

Maine Civil Rights Advisory Committee (CRAC) Minutes

Tuesday, January 28, 2009

The meeting was called together by Anna Kettell, Chair. Present were Pauline Pare, Bill Yamartino, Ricky Hall, Autumn Birt, Leslie Nelson, Peter Marcinuk, Wayne Munroe, Bianca Soto Gomez, Elaine Tremble, and John Gledhill.

I. Minutes from November 04, 2008 meeting approved.

NEW BUSINESS

I. 2009 Plan of Work: Reviewed by the committee—changes/updates as follows:

Work Item 1: Training: Wayne completed training, Bianca scheduled for March.

Work Item 5: Civil Rights Reporting Plan: Ongoing, next report due 4/08/2009.

Work Item 6: Conservation News Briefs: Ongoing, next articles due in late February.

Work Item 7: Civil Rights Review: Fort Kent, Time & Tide and Dover-Foxcroft planned for 2009.

Work Item 8: Underserved customers: Update on outreach plan provided by Ricky (Agenda item III).

Work Item 9: Civil Rights poster and webpage.

ACTION ITEM: Elaine will add Bianca to website and poster. She will also add phone number for EEO complaints (for employees) to the poster. SEPM's will review their websites and update as needed.

Work Item 10: Breakfast & Learn: Pauline suggested Alice Begin may be willing to present on RUSLE2, Pest Management or Prescribed Grazing Plans.

ACTION ITEM: Anna will contact Alice to discuss topics/dates.

Work Item 13: Diversity Day: To be discussed at next meeting.

Work Item 14: Develop video "Day in the Life": Update provided by Elaine (Agenda item II).

Work Item 15: Farm Bill Packets: Packets have been developed with materials compiled for the Farm Bill Meetings in the fall of 2008, but will not be finalized until the new rules have been established.

Work Item 16: Recruitment Packets: Wayne compiled information for a recruitment packet, which included the brochures *NRCS in Maine, Maine...the way life should be* and *Challenging Careers in the Natural Resources Conservation Service* as well as websites for Maine NRCS and USAjobs. The packet is designed as a tool to hand out to prospective employees at recruiting fairs, and can be easily updated as new information becomes available. Additional inclusions suggested were fact sheets regarding the CIP,

SCEP and STEP programs, as well as a brief overview of USAjobs. These materials will be added to the packets for distribution.

Wayne also discussed his concerns over tracking contacts made at a recruitment event. John has a database which he will add to the SharePoint to make tracking contacts easier. John also made sure to stress if you take a resume at a career, make sure the potential applicant understands they have not officially applied for a job.

Work Item 17: Small farm training. Request for small farm training to be forwarded to National Civil Rights Committee.

II. Video Production for Career Fairs

Elaine previewed two videos from Florida and Wisconsin as examples of “A Day in the Life...” recruiting videos. Elaine provided quotes from Husson College students/graduates to produce the video, as well as from AV Specialist Chris Larsen from NEDC. After discussion, it was decided to use NEDC, since Chris is familiar with the Agency and its mission, has extensive experience in this type of production, and was able to provide an up-front project cost estimate. It was estimated the production would take a week, and Elaine will check Chris’ availability for early –mid September.

ACTION ITEM: Add time on next agenda (1 hour) to discuss project and script. Suggest to the National Office the production of a recruitment video that would take into account all career fields. Pauline will talk with Joyce regarding a possible collaboration on the project with Vermont and NH.

III. Outreach Plan

Ricky provided an update of outreach plan. Stressed the importance of following up on contacts made. Pauline updated the group on the State Office initiative to make 12 new contacts for 2009—6 of these were made at the Agricultural Trade show. Pauline and Ricky will collaborate to finalize 2009 plan, which will be posted on the SharePoint site. As contacts are made, information can be added directly into the plan.

IV. Civil Rights Reviews

Combining Civil Rights and Program reviews is still under discussion.

V. SEPM’s Plan of work.

ACTION ITEM: Send to Pauline for posting on SharePoint.

VI. Items for NCRC.

Discussed items to submit to NCRC—suggestions include a new recruitment DVD, small farms training for conservationists, and guidance for new (historically underserved) producers stepping through the program.

ACTION ITEM: Anna will finalize letter to submit to NCRC.

VII. Quarterly reporting-Recruitment and Program delivery.

Reviewed the first quarter document and discussed format and possible ways to increase program participation. Discussed DN 714 and how to interpret data.

ACTION ITEM: Review Barrier analysis document and get comments to Pauline by February 10th. Submit any contacts/updates for second quarter report to SharePoint—next report due April 8th.

OLD BUSINESS

II. NOPBNRCSE Meeting:

Wayne provided a synopsis of NOPBNRCSE meeting held in Atlanta, GA. The conference provided good training, as well as opportunity to interact with NRCS leadership and to network with other BEPMs across the country. Wayne thanked Joyce for being so supportive of the SEPMS and for encouraging these opportunities.

III. Regional Teleconference:

Anna updated the group on the regional teleconference with Massachusetts and Vermont. It is still a work in progress, but a regional SharePoint has been developed. The committee is working on developing web training for all employees on program delivery and EEO. They are also exploring the development of a regional Northern NE recruitment plan, and a regional mentoring program. A teleconference is scheduled next week to work on tailoring the Vermont recruitment plan to incorporate ME and NH. John, Bill and Autumn (and possibly Wayne depending on schedule) volunteered to participate in the teleconference.

ACTION ITEM: Review the Vermont recruiting plan. Add additional contacts or annual events to the calendar to facilitate a regional approach to recruiting.

OTHER BUSINESS:

Elaine mentioned a Spanish dictionary of conservation terms which was developed in Colorado and is now available to order. It was decided to order 100 copies for availability in all field offices.

Next CRAC meeting will be held on March 24, 2009 10:00-2:00, location to be determined.

Meeting adjourned at 1:15 p.m.

Leslie Nelson
Recorder