



September 2016

INSIDE THIS ISSUE:

Title VI Advisory and Liaison Committee Meeting	2
THRC Annual Title VI Training.....	3
2016 Title VI Regional Trainings Completed.....	3
2016 NSTI Program at TSU	4
NSTI Commissioner's Luncheon.....	5
NSTI Field Trips and Tours.....	6
NSTI TDOT Speakers.....	7
AA Program to submit state and federal plans.....	8
EEO Technical Assistance Seminar.....	8
EEO Ad Hoc Advisory Committee Update.....	8
August Divisity Brown Bag Lunch.....	9
EEO OJT Onsite Contract Reviews.....	10
EEO Online Training.....	10
AA and EEO Poster	10
Contact Information.....	11

TDOT CIVIL RIGHTS DIVISION
505 Deaderick Street, Suite 1800
James K. Polk Building
Nashville, Tennessee 37243

Phone: 615.741.3681 or 888.370.3647

John C. Schroer
Commissioner of Transportation

Deborah Luter
Civil Rights Division Director

2016 Annual Title VI CRD Employee Training Update

Thank you for your participation in the 2016 Annual Employee Title VI training. The Civil Rights Division (CRD) is pleased to announce 100% of TDOT employees completed the annual Title VI training, successfully obtaining Commissioner Schroer's goal. This is the first year TDOT has attained 100% completion. In previous years, 2014 and 2015, we achieved 89% and 90%, respectively.

The CRD would like to thank all those involved and acknowledge the individual contributions that made this the first year of achieving the commissioner's goal. Pamela Sharp, Title VI Specialist with the CRD, began making modifications to the annual training in December 2015. Sharp collaborated with Avery Poor, Manager of Learning & Development, TDOT Human Resources, on the module improvements which included functionality and aesthetics. The team, Sharp and Poor, worked closely with Phillip Danastasio, Project Manager, and David Halem, Business Tech Support-Advanced, in updating the module to include a certificate of completion.

Additionally, the CRD would like to thank and acknowledge the Title VI liaison representing TDOT's divisions, regions, and departments. They were responsible for logistically ensuring their respective coworkers were trained. Without their diligence and coordinating efforts, the training goal would not have been as achievable. And finally, thank you for your commitment to ensuring TDOT is in compliance with Title VI of the 1964 Civil Rights Act and all nondiscrimination mandates.



Title VI Advisory and Liaison Committee Meetings

TITLE VI

The CRD Title VI Program held the last of its biannual Title VI Advisory and Title VI Liaison Committee meetings on August 3, 2016. During the respective meetings, Title VI staff shared the results of the annual employee Title VI training, sharing that TDOT had trained 100% of the workforce. Pamela Sharp thanked all of the committee members, acknowledging their significant role in TDOT's success.

Cynthia Howard discussed the internal Title VI assessments, a survey was distributed to each division to report on its Title VI programs and efforts. Howard explained the importance of completing and returning the assessments, as the information provided will be included in TDOT's Title VI Implementation Plans.

The CRD Title VI Implementation Plans are due October 1. A state plan is provided to the Tennessee Human Rights Commission and a federal plan is due to FHWA.

In closing, Howard thanked everyone for their assistance in preparing for the April 2016 FHWA Title VI review. She added that a draft report of the review will be completed by September 30th and that TDOT should receive the results the first of the year.



Cynthia Howard, Civil Rights Division (CRD), Title VI Program Director, facilitating the liaison meeting.



Wes White, CRD, Title VI Specialist, discussing LEP reporting



Advisory Committee Members and CRD Staff



Title VI Liaisons' Committee Members



Tennessee Human Rights Commission Annual Title VI Training

TITLE VI

The Tennessee Human Rights Commission (THRC) is tasked with ensuring all state agencies are in compliance with the state and their respective federal nondiscrimination rules, regulations and Title VI of the 1964 Civil Rights Act. THRC accomplishes its mission by conducting desk audits, onsite reviews, investigations, and training.

Annually, THRC assembles the State agency's administrative heads and Title VI Coordinators to provide guidance in the form of an overview and updates. The training provides a platform for attendees to interact with fellow practitioners. The Title VI Program staff was in attendance for the one-day train-

ing, gathering information to help them prepare TDOT's 2016 State Title VI Implementation Plan.

Matthew Stephenson, THRC Title VI Director, discussed the reporting requirement for the 2016 submission. Additionally, Stephenson encouraged state agencies, those that do not have a formal training for its subrecipients, to use TDOT's Title VI online subrecipient training module, noting it was one of the best he's seen.

The Title VI Program staff looks forward to participating in this annual training.

2016 Subrecipient Regional Trainings Completed

The Civil Rights Office Title VI staff conducted regional Title VI training in regions one, two, three, and four on March 16th, August 26th, September 9th and 14th. The September trainings concluded the Title VI Program's annual goal of one Title VI training per region for the year. Although TDOT's subrecipients can, and do, utilize the automated online Title VI subrecipient training, the Title VI Program staff encourages new Title VI coordinators to attend the annual regional Title VI training.



Pamela Sharp answering questions from the subrecipients.

The trainings enable newcomers and those wanting a refresher to interact with staff, providing answers to questions and facilitating discussions. The regional trainings provide an overview on the historical origin of Title VI of the 1964 Civil Rights Act and support nondiscrimination legislation. The trainings also allow for discussions on the practical application of the law.

The dates of the regional Title VI training are forecast at <https://www.tn.gov/tdot/article/title6-training> where subrecipients can also register.



2016 National Summer Transportation Institute Program (NSTI)

TITLE
VI

Annually, the CRD administers the National Summer Transportation Institute Program (NSTI), which gives the Title VI staff an opportunity to focus on inspiring and shaping tomorrow's leaders. The NSTI is a four-week, federally funded summer program developed to increase the awareness of middle and high school students to the engineering field and other transportation related careers.

The College of Engineering, Technology and Computer Science at Tennessee State University in cooperation with FHWA, TDOT, United States Army Corps of Engineers, and the Metropolitan Nashville Airport Authority sponsored this year's program. The 2016 NSTI was held on the campus of TSU from June 5 – June 29, 2016. Twenty 10th and 11th grade students from across the United States participated in this year's program. The students' schedule consisted of classroom activities, laboratories, field trips, guest lectures, and the commissioner's luncheon.

TDOT Week, June 6th – 10th, is normally observed the first week of the program. This week is filled with volunteer speakers from TDOT. The speakers delivered engaging presentations, discussing their roles and responsibilities within TDOT and other career opportunities available in the field of transportation. This year's speakers included the following: Cynthia Howard, Title VI Program Director; Jermaine Scales, IT Executive Director; Van Colebank, IT, Product Owner, Project Development Division; Tanisha Hall, Director, Long Range Planning; Larry McGoogin, Assistant Director, Comprehensive Planning; David Lee, Assistant Director, Data Management; Brianna Benson, Assistant to the Director/Planning Specialist; John Saalwaechter, Construction, Civil Engineering Manager 1; and Phillip Hodge, Environmental Supervisor, Archaeology.

On the final day of TDOT week, the students received a tour of the Music City Star facilities located in Lebanon, Tennessee, as well as a ride on the commuter rail. The students were then treated to lunch with the commissioner. The "commissioner's luncheon" is one of the highlights of the four-week program. The informal luncheon gives the students an opportunity to discuss topics relevant to the transportation industry, TDOT, and its work environment, while meeting key members of the senior management staff.

The CRD would like to take this time to thank our dedicated speakers.





NSTI Participants Luncheon with the Commissioner

TITLE
VI



Welcome to the 2016 display table of the NSTI Luncheon



Commissioner John Schroer speaking to the NSTI participants



Deborah Luter, Director of the Civil Rights Division speaking to the group



Toks Omishakin Deputy Commissioner / Chief of Environment and Planning



NSTI Participants



Dr. S. Keith Hargrove, Dean of the College of Engineering at Tennessee State University



NSTI Participants



NSTI Field Trips and Tours

W



*Field Trip #1...Music City
Star Headquarters Tour*



*Field Trip #2...Nashville
International Airport Tour*



*Field Trip #3...U.S. Army Corps
of Engineers Nashville
Old Hickory Lock Dam Tour*



*Field Trip #5...TDOT Region Three Transportation Management
Center Tour*



*Field Trip #4...John C. Tune
Airport Tour*



NSTI TDOT Speaker Week

TITLE
VI



Cynthia Howard - Civil Rights Division, Title VI Program Director



Jermaine Scales- Information Technology (IT), Executive Director



Tanisha Hall- Director of Long Range Planning, Larry McGoogin- Assistant Director, Comprehensive Planning, David Lee- Assistant Director, Data Management, Brianna Benson- Assistant to the Director/Planning Specialist



John Saalwaechter - Construction, Civil Engineering Manager 1



Phillip Hodge - Environmental, Archaeology Supervisor



Van Colebank - IT, Product Owner



AA Program - Federal and State Plans to be Submitted

**AFFIRMATIVE
ACTION**

TDOT is required by the Federal Highway Administration and pursuant to the Rules of the Department of Human Resources Chapter 1120-7, to submit annually an affirmative action plan. The affirmative action plan has three main components: 1) analysis, 2) action, and 3) monitoring.

The federal and state plans will be completed and submitted in November. The plans highlight TDOT's special initiatives, training and recruitment efforts, problem areas or concerns and the methods and tools used for monitoring the effectiveness of implementation of the state affirmative action plan.

2016 EEOC Technical Assistance Seminar

Recently, the Affirmative Action staff attended the 2016 Technical Assistance Seminar hosted by the Equal Employment Opportunity Commission (EEOC) in Nashville, TN. The seminar focused on legal guidance, critical EEO issues, and challenges that are faced daily in the workplace. The workshops included the following: 1) Conflict is Good, 2.) Mastering the Art of Difficult Conversations, 3) Workplace Harassment in 2016, 4) The Big Payback Can Result in the Big Payout: Retaliation, 5) What's New at EEOC, 6) Dusting off your Employee Handbook and 7) ADA 101: The Basics for New Supervisors or Managers.

Victor Voloshin, Chief Mediation Officer of the EEOC, discussed Managing Conflict in the Workplace: Options for Resolution. Faye A. Williams, Regional Attorney of the EEOC, provided legal updates on significant court cases and their impact on the workforce.

The information gained will assist the Affirmative Action staff with assessing discrimination complaints and conducting investigations for the department. A 2016 Resource Guide was distributed to all seminar participants to be used as a reference.

EEO Committee Ad Hoc Update

The Affirmative Action Program, EEO Officers Ad Hoc Committee is in the process of designing a course in Highway Construction Technology. The course is scheduled to start at the Tennessee College of Applied Technology beginning January of 2017 in Lebanon, TN. Community interest meetings are being scheduled in late September and early October to facilitate finding the most suitable participants.

Although this program will be available to everyone, it will target females, minorities and disadvantaged persons. Those participants who complete this course and meet other employment criteria will be offered jobs. If this innovative program is proven successful, similar courses will be offered in other areas of the state.



August Diversity Brown Bag Lunch

**AFFIRMATIVE
ACTION**

The August Diversity Brown Bag Lunch presentation was held at TDOT Headquarters in Nashville. The guest speaker was Mr. Lacy Word, Highway Response Operator Supervisor 2, Transportation Management Center (TMC) & HELP Program, Region Two. His informative presentation, included stats on roadway safety measures. He stated that the mission of HELP is to minimize traffic congestion, promote the safe movement of people and products, and improve the travel environment. The Highway Response Operators work in partnership with emergency response agencies and other TDOT units as part of a highway incident management team. They are committed to performing all duties in a professional manner. It is the mission of SmartWay TMCs to proactively monitor the interstates to maximize traffic flow and inform area motorists of abnormal conditions. This is accomplished using field devices, software and SmartWay partners to gather and disseminate real-time traveler information.



CRD Director, Deborah Luter introducing the speaker



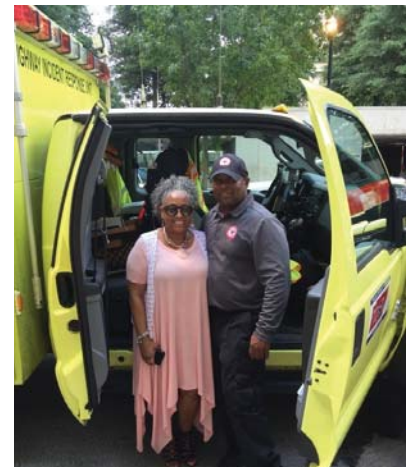
Lacy Word presenting to the group



Diversity Brown Bag Lunch participants



Left to Right : Cynthia Howard, Noel Blackmire, Karen Cooperwood, Terence Peoples, Cheryl Harleston, and Kathy Combs



Sherree Hall Crowder and Terence Peoples



OJT Contract Reviews

**AFFIRMATIVE
ACTION**

The FHWA requires highway contractors/sub-contractors to meet or exceed Equal Employment Opportunity (EEO) contractual requirements as a condition of receiving Federal aid funding. This year, the current plan includes conducting more than 28 on-site reviews, across the state of Tennessee. After a review is completed, a summary report will be sent to the FHWA for final approval. Deficiencies that are found must be corrected or substantial penalties may be assessed.

Onsite reviews provide an opportunity for the Affirmative Action (AA) staff to interact with EEO officers, management staff of contractors/subcontractors and persons participating in the On-The-Job Training (OJT) Program. These reviews give staff a chance to answer questions and to make suggestions on how to make compliance easier. It also allows contractors an opportunity to voice their concerns and to make suggestions for improvements.

Equal Employment Opportunity (EEO) Online Training

Once a year, FHWA requires TDOT to provide Equal Employment Opportunity (EEO) training to contractors and subcontractors. Each year, the Affirmative Action (AA) staff provides a PowerPoint presentation that includes EEO requirements and any needed updates. Following the online training, a post assessment must be completed and returned to AA.CC@TN.Gov. Successful participants are issued a certificate of completion.

The post-training assessment is designed to ensure EEO Officers understand the basic principles

of their contractual EEO obligations. This knowledge is necessary for them to be in compliance with requirements set by the FHWA. An analysis of the assessments, and issues found during onsite contract compliance reviews help staff to address weak areas with EEO officers. So far, the 2016 post assessments indicate most of the contractors and subcontractors have an excellent understanding of their EEO requirements.

EEO and AA Poster

All TDOT Regions and Headquarters were 100% in compliance with the required federal posting of Equal Employment Opportunity (EEO)/Affirmative Action posters, including EEO is the LAW poster.



Contact Information

Title VI Program

Cynthia Howard, Title VI Program Director

Cynthia.Howard@tn.gov

Pamela Sharp, Title VI Specialist

Pamela.Sharp@tn.gov

Kelsey Finch, Title VI Specialist

Kelsey.Finch@tn.gov

Wes White, Title VI Specialist

James.W.White@tn.gov

Affirmative Action Program

Sherree Hall Crowder, Affirmative Action Program Director

Sherree.Hall.Crowder@tn.gov

Kathy Combs, Affirmative Action Officer

Kathy.Combs@tn.gov

Yolando Jackson, Affirmative Action Officer

Yolando.Y.Jackson@tn.gov

Natalie Douglass Affirmative Action Officer

Natalie.Douglass@tn.gov

Norris Teachworth, Contract Compliance Officer

Norris.Teachworth@tn.gov

