

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR**

**ACTION REFERRAL**

TO	DATE
<i>Wells</i>	<i>2-19-08</i>

DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOC NUMBER      000426	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR	<input type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____ <input type="checkbox"/> FOIA DATE DUE _____ <input checked="" type="checkbox"/> Necessary Action
<i>Claudia 3/4/08, letter attached.</i>	

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			



STATE OF SOUTH CAROLINA



**RECEIVED HUMAN AFFAIRS COMMISSION**

Jesse Washington, Jr., Commissioner  
2011 Forest Drive, Suite 200, Post Office Box 4490  
Columbia, South Carolina 29240  
(803) 737-7800 FAX (803) 253-4191

Telephone Device for the Deaf  
(TDD) (803) 253-4125  
To file complaints dial (803) 737-7800  
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FEB 15 2008

Department of Health & Human Services  
OFFICE OF THE DIRECTOR  
**MEMORANDUM**

TO: EEO Officers

FROM:

*Mary Dunlap Snead*  
Mary Dunlap Snead, Director  
Technical Services and Training Programs

*Log: Wells*  
*N/A*

RE: Response to "The Report to the General Assembly"

DATE: February 12, 2008

By now, you should have received "The Report to the General Assembly on the Status of Equal Employment Opportunity in South Carolina State Government". It includes the evaluation of your agency's progress towards meeting its annual affirmative action goals for the 2006 - 2007 reporting period. Proviso 72.25 of the Appropriations Act requires agencies to "submit a detailed explanation to the South Carolina Human Affairs Commission (SCHAC) explaining why goals were not achieved."

In order for SCHAC to be able to complete the requirements outlined in the Proviso, it is necessary for you to review your agency's chart in the report. Wherever there is a percentage indicated in Section 6 that is less than 70.0 percent, a written explanation is required.

Explanations for not achieving goals should include descriptions of good faith efforts made by managers, supervisors, recruitment personnel, or other staff to achieve these goals. Responses are due on or before March 4<sup>th</sup>, 2008, so that SCHAC can complete its status report to the Office of the State Budget.

If you have any questions or would like to meet, please feel free to contact me or your SCHAC Consultant.

Thank you for all your work and hope to see you at our luncheon on April 16<sup>th</sup>.

/mx

Copied: Jesse Washington, Jr., Commissioner  
Agency Heads  
SCHAC Consultants



*State of South Carolina*  
*Department of Health and Human Services*

Mark Sanford  
Governor

Emma Forkner  
Director

March 4, 2008

Ms. Mary Dunlap Snead, Director  
Technical Services and Training Division  
South Carolina Human Affairs Commission  
Post Office Box 4490  
Columbia, South Carolina 29240

Dear Ms. Snead:

Thank you for the opportunity to respond to the evaluation of the Department of Health and Human Services' (DHHS or the Department) progress toward meeting the 2007 annual affirmative action goals. We were pleased this year that the Department ranked second out of nineteen total agencies of comparable size (1001 or employees). The Department did not meet over 70% of established goals in two categories this year, the Professional Non-Supervisory category (E2B) for black males where we met 66.7% of the goal and in the Technical category (E3) for white females where we met 27.1% of the goal.

Historically, the Department employs a predominantly female workforce both black and white. Even though the Department implements strategies to successfully attract more diverse applicants, we typically attract a predominantly minority female applicant pool. This is evidenced by the applicant information compiled and submitted with the Annual Report detailing workforce and appointment data.

The following charts show a comparison of applicant pool race and sex data for appointments made in the deficient categories during the relevant period. The following highlights are important to note:

- **Professional Non-Supervisory category (E2B)** - Eighty-four percent (84%) of the applicants for jobs were female compared to six percent (6%) black male. DHHS increased its percentage of goals met in this category from 49.7% to 66.6% an increased amount of 17%.
- **Technical category (E3)** - We historically have a predominantly male applicant pool and workforce in this category.

Log #4436



### Professional Non-Supervisory (E2B)

<u>Race/Sex</u>	<u>Applicant Pool</u>	<u>Percent</u>	<u>Appointments</u>	<u>Percent</u>
White Male	264	8.20%	6	5.36%
Black Male	205	6.37%	5	4.46%
Other Male	15	0.47%	1	0.89%
<b>Total Male</b>	<b>484</b>	<b>15.04%</b>	<b>12</b>	<b>10.71%</b>
White Female	756	23.50%	50	44.64%
Black Female	1891	58.76%	48	42.86%
Other Female	87	2.70%	2	1.79%
<b>Total Female</b>	<b>2734</b>	<b>84.96%</b>	<b>100</b>	<b>89.29%</b>
<b>Total</b>	<b>3218</b>	<b>100.00%</b>	<b>112</b>	<b>100.00%</b>

### Technical (E3)

<u>Race/Sex</u>	<u>Applicant Pool</u>	<u>Percent</u>	<u>Appointments</u>	<u>Percent</u>
White Male	31	23.48%	2	40.00%
Black Male	20	15.15%	2	40.00%
Other Male	1	0.76%		
<b>Total Male</b>	<b>52</b>	<b>39.39%</b>	<b>4</b>	<b>80.00%</b>
White Female	21	15.91%		
Black Female	58	43.94%	1	20.00%
Other Female	1	0.76%		
<b>Total Female</b>	<b>80</b>	<b>60.61%</b>	<b>1</b>	<b>20.00%</b>
<b>Total</b>	<b>132</b>	<b>100.00%</b>	<b>5</b>	<b>100.00%</b>

The Department continues to try different strategies to diversify our applicant pool and the workforce. The following information outlines our approach to diversity outreach:

- 1) **Advertisements** - We continue to advertise positions with professional organizations including the National Medicaid Directors Organization and the Pharmacists Association, in a national publication called "The Employment Guide", on local news stations including WISTV, through various colleges and universities, and recruit through a contracted firm known as Apple One. We have also fully implemented the NeoGov recruitment system, which advertises on-line.

- 2) **Internships** - In September 2007, we formalized our internship program and have enclosed a copy of our guidelines. In 2006-2007, we had participants from various colleges and universities as follows: one (1) from Midlands Technical College, five (5) from the University of South Carolina, one (1) from Clemson University, one (1) from North Carolina A&T, two (2) from Columbia Urban League, and one (1) from the ECPI College of Technology. *(four (4) black males, one (1) white male, three (3) black females, two (2) white females and one (1) other female)*

- 3) Career Fairs - We participated in several job fairs including two (2) with WIS TV, the State Career Fair through the Office of Human Resources, Budget and Control Board, the Black Expo (May 19, 2007), Francis Marion University and various other avenues.

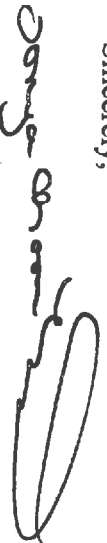
4) Training -

- a) The Department's Office of Human Resources developed and delivered an interactive 2-day training curriculum on Team Interviewing and Selection. This mini-training was presented at several management retreats and to a large staff of hiring authorities in Charleston. (Curriculum attached)
- b) This curriculum has been incorporated into our new supervisory training called Human Resources Essentials. HR Essentials will be presented to all new supervisors and is an open enrollment class for all current supervisors. (Outline attached)
- c) This year the agency participated in the Medicaid Infrastructure Grant. The Centers for Medicare and Medicaid Services funded the Medicaid Infrastructure Grant (CFDA #93.768), which was collaborative effort between the Center for Disability Resources at the University of South Carolina and the Department. Eight regional meetings were held to bring together agency representatives who assist South Carolinians with disabilities in taking their places in the workforce; to help representatives become more familiar with local resources and contacts; and to develop relationships that will assist in their mission. Statewide, one hundred and sixty-four people attended the regional meetings, which included sixty-one (61) DHHS employees. Additionally, DHHS eligibility workers received a multi-media training module on the subject of sensitivity and etiquette toward those with disabilities. Eight hundred and twenty-three (823) eligibility workers, support staff, and supervisors were tested on the material contained in the training module. (Copy available upon request)
- d) One staff member from the Department's Office of Human Resources completed the State Human Affairs Commission's EEO Professional certification. A sixteen-hour program.

- 5) Regular Reporting - The Department's Office of Human Resources provides regular reports to all Executive Staff and the Human Resources Director attends the Executive Director's weekly management meetings to discuss workforce strategies.

The aforementioned efforts combined should result in greater visibility and increased awareness of the opportunities here at the Department. In turn, we should be able to expect a more diverse pool of applicants and better-prepared managers and hiring authorities. We continue to support diversity in the workforce and we continually strive to achieve and exceed our affirmative action goals.

Sincerely,



Tonya Chambers  
Human Resources Director

Enclosures