



TITLE VI

E-News



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Tennessee Department of Transportation Civil Rights Office

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Tennessee Department of Transportation

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Civil Rights Office Mission Statement

The Mission of the Civil Rights Office is to ensure adherence to Equal Employment Opportunities, Title VI, and Small and Disadvantaged Business Initiatives.

2015 TDOT Annual Title VI Employee Training Update

On April 1, 2015, the Civil Rights Office (CRO) began its mission of training over 3,000 TDOT employees, utilizing its recently enhanced Title VI Employee Training Module. Commissioner Schroer's training goal is to have 100 percent of TDOT's workforce complete the annual Title VI training.

To date, 85.5 percent of the workforce has completed the training, which surpasses where we were last year at this time, 69 percent. This office would like to encourage those who have not taken advantage of this easy and informative training module to do so as soon as possible. The completion date for the training is June 30, 2015.

The training is convenient and can be taken privately at an employee's computer or it can be administered in a group setting. Following completion of the training, complete the registration form. The information provided on the registration form provides a database for the CRO records.

If you experience problems with the training or if you are unsure of what to do, contact your division's Title VI Liaison or the Title VI Program Staff for guidance.

Take a few minutes out of your workday to take your annual training at: <https://sharepoint.tdot.tn.gov/sites/TitleVI/SitePages/Home.aspx>





2015 NSTI Program Host Site Selection

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In February, the Civil Rights Office (CRO) solicited proposals from Tennessee's accredited colleges/universities to host the 2015 National Summer Transportation Institute (NSTI) program. The NSTI program is a two to four week program that encourages rising 9th-12th graders to consider transportation-related courses of study in their pursuit of higher education. The program targets minorities, females, and disadvantaged youth.

The CRO received proposals from the University of Memphis (U of M), Middle Tennessee State University (MTSU), and Tennessee State University (TSU). A Civil Rights Office Review Panel reviewed and rated the submitted proposals and TSU was selected as the host site for the 2015 NSTI program.

TSU will conduct a four week residential program for 20 participants from June 8, 2015 to July 2, 2015. Students will be engaged in daily mathematical and science related activities as well as other skills that are fundamental to a career in the transportation industry. Specific activities will include ACT preparation courses, transportation related laboratory experiences, field trips, enhancement courses in Algebra, Geometry, and Computer Science, and interactive seminars from transportation professionals. Professionals from TDOT will participate in the interactive seminars.

2015 Memphis MPO Certification Review

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have joint responsibilities to ensure that the metropolitan transportation planning processes in MPOs meet the Federal planning requirements in Titles 23 and 49 of the United States Code (U.S.C.) and Title 23 of the Code of Federal Regulations (CFR). The regulations require FHWA and FTA to jointly review and evaluate the metropolitan transportation planning process for each MPO no less than once every four years to determine if the process meets Federal requirements.

During the month of May, TDOT's Civil Rights Office participated in the Memphis MPO certification review. Twenty-three agencies, representing federal, state and local governments, were in attendance. Corbin Davis, FHWA Tennessee Division, facilitated the review. Randy Jansen (FHWA Mississippi Division), Elizabeth Martin (FTA Region IV Office), Dianna Myers (EPA Region IV), Joi Hamilton - Jones (FHWA Tennessee Division) and Tameka Macon (FHWA HQ) were among the many who participated in the review, offering recommendations and assessments to the MPO Staff.





Limited English Proficiency Refresher Training

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The Civil Rights Office (CRO) held a Limited English Proficiency (LEP) Refresher training for the Title VI Liaisons in May. The training was developed to ensure the Title VI Liaisons know where to find TDOT LEP resources and to clarify the Liaisons' roles and responsibilities as it relates to the LEP Procedures.

Deborah Luter, CRO Director, began the training session by welcoming the attendees. Luter briefly spoke on the importance of an effective LEP Program. She concluded by thanking participants for their support and assistance to the CRO.

Cynthia Howard, Title VI Program Director, facilitated the training with assistance from the Title VI staff. During the one hour refresher, Howard discussed the importance of submitting the Quarterly LEP Report, a report that enables Title VI staff to monitor funds expended in the LEP effort. She encouraged the Liaisons to take the lead when language assistance is needed in their respective areas. There was some confusion on HR's role in providing language assistance. Howard clarified, stating if someone has a disability that limits their ability to communicate without assistance, then HR's

ADA/504 Coordinator, Margaret Mahler, should be contacted. In all other instances, the Title VI Liaison will take the lead, when necessary, in ensuring proper LEP procedures are followed.



Deborah Luter, Director of TDOT Civil Rights Office, welcoming attendees.



CRO Title VI Program Director, Cynthia Howard presenting, to Liaisons.



CRO Title VI Program Liaisons