

“Natural Resources Conservation Service”

West Virginia Black Emphasis Program Manager Business Plan FY-2004

Objective: Provide assistance to the State Conservationist by working with all of our NRCS customers both internal and external in relation to activities, education and needs to African Americans.

Goal I: Educate and inform internal customers about African American and BEPM activities in West Virginia.

Action Item

- 1. Contact each Area Administrative assistant to schedule appearances for BEPM updates.
Completion date: FY- 2004**
- 2. Give updates in each of the states 3 areas at a designated staff conference.
Completion date: FY-2004**
- 3. Provide BEPM update at state office principal staff program manager meeting.
Completion date: TBD**

Goal II: Information and Education Activities

Action Item

- 1. Write information article on Dr. Martin Luther King Jr.'s Holiday Celebration. Schedule to send out to all WV-NRCS employees.
Completion date: Jan 2004**

- 2. Secure speaker for Black History Month Celebration
Completion date: Jan 2004**
- 3. Follow through with Black History Month Celebration
Activities and publish by e-mail and news article.
Completion date: March 2004**
- 4. Secure education material and artifacts for
Permanent Cultural Library references.
Draft bulletin for STC signature announcing the
new library and availability of borrowing
educational materials.
Completion date: Sept 2004**
- 5. Secure at least 10 posters for RC&D, Area and State
Office for Black History Month.
Completion date: Feb 2004**

Goal III:

**Promote the employment of person of African
American Heritage in West Virginia**

Action Item

- 1. Assist Human Resource Manager with recruitment
Efforts.
Completion date: Sept 2004**
- 2. Work with Human Resources on new hired positions
like SEEP, SCEP and other positions with African
American and other Minorities
Completion date: Sept 2004**

“Proposed BEPM Budget for FY-2004”

Black History Month-Travel Speaker	\$ 400.00
10 Posters for Black History Month	\$ 70.00
10 Pins for Black History Month	\$ 60.00
Book and videos to start Library	\$ <u>470.00</u>

Total budget for FY- 2004 \$1,000.00

**African-American
Program Manager**



James Dodson

7-26-2004

Date

State Conservationist



Lillian V. Woods

5/11/04

Date