

WV NRCS Civil Rights Advisory Committee
FY 2003 4th Quarterly Meeting
September 3, 2003

Present:

Lorenzo Henderson, Civil Rights Chairperson
Isaac Wolford, Disability Emphasis Program Manager
Casey Shrader, Hispanic Program Manager
Wanda Smith, Federal Women's Program Manager
Larry Sargent, Human Resources Manager
Carlos Cole, Native American Program Manager

10:15 a. m. WV NRCS Civil Right Advisory Committee meeting called to order by chairperson Lorenzo Henderson, in the conference room of the Gassaway Field Office.

A rough draft of minutes from the previous teleconference in July was distributed by Wanda Smith, and corrections made. This draft did not contain the contents of the letters read by Chairperson Lorenzo Henderson during the July 30, 2003 teleconference.

Method of nomination for vacant SEPM positions discussed. It was moved and seconded to route all nominations through the Civil Rights Advisory Committee (CRAC), to be forwarded to the STC. Motion passed.

It was moved and seconded to put into CRAC By Laws to require nominations for SEPM's and other CRAC members be in written format. Motion passed.

With Florida's Civil Right Advisory Committee By Laws provided by Wanda Smith serving as a template, the WV CRAC developed By Laws, included the motions above, as well as several other revisions and additions. The final version of the By Laws as developed during this meeting will be forwarded to State Conservationist Lillian Woods for comment/revision/approval.

Current SEPM terms of appointment:

Isaac Wolford – through 9/04
Carlos Cole - through 9/03
Wanda Smith - through 9/04
Casey Shrader - through 9/05

Renaming the Disability Emphasis Program Manager to include Veterans was discussed.

Carlos Cole was chosen as SEPM to attend the next Principal Staff Meeting and present a report from the CRAC.

Solicitation for nominations for General members for the CRAC is currently underway.

The committee discussed the difficulties involved in serving as an SEPM and Chairperson, and all agreed no one should attempt a dual role. However, the experience gained as an SEPM should be retained by appointing former SEPMs as officers for the committee after SEPM appointments expire.

Initial appointments for general members are to be:

2 appointments	3 years each
1 appointment	2 years
1 appointment	1 year

or by DEEOO appointment.

Schedule for CRAC FY 2004 meetings, on 2nd Wednesday of the 2nd month of the Quarter, adjusted if necessary:

**October 8, 2003
February 11, 2004
May 12, 2004
August 11, 2004**

The group decided to have a rotation of SEPMs to provide updates at Quarterly Principal Staff/Program Managers meeting: Outgoing SEPM Carlos Cole was selected to attend the September, 2003 meeting.

4th Quarter (2003)	Native American Program Manager
1st Quarter (2004)	Disability Emphasis Program Manager
2nd Quarter (2004)	Federal Women's Program Manager
3rd Quarter (2004)	Hispanic Program Manager
4th Quarter (2004)	African American Program Manager

The CRAC is recommending the Asian American/Pacific Islander Special Emphasis Program Manager position be filled.

The CRAC wishes to obtain a newly revised "Robert's Rules of Order".

Larry Sargent recommended the Chairperson have 2 folders, one with minutes, By Laws, etc. and one with other notes.

It was moved and seconded for each CRAC member, including the Chairperson, to pass along a binder of previous activities to his/her successor.

Each meeting Agenda is to become a part of CRAC official records.

Discussion of policy for the Civil Rights Award was tabled pending review of National Guidelines, and review of policy in other states.

Isaac received a request from WVU for NRCS to attend a career fair in November. He will forward it to Larry Sargent.

The Recruitment Plan is still in infancy.

Carlos Cole will attend the Principal Staff/Program Managers Meeting on September 18, and will pass out CRAC By-Laws developed today.

The group discussed creating an annual CRAC brochure with photos.

Policy for the Civil Rights Award will be researched further before the end of FY 2003.