

**Action Plan
Civil Rights Committee
FY 2003-2004**

(Updated July 2003)

Goal: Promote workforce diversity through recruitment to accomplish Affirmative Employment Program (AEP) goals.

Action Item	Person Responsible	Timeframe	Accomplished
Distribute Student Career Enhancement Program (SCEP) vacancies to NRCS Special Emphasis Program Managers (see SEPM plans).	NRCS: Sue Brandt, SEPMs, FSA: Marjorie Crooker	Oct. – Jan. FY 03	Interviewed and made offers to an Asian American student (recruited through minority career fair) and an American Indian student. Both declined. Interviewed and hired two female students.
Perform exit reports with individuals leaving the agency to determine reason for leaving	NRCS: Sue Brandt, Gina Kerzman, Lee Ko FSA: Harvey Bush	Through out year. Will gather reports from individual and determine if still necessary.	Lee offered and was declined.
See SEPM plans for individual items on workforce diversity			
Work with Marcos Ruiz for assistance and recruitment at MANRS Conference for NRCS and FSA.	Gina Kerzman	August 2003	
Attend career fairs at local colleges and schools where applicable	Michelle-COCC; Gina-BMCC and EOU; Lee-MHCC; Denice-OSU; Mary Beth - UO	Through out the year	
Compile recruitment packets for recruitment efforts. Make	NRCS: Loren and Gina	November 2004	

<p>packets available to field offices. Place packet on the website. Packets will include information such as: Careers in NRCS, How to Apply to Federal Register, SCEP Fact Sheet, Sample Vacancy, Website address (usajobs.opm.gov), Qualifications for jobs, Information on who NRCS and FSA are and what we do.</p>	<p>FSA: Roger Tresham</p>		
<p>Explore and share new and existing recruitment networks between NRCS and FSA. Share distribution lists between agencies.</p>	<p>All</p>	<p>Through out the year.</p>	
<p>Attend an “Agricultural Executive Council” meeting at OSU to inform students about job opportunities with NRCS and FSA.</p>	<p>NRCS: Lee Ko FSA: Janice Knutz</p>	<p>November 2003 November 2004</p>	

Goal: Support NRCS and FSA in providing fair and equitable program delivery in Oregon

Action Item	Person Responsible	Timeframe	Accomplished
Promote and assist Craig Schellsmidt in holding "Conservation Workshops" statewide.	Gina Kerzman and all committee members in area where workshops are taking place.	Throughout the year.	
Provide training to new Civil Rights Committee members. Distribute SEPM manual.	Gina, Denice	New FWP and member at large training: October 2004	
Research how to request minority producer reports from FSA offices in each basin. Distribute information within basins.	Janice-FSA. Old System. Harvey -FSA. SCIMS Gina-NRCS. SCIMS	March 2004	
Present civil rights training at Basin Team Meetings, staff meetings, and SWCD meetings	Lee and Denice-LWB Gina-JDU Michelle-DB Harvey-FSA	Through out year.	Harvey-CR training at statewide meeting. Corey-CR Binder Training Lee and Denise-various CR presentations at basin team meetings. Gina-CR presentation at OACD annual conference.
Compile parity data for presentation to leadership team and civil rights committee.	Gina	Mid-year	April 2003 made presentation to leadership team on parity data.
Assist new Hood River office to assure civil rights compliance.	Gina	August 2003	

Revise civil rights binder to follow new review guide. Include "How to use" section, an index for reference materials, tabs for sections, and a new table of contents. Distribute to field offices.	Corey, Gina	March 2004	
Conduct Civil Rights Reviews according to schedule. Give feedback at committee meetings on trends we have identified and need to correct. At the same time, review the CR appraisal procedures to assure consistency between review teams.	CR Committee-Both FSA and NRCS report findings of reviews.	See Schedule	
Coordinate CR review schedules with FSA to avoid duplication of reviewing accessibility of the same office.	Harvey Gina	October 2003	
Assist offices in basins to prepare for CR reviews.	CR Committee	Through year.	
Explore possibility of conducting a "Working Effectively with American Indians Workshop" summer 2004 in conjunction with FSA.	Gina Kerzman, CR Committee, Harvey Bush	Winter FY04	
Create power point presentation on demographics of Oregon.	Gina and Loren	January 2004	

Compile AEP and FEORP reports for Oregon. Distribute electronically to civil rights committee.	Sue Brandt, Gina	January 2003 and 2004	
Compile reports as requested from NHQ. Ex. CR Assessment	Gina Kerzman and SEPMS	As requested	
Attend all Leadership team meetings to brief leadership on civil rights issues in Oregon	Gina Kerzman or selected committee member	Through out year	Attended all leadership team meetings to date.
Place civil rights committee poster on the NRCS website. Share poster with FSA, who will investigate the possibility of placement on their website.	Lee Ko	June 2003	Complete
Prepare for the National Civil Rights Review in August.	Mary Beth, Denise and Gina	Through out 2003 until August review.	Gina: prepared state office. Mary Beth: prepared Medford and Grants Pass RC&D offices. Denise: prepared state office, Salem and Tangent field offices.
Actively pursue underrepresented landowner information through interviews, panels, CR reviews, etc., to enhance outreach by NRCS and FSA	All committee members	Through out the year.	