

**WV NRCS Civil Rights Committee
FY 2005 1st Quarterly Meeting
October 6, 2004**

Present:

**Carlos Cole, Civil Rights Advisory Committee Chairperson
Isaac Wolford, Disability Emphasis Program Manager
Bryan Lee, General Member from the State Office
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
Casey Shrader, Hispanic Program Manager
Larry Sargent, Advisor**

10:30 a.m. The WV NRCS Civil Rights Advisory Committee meeting was called to order by chairperson Carlos Cole in the 2nd floor water resources conference room of the Harley O. Staggers Building, Morgantown.

The minutes of the previous meeting dated August 4, 2004 had been electronically distributed for review prior to the meeting. No additions or corrections were requested. It was moved and seconded that the minutes be approved as distributed. Motion carried.

Carol Lagodich will be the CR Webmaster. All information for the CRAC webpage should be forwarded to her. The CRAC committee commended Casey Shrader on the excellent job he and Alan Harris did with the development of the CR Webpage.

Larry Sargent discussed awards. Casey Shrader distributed data on the FY03 award recipients. Discussion was held regarding what to do with these numbers. It was suggested that we use them for future comparison as to whether or not a trend is developing. It was recommended to table any action until the committee received the FY04 award information, and then compare the two. The committee requested that Larry Sargent provide a further breakdown of the awards recipient data by gender, grade, and race/national origin.

The committee also requested that Larry Sargent provide data (not related to the awards data) about numbers of Technical and Professional NRCS employees in WV by Race and Gender.

The Civil Rights Awards form posted on the website is incorrect. Carlos Cole will drop off the correct form to Diane Doerr today.

Larry Sargent will have the Official Personnel Files checked for the term appointments of the At-large CRAC members.

The Special Emphasis Program Managers gave reports:

Casey Shrader - Hispanic Emphasis Program Manager's report

Vicki Scott - American Indian/Alaskan Native Program Manager's report

James Dodson - Black Emphasis Program Manager's report

Wanda Smith - Federal Women's Program Manager's report

Isaac Wolford – Disability Emphasis Program Manager's report

Wanda Smith reported on her presentation at the Principle Staff Meeting in September. Among the topics discussed:

- ***Mentoring.* State Conservationist Lillian Woods responded to the CRAC request to revive a state Mentoring Program by asking that the CRAC to gather further information and draft recommendations for a WV NRCS Mentoring Program.**
- ***Long Range Plan.* The *Long Range Strategic Plan For USDA Service Centers in Historically Underserved Communities*, dated 1999, was a cooperative effort by NRCS, FSA, and RD. State Conservationist Lillian Woods will bring this up in the next State FAC meeting.**
- ***National Civil Rights Review.* The CRAC has copies of 8 other states' Required and Recommended Items from their National Reviews. We will prepare a synopsis of the common items to serve as a checklist for our offices to prepare for the National Review upcoming in January, 2005.**

Two SEPMs (FWPM Wanda Smith and DEPM Isaac Wolford) have expiring terms. The CRAC had recommended in their August 6, 2004 letter to State Conservationist Lillian Woods to extend these terms 1 year to keep experienced and trained staff on the CRAC in light of new responsibilities being loaded on the CRAC. Also, a WV bulletin WV230-4-6 dated August 31, 2004 was issued to recruit for these two SEPM positions. No official word has been received regarding these two positions.

Accessibility Assessments are to be completed for all offices this year. This is also the first time that a copy of each assessment, for all offices, will go to NHQ.

The CRAC brainstormed on new items for inclusion on the FY2005 State Business Plan:

- **Update/correct CR/SEPM Poster**
- **Mentoring Program**
- **Assign CRAC members to do Civil Rights Reviews (scheduled per bulletin WV230-4-4)**

CRAC accomplishments to be included in CRAC FY2004 Report:

- **Development of By-Laws**
- **Development of Civil Rights Awards Policy and Nomination Form**
- **Civil Rights Compliance Review in Program Delivery Training Received by all on CRAC**
- **All SEPM's received training**
- **Expansion of the CRAC to include general members**
- **Review of Awards**
- **Review of Training**

Action items for the committee:

- **Provide CRAC with FY2003 and FY2004 Awards data, by Grade, Gender, and Race/National Origin – Larry Sargent**
- **Provide CRAC with Employment Data, for Full Time, Part Time, Professional, Technical, Promotions, Separations, and Hires, by Grade, Gender, and Race/National Origin – Larry Sargent**
- **Check Appointment Letters for General Members – Larry Sargent**
- **Add Items to State Business Plan – Carlos Cole with input/assistance from other CRAC members**
- **Synopsis of Required and Recommended Items for other states' Civil Rights Reviews – Vickie Scott to develop a draft for review at next meeting**
- **Copies of old Mentoring Program information distributed to all CRAC members – Larry Sargent**

The next meeting was scheduled as a teleconference on November 10 beginning at 9 a.m.

The meeting adjourned at 1:28 p.m.

Addendum

To: **Lillian Woods, State Conservationist**

At our last Civil Rights meeting on October 6, 2004 we discussed what Action Items to add to the State Business Plan. The following is a list of these Action Items and if you or any of the State Program Managers have any other Action Items for the CRAC please let us know. The following are the Action Items we have prepared for addition or to be considered as additions to the State NRCS Business Plan.

- **The (CRAC) will assist in the development of an Affirmative Employment Plan (AEP)**
- **A CRAC Representative (1 or 2 Members) will participate in all the WV Civil Rights compliance Reviews – FY05**
- **The CRAC will be available to assist in the National Civil Rights Compliance Review**
- **The CRAC will review training requests and training approvals**
- **The CRAC will review the awards for FY-04 and compare these awards with the FY-03 awards to see if they were given in a fair and just matter in accordance with an EEO nature**
- **The WV Civil Rights Web site, located on the WV NRCS home page will be kept current**
- **The CRAC will assist in the update of the Long Range Plan for Underserved with assistance from the Advisors and Principal Staff**
- **New SEPM's will receive SEPM training**
- **The CRAC will submit and/or draft recommendations for a new or revived WV Mentoring Program**

If you or any of the Principal Staff have any questions about these Action Items, please let us know. These are just suggestions you may want to rephrase, delete or add other Action Items for the CRAC.

Thanks,

Carlos Cole
Chairman, CRAC