



**BILLY NUNGESSER**  
LIEUTENANT GOVERNOR

**State of Louisiana**  
**OFFICE OF THE LIEUTENANT GOVERNOR**  
**DEPARTMENT OF CULTURE, RECREATION & TOURISM**  
**OFFICE OF MANAGEMENT AND FINANCE**

**NANCY WATKINS**  
UNDERSECRETARY

November 18, 2020

Ms. Bambi Polotzola  
1051 North 3rd Street  
Baton Rouge, LA 70801

Dear Ms. Polotzola,

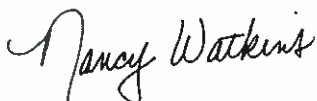
The Office of the Lieutenant Governor (OLG) and the Department of Culture, Recreation & Tourism (DCRT) developed a five-year agency plan creating policies and strategies to serve as a state model employer in response to Executive Order Number 18-08. As required, we are submitting our annual plan addressing ongoing progress and outcomes in achieving our goals.

The SAME Task Force report set the goal of 7% of each agency's workforce being comprised of persons living with disability. In order to determine OLG/DCRT's current number of employees with disabilities, we participated in the voluntary survey asking state employees to self-report whether they have a disability. The summarized survey report showed that 26.9% of our employees responded to the survey, and, of those, 6.6% of employees responding to the survey have a disability. While OLG/DCRT is pleased with the increased number of employee's working with disabilities this year, I am certain that number would be higher if it were not for the COVID-19 pandemic this year. The stay-at-home order along with the closing of facilities restricted park, museum, and library visitation and, therefore, the lack of need for our temporary summer workforce. The initiatives below were developed to ensure that OLG/DCRT continues to meet the Task Force goal as well as improve our ability to recruit and retain the best employees for the state of Louisiana, including those living with disability.

1. The Human Resources Director will serve as the agency point of contact for initiatives under the Executive Order.
2. OLG/DCRT will continue to maintain a relationship with the Louisiana Rehabilitation Services (LRS). Through this partnership, the agency will relay information on available positions and will ascertain the availability of potential candidates who are clients of LRS. OLG/DCRT will provide LRS contacts with notification emails of current job postings open to candidates not currently employed at the agency.
3. OLG/DCRT will continue to include "Louisiana is a State as a Model Employer for People with Disabilities" in all job postings for the agency.

4. An OLG/DCRT representative will strive to attend recruitment events targeting individuals with disabilities throughout the year.
5. OLG/DCRT human resources will continue to offer training for hiring managers regarding skills and resources for interviewing people with disabilities. This includes providing language and appropriate questions for hiring managers to ask applicants to ensure that all interviews are accessible and reasonable accommodations are made for applicants with disabilities.
6. OLG/DCRT will provide training to all employees regarding disability awareness and disability etiquette.
7. OLG/DCRT will provide training to all supervisors and Human Resources staff regarding working with people with disabilities including ADA, LRS resources, workplace rights and accommodations, identifying potential discrimination or harassment, etc.
8. OLG/DCRT will provide information regarding LRS resources and services, as well as other resources for accommodations, to employee's potentially needing accommodation(s) with the goal of retaining employees in active employment.
9. OLG/DCRT will annually update and submit this plan to the SAME Task Force by October 31 of every year.

The OLG/DCRT has already implemented several of these initiatives and will continue to develop and implement these and additional strategies throughout the year to ensure that the agency is progressing toward the goal of being a Model Employer for people with disabilities. The SAME Agency Plan will be posted on Channel Z, the OLG/DCRT intranet, and will be accessible to all agency employees. OLG/DCRT reserves the right to revise and customize components of the five year plan, and revisions will be submitted to the SAME Task Force.



Nancy Watkins  
Undersecretary  
Office of the Lt. Governor  
Department of Culture, Recreation and Tourism

Louisiana Department of <b>Cultural, Recreation &amp; Tourism</b>	2020		2019		2018	
	Employees=	696	Employees=	781	Employees=	657
Participants	187	26.9%	192	24.6%	85	12.9%
Yes - Disability	46	6.6%	42	5.4%	19	2.9%
Physical	9	1.3%	9	1.2%	8	1.2%
Intellectual	0	0.0%	1	0.1%	0	0.0%
Behavioral	21	3.0%	13	1.7%	9	1.4%
Sensory	8	1.1%	5	0.6%	4	0.6%
Disease	12	1.7%	13	1.7%	6	0.9%
doesn't want to report disability type	2	0.3%	2	0.3%	1	0.2%
<b>No - Disability</b>	<b>129</b>	<b>18.5%</b>	<b>135</b>	<b>17.3%</b>	<b>63</b>	<b>9.6%</b>
<i>Does not want to disclose</i>	12	1.7%	15	1.9%	3	0.5%
SSDI yes	5	0.7%	9	1.2%		
SSDI no	26	3.7%	22	2.8%		
SSDI unsure	14	2.0%	11	1.4%		
affects work A Great Deal	0	0.0%	6	0.8%		
affects work A Lot	1	0.1%	1	0.1%		
affects work Moderately	9	1.3%	7	0.9%		
affects work A Little	15	2.2%	16	2.0%		
affects work None At All	18	2.6%	12	1.5%		
affects life A Great Deal	0	0.0%				
affects life A Lot	4	0.6%				
affects life Moderately	14	2.0%				
affects life A Little	17	2.4%				
affects life None At All	9	1.3%				

