



# EEOC

## TRAINING INSTITUTE

U.S. Equal Employment Opportunity Commission  
Indianapolis District Office

# EEO Refresher: Preventing Common Workplace Issues

March 5, 2024

9:00am – 2:15pm Eastern

Virtual Workshop

## AGENDA

### Time Presentation

8:30 am Virtual Environment Opens

9:00 am **Opening Remarks**

Alessandra Rosa, Esq., Lead Outreach and Education Coordinator, EEOC  
Indianapolis District Office

9:05 am **Promising Practices to Prevent Workplace Harassment**

Samuel Bills, Outreach and Education Coordinator, EEOC Detroit Field Office

This session will deliver a comprehensive overview of federal protections against harassment based on individual protected bases, empowering both employers and employees. Hear practical insights and suggestions for fostering inclusive, respectful, and harassment free workplaces.

10:05 am **What You to Need to Know about the PUMP Act and PWFA**

Lacy A. Houle, Community Outreach & Resource Planning Specialist (CORPS),  
U.S. Department of Labor, Wage & Hour Division

Alessandra Rosa, Esq., Lead Outreach and Education Coordinator, EEOC  
Indianapolis District Office

Learn about the PUMP for Nursing Mothers Act (PUMP Act) and the Pregnant Workers Fairness Act (PWFA). This session explores the key provisions of both acts, their implications for employers and employees, and strategies for implementation. Gain actionable insights to promote inclusivity, support maternal health, and ensure legal compliance.

11:05 am Break

Alessandra Rosa, Esq.  
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11:10 am **Ask an EEOC Mediator – Negotiation Techniques**

Melanie Breen, Mediator, EEOC Detroit Field Office

Join this session on the EEOC's mediation program and negotiation techniques. Discover effective strategies for resolving workplace disputes and fostering productive negotiations. Gain practical skills to navigate conflicts with confidence.

12:10 pm **Lunch Break**

1:10 pm **The ADA and Reasonable Accommodation**

Alessandra Rosa, Esq., Lead Outreach and Education Coordinator, EEOC Indianapolis District Office

Delve into the Americans with Disabilities Act (ADA) and its impact on requests for reasonable accommodations. This session will explore specific issues such as accommodation pitfalls and effective strategies, empowering you to cultivate more inclusive workplaces.

2:10 pm **Closing Remarks**

Alessandra Rosa, Esq., Lead Outreach and Education Coordinator, EEOC Indianapolis District Office

2:15 pm **Adjourn**

**REGISTRATION FEE: \$350.00 per person**

**REGISTER HERE: [Indianapolis Virtual Workshop](#)**

**CREDITS:**



*"This program has been approved for 4.0 (HR (General) recertification credit hour(s) toward aPHR™, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRI™, and SPHRi™ recertification through the HR Certification Institute. The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.*



**This program has been approved for 4.0 PDCs.**

**The U.S. EEOC is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP® or SHRM-SCP® recertification activities.**

CLE – seeking credits for IN, KY, and OH.

Federal Counselor or Investigator Refresher credits – this workshop has been approved for 4 hours.

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### PRESENTER BIOGRAPHIES



#### **Samuel Bills, Outreach and Education Coordinator, EEOC Detroit Field Office**

Samuel Bills is the Outreach and Education Coordinator for the U.S. Equal Employment Opportunity Commission, Detroit Field Office. Since joining the EEOC in 2018, he has served as a Federal Investigator. Before joining the EEOC, Mr. Bills served as a Department of the Army Civilian – Human Resources Manager and in the U.S. Army, retiring after 22 years of service, where he served as an Equal Employment Opportunity Advisor and trainer.



#### **Melanie Breen, Mediator, EEOC Detroit Field Office**

Melanie Breen has been with the EEOC for over 20 years and is a Mediator in the EEOC Detroit Field Office. Prior to working in ADR, she was the Director in our Cincinnati Area Office. Ms. Breen graduated from Bowling Green State University with a bachelor's degree in Criminal Justice and she resides in northwest Ohio.



#### **Lacy A. Houle, Community Outreach & Resource Planning Specialist (CORPS), U.S. Department of Labor, Wage & Hour Division**

Lacey Houle has been with the U.S. Department of Labor's Wage & Hour Division since 2016. Ms. Houle spent over 5 years as an investigator, investigating hundreds of cases under several laws including the Fair Labor Standards Act, the Family Medical Leave Act, H-2A Visa Program, Section 14(c), McNamara–O'Hara Service Contract Act, and Davis Bacon.

Over the past two years, Ms. Houle has served as the Community Outreach & Resource Planning Specialist in Wage and Hour's Indianapolis District Office. In that capacity, Ms. Houle spends most of her time organizing and conducting Wage and Hour educational and training events throughout the state of Indiana to employer associations, worker advocacy groups, schools, and workers.

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**Alessandra Rosa, Esq., Lead Outreach and Education Coordinator, EEOC Indianapolis District Office**

Alessandra Rosa is the Lead, Outreach and Education Coordinator for the U.S. Equal Employment Opportunity Commission, Indianapolis District Office. Prior to becoming the Lead OEC, Ms. Rosa was a Trial Attorney for the Indianapolis Legal Unit until 2021, when she was named Administrative Judge for the Federal Hearings Unit.

As an Administrative Judge, Ms. Rosa received the Commission's Chair Emerging Leader Award for her outstanding contributions and exceptional performance directly related to fulfilling the agency's mission. Ms. Rosa frequently provides education on the Pregnant Workers Fairness Act, Title VII of the Civil Rights Act, the American with Disabilities Act, the Equal Pay Act, and the Age Discrimination in Employment Act. Ms. Rosa also provides training and education on hiring best practices, maintaining a respectful workplace, leading with respect, and properly investigating discrimination and harassment claims, among others.

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