

**WV NRCS Civil Rights Committee
FY 2005 4th Quarter Meeting
September 14, 2005
10:00 AM**

Present:

Carlos Cole, Civil Rights Advisory Committee Chairperson
Bryan Lee, General Member from the State Office
Barbara Broxterman, Federal Women's Program Manager
Rex Gardner, General Member from the West Area
Casey Shrader, Hispanic Program Manager
Marvin Kerr, Disabled Employee Program Manager
Leslie Sears, General Member from the South Area
Charlotte Wertz, Advisor
Larry Sargent, Advisor
Karen Fitchett, Human Resource Specialist
Bill O'Donnell, ASTC-Operations
Ron Hilliard, State Conservationist

Meeting opened at 10:12

Charlotte gave a report to the CRAC on training. Discussed the training scheduled as well as the plans to send 2 per area to the next NRCS Boot Camp. There will be provisions made for the new SEPM's to attend mandatory training. The committee discussed the possibility for the general members to take the Civil Rights for Program Delivery Course, possibly through NEDC.

Committee minutes were reviewed and Rex Gardner moved that the minutes be approved. Marvin Kerr seconded the motion.

Rex Gardner volunteered to be the next Hispanic Special Emphasis Program Manager. Casey Shrader's appointment is ending October 1.

The committee reviewed the 2005 Business Plan. Most Items assigned to the CRAC have been completed.

Larry Sargent discussed awards information and passed out information on the 2003 and 2004 results. This information was discussed briefly and determined to be in accordance with policy. The committee will retain these records and add-on each year to determine any trends.

A sub-committee for website maintenance and information was suggested. This item was tabled for the next meeting until all members could be present.

The WV Civil Rights reviews were discussed. All of the reviews have been completed except for the east area. Ron Hilliard asked that Casey Shrader follow-up to determine the status of the reviews. Briefly discussed the outcomes of the other two areas and the consensus of the committee was that the field offices are doing a pretty good job of documenting activities.

SEPM's Report:

HEPM- Casey Shrader gave a report on upcoming National Hispanic Heritage Month September 15 – October 15. He has sent out the award winning poster designed by NRCS employee to all field offices.

DAPM-Marvin reported on working on a mentoring day in Princeton. This will be a job-shadowing day in conjunction with Agribility on the 19th of October.

The end of year report will be sent out electronically to all members for comment. Carlos Cole will be responsible for distribution and assembling.

CRAC Business Plan – Development of the 2006 Business Plan for the Civil Rights Advisory Committee was discussed. Casey Shrader agreed to assemble the plan and properly format once the action items were determined. (Throughout the meeting 12 action items were determined.) Casey suggested that one of the action items be that a member of the CRAC attends a minimum of one area meeting in 2005 to familiarize the field with the activities of the CRAC.

Carlos asked for a sub-committee to work on developing a PowerPoint presentation on WV Civil Rights to familiarize new and existing employees with the purpose of the CRAC. This presentation should also be posted on the website. This appointment was tabled until the next meeting in FY 2006.

Carlos asked for all SEPM Business Plans to be forwarded to him no later than October 15th.

Discussion of who should attend the next principle staff meeting for the upcoming fiscal year occurred. The following SEPM's should attend the succeeding meetings:

1. Barbara Broxterman – 1st Quarter
2. James Dodson – 2nd Quarter
3. Marvin Kerr – 3rd Quarter
4. Rex Gardner – 4th Quarter

Outreach: Carlos discussed the ideas he had been exposed to in Wichita. He gave a report on some of the ideas concerning outreach. Bill O'Donnell discussed the definition of outreach and the committee's role as it pertains to the mission of NRCS. The committee discussed the item on the business plan that was not completed. There was a lack of understanding on the meaning and intent of the item that pertains to the Long Range Strategic Plan and how it fits in with the CRAC. (This item was discussed with Ron Hilliard later in the meeting and it was determined that this item would be left on the State Business Plan and removed from the CRAC. The issue will be discussed as to the need of outreach coordination efforts with Charlotte at the next meeting.)

Mentoring: Barbara Broxterman discussed the mentoring sub-committee. She distributed and discussed the guidelines the group decided upon. She made a recommendation to turn this program over to the Human Resources section for implementation. The CRAC should assist the HR staff as required and needed to assist in the implementation. Ron Hilliard concurred that the HR staff should manage the program. Ron discussed his thoughts on the mentoring program and how it should operate. He suggested that someone from the sub-committee attend an area meeting and give a 30-40 minute

presentation to the field to make them aware of the program and someone from HR should also attend. Casey suggested that a group effort should be made to match up mentors with mentees and perhaps this should be a partial responsibility for the CRAC. The need for a training cadre (see above) was discussed as well as posting the information on the website. Ron asked that the CRAC draft a bulletin for officially issuing the program and that we need to get a plan together for implementation prior to the November Operations and Management review. The consensus was that by the end of the month we will have a schedule for implementation, bulleting and policy drafted. Barbara Broxterman will take the lead on this effort. Marvin moved that we accept the mentoring program as presented and Rex Gardner seconded the motion.

Carlos noted that we need to amend the by-laws to add the Veterans SEPM.

Ron Hilliard discussed that we will start the new FY-06 on a continuing resolution and travel will be limited to help stay within the budget. SEPM's will continue to have their \$1,000 budget.

Ron Hilliard approved the new SEPM's as follows: Ray Cragar – Veterans, Mike Jones – Native American/Alaskan Native, Rex Gardner – Hispanic Emphasis Program Manager
Charlotte will need to send out a bulletin regarding their selection. Casey agreed to co-chair the committee with Carlos for FY 2006.

Ron Hilliard asked Casey to follow up on the status of the reviews in the east. Rex had questions regarding the reviews and some of the questions that were asked. The questions were how is program delivery determined and were they being administered to all areas adequately. How was this being determined? It was offered that the SCIMS program would probably provide that information and was sufficient documentation.

FEPM- WV-FPM worked with the Federal Women's Coordinating Committee (11 Federal Agencies) in sponsoring August 26- Women's Equality Day - 19th Amendment Celebration located at the Federal Correctional Facility, Morgantown. Congresswomen Capito, Delegate Charlene Marshal and Professor Sharon Brescoach spoke to the group of over 60 participants.

Barbara Broxterman moved to adjourn the meeting. Casey Shrader seconded the motion. Meeting was adjourned at 1:55 pm. The next meeting was scheduled for November 9, 2005.