance of the program, the CRD sought opportunities to fund two programs and was successful in finding additional funding.

The CRD will administer two NSTI programs in 2024. TSU will host a four-week residential program starting June 9, 2024, and ending July 5, 2024. Middle Tennessee State University (MTSU) will host a four-week non-residential program starting July 8, 2024, and ending August 2, 2024. Both universities will offer a STEM-focused curriculum, field trips, and enhancement activities e.g., activities to improve study habits, physical health, etc. Pamela Sharp, Title VI Specialist, is responsible for conducting onsite visits and monitoring the execution and closeout of each program.

For more information or to apply to either program, click on the links provided below.

**Middle Tennessee State University**  
Cameron (Kat) Corban [Kat.corban@mtsu.edu](mailto:Kat.corban@mtsu.edu)

**Tennessee State University**  
[https://tnstateu.azi.qualtrics.com/jfe/form/SV\\_41ocmmCNoF8Hz82](https://tnstateu.azi.qualtrics.com/jfe/form/SV_41ocmmCNoF8Hz82)

# Biannual Title VI Liaison and Advisory Meeting

by Cynthia Howard

The CRD's Title VI program staff held its biannual Title VI Advisory and Title VI Liaison Committee meeting on March 19, 2024. The Title VI Advisory Committee serves as an administrative advisory committee to the CRD's Title VI program. The committee helps ensure TDOT's programs, contractees, and service beneficiaries comply with Title VI and its nondiscrimination mandates. The Title VI Liaisons, a committee comprised of representatives from every division and region within TDOT, plays an important role in disseminating information to the various regions, divisions, and departments throughout TDOT.

Additionally, the liaisons serve as the point-of-contact to assist the CRD's Title VI program staff in ensuring Title VI and related federal and state nondiscrimination mandates are followed in all TDOT's programs and activities.

The meeting focused on the upcoming 2024 Employee Title VI training. Avery Poor, Human Resource Business Partner, gave a brief overview of the training module and set the participant's expectations for the annual training. Cynthia Howard, Title VI Program Director, spoke, encouraging group training in the regions (for individuals who do not have computer access), cautioning that employees who mistakenly take the external online subrecipient Title VI training would not receive credit, and thanking the liaisons for their continued support of the CRD and its initiatives.

For training assistance contact your respective liaison and/or a Title VI staff member.

		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>TDOT Title VI Liaisons 2024</b> </div>					
#	Department	2023 Liaison	Contact Phone	Location	E-mail	Director	
1	Aeronautics	Jim Currey	615-741-1953	Region 3	<a href="mailto:jim.currey@tn.gov">jim.currey@tn.gov</a>	John Paul (JP) Saalwaechter	
2	Alternative Delivery	Clayton Markham	615-350-5992	5	<a href="mailto:clayton.markham@tn.gov">clayton.markham@tn.gov</a>	Clayton Markham	
3	Central Services	Richard Vaughn	615-507-6777	8	<a href="mailto:richard.vaughn@tn.gov">richard.vaughn@tn.gov</a>	Justin Underwood	
4	Civil Rights Office	Wes White	615-253-1076	18	<a href="mailto:James.W.White@tn.gov">James.W.White@tn.gov</a>	Jessica Starling	
5	Community Relations Division	Amanda Tidwell	615-532-3276	7	<a href="mailto:Amanda.K.Tidwell@tn.gov">Amanda.K.Tidwell@tn.gov</a>	Beth Emmons	
6	Engineering	Rebecca Williamson	615-532-4070	11	<a href="mailto:Rebecca.Williamson@tn.gov">Rebecca.Williamson@tn.gov</a>	Shane Hester, P.E.	
7	Environment	Heather Ogg	615-532-5580	9	<a href="mailto:Heather.Ogg@tn.gov">Heather.Ogg@tn.gov</a>	Susannah Kniazewycz	
8	Finance Department	Cynthia Thomas (interim)	615-741-5050	8	<a href="mailto:cynthia.e.thomas@tn.gov">cynthia.e.thomas@tn.gov</a>	Jennifer Herstek	
9	Freight & Logistics	Kathy Combs	615-741-7894	4	<a href="mailto:Kathy.L.Combs@tn.gov">Kathy.L.Combs@tn.gov</a>	Daniel Pallme	
10	HQ Construction	Blake Fulton	615-741-3542	7	<a href="mailto:Blake.Fulton@tn.gov">Blake.Fulton@tn.gov</a>	Brian Egan	
11	Human Resources Division	Avery Poor	615-532-3783	4	<a href="mailto:Avery.Poor@tn.gov">Avery.Poor@tn.gov</a>	Delaine Linville	
12	Information Technology	Debra Guerin	615-741-3298	5	<a href="mailto:Debra.Guerin@tn.gov">Debra.Guerin@tn.gov</a>	Joe Kirk	
13	Internal Audit	Craig Pitts	615-532-7545	18	<a href="mailto:craig.a.pitts@tn.gov">craig.a.pitts@tn.gov</a>	Windle Morgan	
14	Legal Division	Brian Carroll	615-335-8785	3	<a href="mailto:brian.carroll@tn.gov">brian.carroll@tn.gov</a>	John Reinbold	
15	Long Range Planning	Janice Jenkins	615-253-6301	10	<a href="mailto:Janice.ShellingtonJenkins@tn.gov">Janice.ShellingtonJenkins@tn.gov</a>	Matt Meservy, P.E.	
16	Maintenance Division	Amy Canfield	615-741-2027	HQ	<a href="mailto:Amy.M.Canfield@tn.gov">Amy.M.Canfield@tn.gov</a>	Jamie Waller	
17	Materials & Test	Erin Napier	615-350-4103	1	<a href="mailto:erin.napier@tn.gov">erin.napier@tn.gov</a>	Heather Purdy	
18	Multimodal Transportation	Nicky Moore	615-741-3865	18	<a href="mailto:Nicquavieeonntea.Moore@tn.gov">Nicquavieeonntea.Moore@tn.gov</a>	Daniel Pallme (interim)	
19	Occupational Health & Safety	Errol Christos	615-741-0678	18	<a href="mailto:Errol.Christos@tn.gov">Errol.Christos@tn.gov</a>	Clay Culwell	
20	Office of Strategic Planning	Jordan Rock	615-770-1752	3	<a href="mailto:jordan.rock@tn.gov">jordan.rock@tn.gov</a>	Julie Carmean	
21	Procurement and Contracts	Marty Weed	615-532-3946	4	<a href="mailto:Marty.Weed@tn.gov">Marty.Weed@tn.gov</a>	Chris Yarbrough	
22	Professional Services Division	Vacant				Chad Schulhauser, P.E.	
Program Development							
23	Administration	Chasity Bell	615-741-2130	6	<a href="mailto:chasity.bell@tn.gov">chasity.bell@tn.gov</a>	Ronnie Porter	
24	Project Management	James Kelley	615-253-7604	HQ	<a href="mailto:james.d.kelley@tn.gov">james.d.kelley@tn.gov</a>	James Kelley	
25	Region 1	Randy Busler	423-854-5022	Region 1	<a href="mailto:randy.busler@tn.gov">randy.busler@tn.gov</a>	Steve Borden	
26	Region 2	Kellie Bridgeman	423-892-3430	Region 2	<a href="mailto:Kellie.Bridgeman@tn.gov">Kellie.Bridgeman@tn.gov</a>	Danny Oliver	
27	Region 3	Erin Brake	615-350-4116	Region 3	<a href="mailto:erin.brake@tn.gov">erin.brake@tn.gov</a>	Jay Norris	
28	Region 4	Natalie Douglass	731-935-0162	Region 4	<a href="mailto:Natalie.Douglass@tn.gov">Natalie.Douglass@tn.gov</a>	Jason Baker	
29	Right Of Way	Aaron Kirkpatrick	615-253-1115	6	<a href="mailto:Aaron.Kirkpatrick@tn.gov">Aaron.Kirkpatrick@tn.gov</a>	Jeff Hoge	
30	Roadway Design	Shirlynn Carter	615-741-7931	12	<a href="mailto:Shirlynn.Carter@tn.gov">Shirlynn.Carter@tn.gov</a>	Jennifer Lloyd	
31	Strategic Transportation	Jonathan Rogers	615-532-3045	10	<a href="mailto:Jonathan.Rogers@tn.gov">Jonathan.Rogers@tn.gov</a>	Steve Allen	
32	Traffic Operations	Hannah Lewis	615-253-5462	18	<a href="mailto:Hannah.O.Lewis@tn.gov">Hannah.O.Lewis@tn.gov</a>	Andy Barlow	
33	Utilities Division	Christopher Johnston	615-741-3359	HQ	<a href="mailto:christopher.johnston@tn.gov">christopher.johnston@tn.gov</a>	Mickey Hamilton	

TDOT 2024 Title VI Liaisons