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EEO Office Staff

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Public Debt's Equal Employment Opportunity (EEO) Office is staffed by three to four full-time employees, supported by a Women's Program Manager, a Hispanic Employment Program Manager, a staff of EEO counselors, and a variety of committees.

Cheryl Adams	EEO Manager	(304) 480-6527
Patty Adams	Equal Employment Specialist	(304) 480-6838
Tracy Lynch	Equal Employment Specialist	(304) 480-6967
Cindy Taylor	Equal Employment Office Assistant	(304) 480-6527
TDD Number		(304) 480-6577

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Program Coordinators

Hispanic Employment Program Manager (HEPM)

- The HEPM is a Public Debt employee who acts in this collateral capacity, in addition to his/her regular job.
- The HEPM advises the EEO Office regarding recruitment sources and recruitment activities which could increase Hispanic representation among the pool of qualified applicants.
- The HEPM plans and coordinates activities for the annual Hispanic Heritage Month observance, supported by the Cultural Awareness Committee.
- The HEPM publicizes the Hispanic Employment Program at Public Debt and in the community and facilitates contacts between Public Debt and the Hispanic community.

Hispanic Employment Program Manager: Patty Adams, (304) 480-6838

Women's Programs Coordinator

- Public Debt's Women's Programs Coordinator plans and executes programs addressing special concerns to women.

Women's Program Manager: Tracy Lynch, (304) 480-6967

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EEO Counselors

- General EEO Counselors at Public Debt are tasked with the responsibility of investigating and, when possible, mediating resolutions to informal complaints.
- EEO Counselor positions are announced as they occur through Personnel's vacancy announcement listing. Positions are open to employees who possess high standards of integrity, are capable of gaining the confidence of both the agency and the employees, and can maintain a role of neutrality.
- EEO counselors cannot serve as representatives for Labor or Management organizations. Interested applicants apply by submitting applications to the EEO Office. Applications are reviewed and evaluated by the EEO Advisory Committee. Their recommendations are referred to the EEO Manager who makes the final selections.
- EEO Counselor duties are performed as collateral duties, in addition to the employee's regular duties.

For additional information about the EEO complaint process see [The EEO Discrimination Complaint Process](#).

Counselor Roster

Bernie Kern	(304) 480-7003
Tamela S. Saiko	(304) 480-7256
Paula Smith	(304) 480-6536
Donald Tanner	(304) 480-5326
Diane Thomas	(304) 480-7835
Judy Williamson	(304) 480-7753

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EEO Committees

EEO Advisory Committee

- Effective July 1, 2001, Public Debt's Equal Employment Advisory Committee was disbanded. Click [here](#) for more information.

Cultural Awareness Committee

- Public Debt's Cultural Awareness Committee was formed initially as a mode of communication between Management and employees and now provides cultural education opportunities to Public Debt's employees.
- The Cultural Awareness Committee's major accomplishments include recommending program speakers, and organizing and facilitating activities for African-American History Month, Hispanic Heritage Month, Asian-Pacific Heritage Month, and Native American Heritage Month. Participation on the Committee is voluntary and is open to any interested employee. Meeting attendance is optional.
- If you would like to join the Cultural Awareness Committee, please contact the EEO Office so we can add you to our mailing list and invite you to the next meeting.

2005 Cultural Awareness Committee Chair: Bea Corra, (304) 480-6052

2005 Recording Secretary: Cathy Walther, (304) 480-6938

eeo_office@bpd.treas.gov

TDD Number (304) 480-6577

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Administrative Resource Center

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