

**WV NRCS Civil Rights Committee
FY 2004 3rd Quarterly Meeting
May 12, 2004**

Present:

**Carlos Cole, Civil Rights Advisory Committee Chairperson
Wanda Smith, Federal Women's Program Manager
James Dodson, Black Emphasis Program Manager
Vickie Scott, American Indian/Alaskan Native Program Manager
Rebecca Macleod, General Member from the East Area
Rex Gardner, General Member from the West Area
Casey Shrader, Hispanic Program Manager
Charlotte Wertz, State Administrative Officer
Brian Lee, General Member from the State Office
Larry Sargent, Human Resources Manager
Lillian Woods, State Conservationist**

10:00 a.m. The WV NRCS Civil Rights Advisory Committee teleconference was called to order by chairperson Carlos Cole.

The minutes of the previous meetings dated July 30, 2003, September 3, 2003, November 4, 2003, and February 23, 2004 had been electronically distributed for review prior to the teleconference. Rebecca MacLeod requested that the spelling of her name be corrected. No other additions or corrections were noted. It was moved and seconded that the minutes be approved as distributed. Motion carried.

The Special Emphasis Program Managers gave reports:

**Casey Shrader - Hispanic Emphasis Program Manager's report
Wanda Smith - Federal Women's Program Manager's report
Vicki Scott - American Indian/Alaskan Native Program Manager's report
James Dodson - Black Emphasis Program Manager's report**

Charlotte Wertz announced that Vicki Scott has been approved as new American Indian/Alaskan Native Program Manager.

Chairperson Carlos Cole received a letter from State Conservationist Lillian Woods, dated May 6, 2004. Copies of the letter were to have been sent to the CRAC Members; ASTC- FOs; Larry Sargent, HRM, Morgantown, WV; and Charlotte Wertz, SAO, Morgantown, WV. Only Chairperson Cole had actually

received the letter, so he read it to the group. The content of the letter was as follows:

“This letter is in response to the recommendations from the February 23, 2004 and September 3, 2003 Civil Rights Advisory Committee (CRAC) Meeting minutes.

“I want to thank you for your leadership with the CRAC in completing the committee bylaws which were distributed with West Virginia Bulletin Number WV230-4-3 on February 23, 2004. I also want to thank the CRAC for recommending At-Large Members to add to the committee. The new members Leslie Sears, Rex Gardner, Rebecca MacLeod, and Bryan Lee have been added to the committee.

- “1. The CRAC recommended the Asian American/Pacific Islanders Special Emphasis Program Manager position be filed. Not approved – At this time, WV will not fill Asian American/Pacific Islanders Special Emphasis Program Manager position. This is a non-legislated or non-mandated program.**
- “2. The CRAC would like to obtain copies of “Robert’s Rules of Order.” Approved – I will ask Judy Topalanchik to order 3 copies of this book.**
- “3. The CRAC requested a review and discussion of the State Training Plan. Approved – I have asked Charlotte Wertz, Training Officer to review this With the CRAC at an upcoming meeting.**

“Previously, I approved that a representative of the CRAC may attend the Principle Staff/Program Manager quarterly meetings and provide updates to the other Program Managers. I encourage your representative to attend the whole general session (if possible) and present a Civil Rights update. You will need to notify Jim Piper, ASTC-Operation Management who will be representing the CRAC for each Principle Staff/Program Mangers Meeting. The next meeting is scheduled for June 3 – July 1, 2004.

“ I ask that the CRAC finalize recommendations for criteria or format or additional nominating instructions for the WV Civil Rights Award. I would like to distribute the approved process to all WV employees by August 2004.

“Thank you again for your leadership for the Civil Rights Advisory Committee. If you have any questions or need additional information, please contact me.”

Chairperson Carlos Cole faxed a copy of this letter to Recording Secretary Wanda Smith for attachment to the hard copy of the minutes.

Charlotte Wertz reviewed the fiscal year training requests by category and discussed equity of training with the committee. 76 National Employee

Development Center (NEDC) requests were received, and 26 of those were approved. 89 Other (non-NEDC) requests were received, and 73 were approved. Wertz will send a report in written format to the committee.

It was moved and seconded to accept Charlotte Wertz's report on training, and the motion passed.

State Conservationist Lillian Woods addressed the group. She had previously approved an SEPM to attend the whole general session of the Principle Staff meeting. Casey Shrader is in line for the next meeting scheduled for June 30th – July 1st.

Ms. Woods had also requested criteria or format or additional nominating instructions for Civil Rights Awards for the state. The CRAC had drafted nominating criteria previously, and sent to then-Chairperson Lorenzo Henderson. Committee members will follow up. A bulletin will need to be drafted to accompany the new Civil Rights Awards criteria.

The committee discussed the development of a Civil Rights Advisory Committee website. Casey Shrader with assistance from Alan Harris will get the information posted. Shrader will send out an email request for the specific information due by June 30th. The site is to include information such as:

- **Links from the WV – NRCS homepage to main title page for Civil Rights**
- **Mission**
- **Role in the Agency**
- **List the Special Emphasis Program Managers (SEPMs)**
- **Post CRAC By-Laws**
- **Post CRAC minutes**
- **Links to National Civil Rights sites**
- **Links to each SEPM's page**
- **Photos of each SEPM**
- **Post SEPM's Business Plans**
- **Links to Professional Organizations**
- **Contact Information**
- **Ongoing and upcoming projects**
- **Newsletters**
- **Displays**
- **Upcoming events**
- **Group photograph of entire Civil Rights Advisory Committee**
- **General Members included**
- **Advisors to be listed on homepage**

Larry Sargent reported on the Civil Rights Compliance Reviews. The West Area is scheduled for July at Point Pleasants. In the East, Martinsburg is scheduled in

August. In the South, Princeton and Union were reviewed in March. Lillian Woods requested that a report separate from the Field Office Review be filed for the Civil Rights Review (file code 230) of the Field Office. A copy will be needed at the State Office.

Larry Sargent discussed workforce changes showing on the quarterly DN-714 report.

Wanda Smith noted that the new National Federal Women's Program Manager is working on a having a bulletin issued at the national level to instruct state offices to provide the DN-714 Reports to the Special Emphasis Program Managers on a quarterly basis, because these reports are needed in order for the SEPM's to do their quarterly reporting.

Terms for some SEPM's and At-Large Members will be expiring. State Conservationist Lillian Woods will put out a bulletin requesting nominations be sent to the Civil Rights Advisory Committee (CRAC). The CRAC will then make recommendations to Ms. Woods.

State Conservationist Lillian Woods will also be looking for nominations for Chairperson of the Civil Rights Advisory Committee.

State Conservationist Lillian Woods announced that National Headquarters has set West Virginia's Civil Rights Reviews for January 24 – 28, 2005. National Headquarters will be selecting the offices to review, including the State Office, Area Offices, Field Offices and RC&D Offices. All offices need to make sure their 230 files (Civil Rights) are up to date. When Civil Rights are covered at the Area Meetings, each office in attendance needs to file the agenda, who attended, and any handouts in the 230 files.

The State Business Plan was discussed. This plan needs to be printed off and filed in the 230 Civil Rights files in each office.

Charlotte Wertz reports that all employees have received Civil Rights Awareness Training.

State Conservationist Lillian Woods requested that Larry Sargent, as Incentive Awards Officer, review the awards with the CRAC. Tim Dilliplane is the Chair of the Awards Committee. Sargent and Dilliplane are to work on a bulletin regarding training on the incentive awards process.

New for 2004, awards are to be given throughout the year, not just performance awards at the end of the fiscal year.

Larry Sargent is to furnish a full report on the FY 2003 Awards at the next quarterly CRAC meeting, to be held in August.

Wanda Smith will provide Larry Sargent a copy of the Federal Women's Program Manager's Report Format and a copy of the Federal Women's Program National Business Plan.

The 1999 Long Range Plan for the state needs to be reworked. Chairperson Carlos Cole has a hard copy. This plan needs to be reviewed for updates, and needs to include items from SEPM Business Plans and the CRAC Business Plan. The General Members and others do not have copies. State Conservationist Lillian Woods will have copies sent to the entire CRAC. Committee members are to provide feedback to Woods, which she will share with the State FAC. The Long Range Plan update needs to be on the agenda for the next CRAC meeting.

State Conservationist Lillian Woods requests that SEPM and CRAC members provide Diane Doerr updates to the State Business Plan as they occur. Chairperson Carlos Cole will talk with Doerr.

The next scheduled CRAC meeting is set for August 4, 2004, in Mt. Clare at 10 a.m. For the agenda:

- Updates to 1999 Long Range Plan**
- Review of Awards**
- Civil Rights Advisory Committee Business Plan**
- Finalization of Civil Rights Awards Criteria Recommendations**

Larry Sargent is to send out 2003 awards information in mid-June via email.

Casey Shrader is to email a list of items requested for the Civil Rights website, due by June 30th.

The meeting adjourned at 11:33 a.m.