



EEOC
TRAINING INSTITUTE

U.S. Equal Employment Opportunity Commission
Miami District Office

ADA Accommodations: A Roadmap to Accessible and Inclusive Workplaces

September 12, 2024

12:00 pm – 4:30 pm Eastern

Virtual Workshop

AGENDA

Time Presentation

11:30 am Virtual Environment Opens

12:00 pm Opening Remarks

Evangeline Hawthorne, District Director, EEOC Miami District Office

12:05 pm Understanding the ADA Requirements & Legal Consequences of Non-Compliance

Melissa Castillo, Trial Attorney, EEOC Tampa Field Office

The purpose of this session is to provide guidance to employers on the Americans with Disabilities Act's (ADA) requirements for reasonable accommodations, address common concerns and best practices for employers when responding to reasonable accommodation requests, and to discuss the risks of non-compliance. Participants will have a clearer understanding of employer obligations under the ADA and will learn of real-world examples of ADA resolutions and settlements.

1:05 pm Break

1:10 pm A View of ADA Accommodations Through the Strategic HR Lens

Dr. Kathleen Daniel, HR Service Partner / Consultant, Puzzle HR

This dynamic training session will explore practical strategies for building an inclusive workplace culture, promoting diversity, and fostering a sense of belonging. Discover how creating physical and technological accessible workplaces leading to a win-win where all individuals can contribute and thrive.

2:10 pm Break

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Time Presentation

2:20 pm **Navigating the ADA Interactive Process**

Ann Siegel, Legal Director, Disability Rights Florida

This session will provide information to increase the employer's knowledge of the roles and responsibilities they have to the employee in the interactive process, educate participants on working through the process creatively and how knowledge of an employee's disability may trigger the need for the interactive process. This is presented from a disability rights advocate's perspective on the ways to appropriately navigate and address the different types of requests, what that can look like and how to meet the individual needs of the employee.

3:20 pm **Break**

3:25 pm **Vocational Rehabilitation – Creating a New Talent Pipeline**

Michael Kiser, Business Relations Team Lead, Florida Department of Education, Division of Vocational Rehabilitation

Learn how Vocational Rehabilitation's (VR) business relations team can connect you to a largely untapped talent pool. VR's cost-free services can help a business recruit, hire, promote, and retain employees with disabilities. Our services are designed to help a business save time, save money, and make a profit, and we will make it easy for you!

4:25 pm **Closing Remarks**

Evangeline Hawthorne, District Director, EEOC Miami District Office

4:30 pm **Adjourn**

REGISTRATION FEE: \$350.00 per person

REGISTER HERE: [Miami 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.

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CLE – Approved for FL (5 hours).

This workshop has been approved for Federal Counselor or Investigator Refresher credits (4 hours).

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PRESENTER BIOGRAPHIES

Melissa Castillo, Trial Attorney, EEOC Tampa Field Office



Melissa Castillo is a Trial Attorney with the U.S. Equal Employment Opportunity Commission's ("EEOC") Tampa Field Office. In her role with the EEOC, Melissa represents the agency in employment discrimination lawsuits brought against companies found to be in violation of federal anti-discrimination laws. Prior to joining the EEOC, Melissa was an attorney at a national labor and employment law firm where her practice consisted of advising and representing employers on employment disputes arising under state and federal law. Melissa received her Juris Doctor from the University of Florida Levin College of Law.

Dr. Kathleen Daniel, HR Service Partner/Consultant, Puzzle HR



Dr. Kathleen Daniel has worked in the Strategic HR and Business Management space for over 25 years in a variety of industries including Hospitality, Health Care, Manufacturing, Freight Logistics, Professional Services, Non-profit, and Higher Education. She currently works as an HR Service Partner/Consultant for Puzzle HR, a Tampa, FL-based HR as a Service (HRaaS) company. Dr. Daniel also teaches Intro to Business Management, Intro to HR Management, and Preparing for Student Success courses online for the College of the Florida Keys as an Adjunct Instructor. Kathleen serves on the Greater Orlando Chapter of the Society for Human Resource Management (GOSHRM) Board of Directors as the Director of Workforce Readiness. Dr. Daniel describes herself as a strategist, wellbeing advocate, corporate social responsibility promoter, and a relentless knowledge-seeker. Dr. Daniel holds a BBA and MBA from Strayer University and a Ph.D. in Business Management from Capella University.

Evangeline Hawthorne, District Director, EEOC Miami District Office



Evangeline Hawthorne has been the Director of the U. S. Equal Employment Opportunity Commission (EEOC) Miami District Office since November 2022. Prior to this appointment, Ms. Hawthorne was the Director of the EEOC Tampa Field Office, oversaw the EEOC's National Outreach Program at the agency's HQ in Washington, D.C., and served in several capacities at the EEOC's Philadelphia and Baltimore offices. She also worked for the State of Delaware, Department of Labor before entering federal service. Ms. Hawthorne has implemented, initiated, and executed a myriad of EEOC's initiatives to stop and remedy employment discrimination through its enforcement, outreach, education, and training programs. She has served on several boards and community organizations which reflect both her passion and steadfast commitment for civil rights.

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PRESENTER BIOGRAPHIES



Michael Kiser, Business Relations Team Lead, Bureau of Field Services, Division of Vocational Rehabilitation, Florida Department of Education

Michael Kiser is a member of the Business Relations Team for Florida Vocational Rehabilitation. He has been in the disability employment field for 29 years. He has worked with businesses throughout Florida to help them connect with qualified candidates. Before joining Vocational Rehabilitation, Michael has been Director of Employment Services for both non-profit and for-profit organizations.



Ann Siegel, Legal Director, Disability Rights Florida

Ann Siegel has been an advocate for individuals with disabilities for over twenty years. She received her Juris Doctor from Nova Southeastern University, Shepard Broad Law Center. During law school, Ann was a Disability Law Fellow at the Children First organization and volunteered as a Guardian Ad Litem. For fifteen years, she served as a surrogate parent for children in the dependency system within Broward County. She gained substantial legal experience working as a staff attorney in the Education Legal Rights Project of the Children's Advocacy Program at Legal Aid Service of Broward, Inc. from April 2001- January 2009. Her first job after law school was at the Advocacy Center for Persons with Disabilities and then in January 2009, she returned to Disability Rights Florida (formerly the Advocacy Center). Ann is the Legal Director and the Client Assistance Program (CAP) Director at DRF.

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