

Civil Rights Advisory Committee (CRAC) Meeting
December 9, 2009
Minutes

Present were Seth Jones, Elaine Tremble, Bianca Soto-Gomez, Coleen Churchill, Cathee Wilson, Lindsay, Hodgman the following members phoned in Autumn Birt, Leslie Nelson, Wayne Munroe, Dave Tingley, Grace Edwards.

Coleen will be the 2010 chair of CRAC

Minutes from the October meeting were reviewed and approved.

Business plan was reviewed item by item.

Items:

- 1) Training for new CRAC members "EEO for Advisory Committee Members" and would it be possible to have this training session in the Northeast. Coleen will work with Cathee on it.
- 2) All members are aware of the new performance measure for CRAC members that was added to their performance plan
- 3) CRAC work plan Ok, on-going
- 4) Elected to split into 4a) perform state recruitment assessment and follow up in 6 months 4b) Coordinate state plan with Northeast recruitment plan 4c) develop strategies for recruiting the under represented groups identified in 4a and 4b.
- 5) Maine Quarterly Civil Rights report on-going - Pauline is responsible for developing CRAC has input.
- 6) CRAC Members write articles for conservation briefs or in emails to employees on-going
- 7) Will coordinate with Pauline to set a schedule and then members will participate in at least 1 Civil Rights Review. Pauline also plans on providing training on conducting civil rights reviews to all CRAC members.
- 8) Reaching Historically underserved customers on-going
- 9) Elaine will update the civil rights poster and web page with new members and SEPMS. See item 20 also.
- 10) For Breakfast and Learn series how about sending out a survey to all employees via email to see 1) if they like and participate in breakfast and learn and 2) if so what topics would like to see covered. Coleen will send out the email.
- 11) Mentoring program on-going
- 12) Student intern program Recommend dropping this year because we don't want to advertise positions we won't necessarily have in the future. Cathee will check with Juan on this.
- 13) Elaine will talk to Juan about this item not sure if we will have an all employee day and it may not include a diversity topic. Dave Tingley would like to drop his recommendation of inviting Kevin Curtin as a disabilities speaker.
- 14) Dropping developing a power point presentation "day in a life"

- 15) Farm Bill packets, Ok
- 16) Combined in 4
- 17) Sue Watson will be invited to talk about working with small farmers. Coleen will take care of this.
- 18) Review DN-714 will be done by 5/2010 and reviewed at the June CRAC meeting.
- 19) Heritage Month activities, on-going
- 20) CRAC web page is currently outdated Elaine will spend time updating it and then CRAC members should review it and decide what they want to post to it. Recommend keeping it simple with items that do not require constant updates. Member list (just names no photos), CRAC meeting dates, etc.
- 21) Add item to business plan. Work with the State Outreach Coordinator (Elaine) regarding the State Outreach plan.

Other Business

SEPMS work plans have been sent to Cathee for review and she will review and send back by 12/24.

All SEPMS Members will be attending the National SEPM Conference March 2010 in Kansas City MO

The next SEPM Teleconference will be held Monday Jan 11 2010 @ 1 pm
Regarding Cultural awareness forums

The Next CRAC meeting is March 10, 2010, State Office Conference Room, Bangor, ME

Agenda items;

- ❖ Discuss Ways for Maine Employees to exceed in their EEO performance element.
- ❖ Developing ME CRAC bylaws
- ❖ Guest Speaker will be Sue Watson on working with Small Farmers
- ❖ Feedback on Northeast Recruitment Plan

Adjourned 11:20 am

Happy Holidays

Lindsay Hodgman
Recorder