



*The Legislative Audit Bureau makes 22 recommendations
to the Department of Administration*

Equity and Inclusion Action Plans (p. 7)

We recommend the Department of Administration:

1. improve its process for approving equity and inclusion action plans by assessing the extent to which each agency's workforce analysis includes all components required by its equity and inclusion strategic planning process and procedure manual (p. 15);
2. approve only those equity and inclusion action plans that include all workforce analysis components required by its manual (p. 15);

Training Issues (p. 39)

We recommend the Department of Administration:

3. annually review its training data and determine whether all newly hired agency staff completed the equity and inclusion training required by Executive Order 59 (p. 41);
4. annually review its training data and determine whether all agency staff completed the respectful workplace training required by its equity and inclusion strategic planning process and procedure manual (p. 41);
5. contact each agency that has staff who did not complete the required training and inform them that these staff should complete the training within a reasonable amount of time (p. 41);
6. require all agencies to annually submit documentation that their equity and inclusion officers completed the required equity and inclusion training (p. 44);

DOA's Monitoring Efforts (p. 45)

We recommend the Department of Administration:

7. consistently obtain documentation that agencies completed corrective action to resolve issues of noncompliance related to statutes and its equity and inclusion strategic planning process and procedure manual (p. 47);
8. consistently require agencies to take corrective action after it identifies such issues of noncompliance (p. 48);
9. improve its monitoring efforts by consistently requiring agencies to take corrective action if it determines agencies did not comply with open meetings requirements (p. 49);
10. require agencies to submit documentation that they completed the corrective action (p. 49);
11. review the documentation to ensure agencies completed corrective action in a timely manner (p. 49);

12. consistently require agencies to take corrective action to publicly notice affirmative action advisory committee meetings and ensure each meeting's motions and roll-call votes are recorded, preserved, and open to public inspection (*p. 49*);
13. comply with its equity and inclusion strategic planning process and procedure manual by requiring each agency to annually submit a progress report that documents its progress toward achieving equity and inclusion goals as well as summarizes its efforts, accomplishments, and challenges (*p. 51*);
14. compile information from the progress reports and annually submit a statewide equity and inclusion report to the Governor (*p. 51*);

Affirmative Action (*p. 53*)

15. require all statutorily specified agencies to develop affirmative action plans (*p. 55*);
16. comply with administrative rules by providing the Governor with a list of approved or disapproved affirmative action plans (*p. 55*);
17. comply with statutes by sending approved affirmative action plans with comments to the Governor (*p. 55*);
18. comply with administrative rules by noticing that the affirmative action plans and comments are available for review (*p. 56*);
19. comply with statutes by reporting annually to the Governor and the Legislature all required information, including future goals and recommended actions that pertain to affirmative action (*p. 56*);
20. comply with statutes by monitoring, evaluating, and making recommendations to each statutorily specified agency to improve progress toward providing equal opportunity to staff, job applicants, and agency clients (*p. 57*);
21. comply with administrative rules by determining whether each agency made reasonable efforts to meet the goals and objectives of its affirmative action plan (*p. 57*); and

Audit Follow-Up Reporting

22. We recommend the Department of Administration report to the Joint Legislative Audit Committee by June 13, 2025, on its efforts to implement all of these recommendations.