

asian pacific state employees association

  @APSEAsac

**EEO** 

**V I R T U A L  
S Y M P O S I U M**

**NOVEMBER 2-3  
2022**



[www.apsea.org](http://www.apsea.org)

## Virtual Symposium Overview

The Asian Pacific State Employees Association (APSEA) is excited to once again be hosting an Equal Employment Opportunity (EEO) Symposium.

In response to how business has been conducted over the past two years, and in order to provide training to the largest possible audience, this year's EEO Symposium will be offered virtually. APSEA is very grateful to have an extraordinary state agency partner in the Department of Rehabilitation, which is generously sharing its Zoom capabilities.

Attendees will be free to attend the breakout sessions that are of most interest to them, but to help participants we have structured each session to fall within one of three tracks.

The "EEO 101" track has been designed for new and relatively new EEO professionals who are still getting familiar with their responsibilities.

The "EEO Intermediate/Advanced" track is for individuals who have been EEO professionals for a couple of years and may be interested in more complex and nuanced issues emerging in the EEO field.

The "Diversity" track has been designed for individuals who are not EEO professionals, but have an interest in exploring how departments can incorporate diversity, equity and inclusion into its practices.

Individual attendees can register for \$300. Group registration will be available as follows:

- \$500 for two registrants
- \$750 for three registrants
- \$1,000 for five registrants

APSEA members who register by October 14 are able to attend the APSEA EEO Virtual Symposium for FREE.

Registration forms and the latest information about the APSEA EEO Virtual Symposium are available online at:

[www.apsea.org/eo-virtual-symposium/](http://www.apsea.org/eo-virtual-symposium/)

Questions about the APSEA EEO Virtual Symposium can be emailed to [APSEA.events@gmail.com](mailto:APSEA.events@gmail.com).

## Day 1: Wednesday, November 2

### General Session

The EEO Virtual Symposium will start with a general session at 12 p.m. We are honored to have Secretary Amy Tong of the Government Operations Agency as the keynote speaker.

### Breakout Sessions

There will be two breakout session periods in the afternoon. Participants may choose to join any of the discussions.

Time	Track 1: EEO 101	Track 2: EEO Intermediate/Advanced	Track 3: Diversity, Equity and Inclusion
1:00 p.m. to 2:20 p.m.	Reasonable Accommodations	Obscure Protected Classes	How to Utilize Your DAC and ERG to Support Your Agency
2:30 p.m. to 3:50 p.m.	Investigative Best Practices	Social Media and the First Amendment	How to Start a Diversity Program

### General Session

The first day will close with a general session from 4:00 p.m. to 5:00 p.m., featuring a keynote speaker.

## Day 2: Thursday, November 3

### General Session

The second day of the EEO Virtual Symposium will start with a general session at 12 p.m. We are honored to have Director Joe Xavier of the Department of Rehabilitation as the keynote speaker.

### Breakout Sessions

There will be two breakout session periods in the afternoon. Participants may choose to join any of the discussions.

Time	Track 1: EEO 101	Track 2: EEO Intermediate/Advanced	Track 3: Diversity, Equity and Inclusion
1:00 p.m. to 2:20 p.m.	EEO Officer Roles and Responsibilities	Best Practices in Onboarding New EEO Professionals	Diversity and Equity in Hiring Practices
2:30 p.m. to 3:50 p.m.	Best Practices for Effective EEO Relationships	Advanced Investigative Best Practices	Addressing Current Social Issues

### General Session

The second day will close with a general session from 4:00 p.m. to 5:00 p.m., featuring a keynote speaker and closing remarks.

## **Track 1: EEO 101 (Basics)**

This track was designed for new and relatively new EEO professionals. Breakout sessions for this track will introduce fundamental concepts and provide a strong foundation for becoming a successful EEO professional.

### **Breakout Sessions**

#### **Reasonable Accommodations**

**Speaker:** Jennifer Shaw, Attorney, Shaw Law Group

An introduction to effectively navigate the interactive process and implement reasonable accommodations. Jennifer will also discuss religious accommodations in the workplace.

#### **Investigative Best Practices**

**Speaker:** Vida Thomas, Attorney, Oppenheimer Investigation Group

This workshop will cover the best practices for investigations. Vida will talk about establishing prime facie, effective interview techniques, and report writing.

#### **EEO Officer Roles and Responsibilities**

**Speaker:** Glenna Wheeler, Office of Civil Rights Chief, California Department of Human Resources

What are the requirements of a new EEO Officer? Glenna will review the EEO Officer's role and responsibilities as required by law and will provide valuable resources for EEO professionals.

#### **Best Practices for Effective EEO Relationships**

**Speakers:** Scott Richmond, President, Association of California State Employees with Disabilities  
Carousel Gore, EEO Officer, California Energy Commission

This workshop explores the benefits and challenges in the relationship between the EEO, human resources, and legal offices. Scott and Carousel will explore when and how to challenge advice from departmental entities outside of the EEO office.

## **Track 2: EEO Intermediate/Advanced**

This track was designed for experienced EEO professionals. Breakout sessions for this track will explore more complex and challenging issues facing EEO professionals today.

### **Breakout Sessions**

#### **Obscure Protected Classes**

**Speaker:** Melissa Whitehead, Attorney, Shaw Law Group

We are familiar with many of the protected categories in EEO, but there are a few that we do not deal with often. In this workshop, Melissa will discuss navigating addiction recovery, domestic abuse, stalking, sexual assault survivors, and complex religious accommodations.

#### **Social Media and the First Amendment**

**Speaker:** Vida Thomas, Attorney, Oppenheimer Investigation Group

Where does an employees first Amendment rights end and our obligation as an employer begin? When does what an employee posted to their social media factor into our employment decisions? Join Vida to talk about the link between social media and the First Amendment.

#### **Best Practices in Onboarding New EEO Professionals**

**Speakers:** Stephanie Varrelman, Deputy Director, Department of Water Resources  
Matilda Aidam, EEO Officer, Employment Development Department

You've worked as an EEO Investigator and now you're an Officer. How do you establish an EEO team? Stephanie and Matilda will share their experience for onboarding new EEO professionals.

#### **Advanced Investigative Best Practices**

**Speaker:** Jennifer Shaw, Attorney, Shaw Law Group

During investigations challenges arise such as an interfering representative, snowballing cases, scope creep, uncooperative parties and witnesses. Jennifer offers her guidance on how to successfully navigate these challenge.

## **Track 3: Diversity, Equity and Inclusion**

This track was designed for non-EEO professionals. Breakout sessions for this track will introduce and provide awareness to issues related to promoting diversity in the workplace.

### **Breakout Sessions**

#### **How to Utilize Your DAC and ERG to Support Your Agency**

**Speakers:** Bobby Dutta, Co-Chair, Statewide Disability Advisory Council  
Moises Moreno-Rivera, Assist Secretary of Environmental Justice, California Natural Resources Agency  
Amy Kronson, Senior Environmental Scientist, State Water Resources Control Board

Join Bobby, Moises, and Amy as they share how to utilize the Disabled Advisory Committee (DAC) and Employee Resource Group (ERG) to support your agency. This workshop will include the creation and organization of an ERG and providing employee-led groups to educate, advocate, and further inclusion in your organization.

#### **How to Start a Diversity Program**

**Speakers:** Justin Hopper, Office of Civil Rights Chief, Department of Food and Agriculture  
Abigail McEntee, Manager of Culture and Engagement, Covered California

Strategies for success are shared from different size departments. Justin provides a way to strategically plan and train employees for diversity programs using best practices, especially about how to include all ethnic groups.

#### **Diversity and Equity in Hiring Practices**

**Speaker:** Leyla Najmi, Human Resources Chief, Department of Housing and Community Development

A workshop on how organizations are reducing bias in the hiring process. Leyla will discuss diversity in recruitment and how to set-up diverse interview panels.

#### **Addressing Current Social Issues**

This workshop discusses how agencies can address social issues of the day including allyship and being an upstander.

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Helping state employees better save the people of California.