

**Maine CRAC Meeting  
November 8, 2010  
Minutes**

*Present: Heidi Bunn, Coleen Churchill, MaryAnne Coffin, Jade Gianforte, Lance Gorham, Ken Gustin, Brad Hansen, Juan Hernandez, Lindsay Hodgman, Elisabeth Isbister, Stephanie Landry, Seth Jones, Elaine Moceus, Wayne Munroe, Heidi Nelson, Leslie Nelson, Helena Swiatek, Elaine Tremble, Dave Tingley, Don Todd*

**Welcome and Introductions**

First meeting of FY2011 and all new SEPM's and FSA members were present. New members include:

- Veterans and Disabled SEPM: Heidi Nelson
- Federal Women's Program Manager: Helena Swiatek
- Hispanic SEPM: Jade Gianforte
- FSA: Ken Gustin , Brad Hansen, Elisabeth Isbister, Elaine Moceus

**Diversity and Unity Day**

The 2<sup>nd</sup> annual Diversity Day is to be held February 16, 2011. The committee was asked if the name should stay the same (*Embracing Diversity and Unity Day*) or if a new theme should be chosen. Mary Anne Coffin said that we have built a name for the program and should keep it the same. Dave Tingley added that we should just keep it simple.

SEPM's updated the committee on their progress (i.e. speakers, menu, exc).

- Bangor: Currently negotiating the price and menu for the Spectacular Events Center in Bangor, ME. Working on lining up presenters keeping the best from last year and will solidify the agenda by the end of the year once a budget has been determined (Note: draft agenda due January 5, 2011). Elaine Moceus has agreed to be FSA's representative at the Bangor presentation and will come up with a list of potential speakers.
- Lewiston: Working on lining up speakers.
- Presque Isle: A room has been reserved at UMPI. Seth Jones will be contacting representatives from the Maliseet and Micmac tribes to see if they would be interested in presenting. Juan Hernandez will be presenting on behalf of Jade Gianforte since she is new to the position.

Coleen Churchill suggested listing all ingredients for any food served at the event (i.e. for food allergies). Juan Hernandez added that this will create a linkage between the food and culture.

Juan Hernandez will be working with Ken Gustin and Don Todd to solidify a budget for the event. Committees are to send their preliminary cost estimates to Coleen Churchill so that NRCS and FSA can begin to split costs. Juan requested that committees send in last year's final costs so that a benchmark can be set.

Additionally, it was discussed as to whether or not to include awards during Diversity Day. Brad Hansen suggested that the committee focus on diversity not awards. However, a full meal can only be provided if awards are a component of the day.

**Draft FY2011 Business Plan** (see *Business Plan for action descriptions*)

- #1: FSA members are not required to take the training. Currently, all NRCS members have taken it.
- #2: FSA and NRCS will be held to the same standards. FSA members will outline their roles and responsibilities in their job description while NRCS will add it to the performance plan (currently only for the Chair and SEPMs). Committee shall review documents and provide feedback to Coleen by November 22, 2010 (extended deadline). Juan and Don will finalize the document. Additionally, all members should become acquainted with the discrimination complaint process Title VI and VII.
- #3: NRCS and FSA will have one document for the CRAC committee. The agencies may change it as needed for personal use.
- #4a-c: NRCS will not participate in job fairs until the budget is solidified. NRCS will continue with career fairs to let people know who we are and what we do.
- #5: Pauline Pare currently sends out a quarterly report to HQ. FSA reports their outreach activities annually through ODUS. Elaine Moceus and Elaine Tremble will work together to develop a report which highlights outreach activities from both agencies. Juan requested that we keep a better record of our outreach activities and what target groups we are working with.
- #6: Civil Rights related articles shall be placed in the Conservation News Briefs. Each issue will have articles from two SEPM's as follows;
  - October: MaryAnne Coffin and Dave Tingley (*completed*)
  - January: Wayne Munroe and Lance Gorham
  - April: Helena Swiatek and Seth Jones
- #7: Dave Tingley suggested that one office be chosen that needs a CR review by both agencies as a trial. The committee will review this action item at the next meeting.
- #8: Juan suggested keeping the standards generic and the business plan more specific. Wayne added that we should "develop and implement an innovative, state-wide blueprint strategy that encompasses target and non-target groups."
- #9: Elaine Tremble has developed a draft poster which did not include FSA members. Elaine Tremble and MaryAnne Coffin will work together to get pictures of all members on the poster by November 30, 2010. Juan and Don will draft a letter to send out to the state.
- #10: Lindsay Hodgman has developed three questions to see if people still want to continue with the Breakfast and Learn sessions. She will send them out to the committee to review.
- #11: This item is to be removed from the business plan since Stephanie Landry is in charge of the program now.
- #12: To be removed until the budget allows.
- #13: FSA members shall be incorporated into Diversity Day as follows:
  - Bangor: Elaine Moceus
  - Lewiston: Elisabeth Isbister
  - Presque Isle: MaryAnne Coffin and Brad Hansen
- #14: Completed
- #15: Completed

The FY2011 Business Plan will be revisited at the next meeting.

**Webpage**

All CRAC members will submit a brief bio for the webpage by January 6, 2011 to Elaine Tremble. FSA members will be included on the NRCS webpage to show a sense of unification.

### **National Bulletins**

The committee has decided to submit the SEPMs for the National Civil Rights Group Award for their efforts on the 2010 Embracing Unity and Diversity Day. Elaine Tremble volunteered to make a first draft and have it reviewed by selected members of the committee; deadline for submission is November 20, 2010.

The National Civil Rights Committee has vacancies open including:

- Black Male
- White Male
- Disability Female
- Disability Male

Those wishing to apply should see the National Bulletin 230-11-3 for more information. Additionally, a collateral duty National Gay, Lesbian, Bisexual and Transgender Emphasis Program Manager vacancy has opened. See National Bulletin 230-11-4 for details.

### **Mentor Program Update**

Stephanie Landry will now be in charge of the mentoring program in Maine. She explained that the program was developed on a national level for knowledge transfer and to enhance employee skills. Maine has teamed up with MA, VT, NH, CT and RI to match criteria for protégés and mentors. Anyone interested in participating should sign-up online.

### **HR Update**

The District Conservationist position in Presque Isle closed November 4, 2010. There is currently a State Forester position open in the State Office and closed December 1, 2010. Juan is also looking at hiring a Fisheries Biologist for a 2-year term position.

Open season for health benefits opened November 8, 2010. HR will be holding two informational sessions in Bangor and Lewiston (November 30, 2010 and December 1, 2010 respectively). FSA and RD employees are invited to attend.

Performance awards are due by November 5, 2010 and extra effort awards are due by November 12, 2010.

HR will represent NRCS at the University of Maine at Orono career fair in January.

### **Outreach Update**

Elaine Tremble noted that the pilot outreach presentation in Houlton was a success; Fort Kent and Presque Isle will have a session in January 2011. It is expected that similar sessions will be held throughout the state in the near future.

All the fairs that NRCS attended were a success. The Ag Trade Show is next and will be held in January in conjunction with FSA and SWCD.

### **FY2011 Meeting Dates**

January 12, 2011 (teleconference)  
March 2, 2011

June 1, 2011  
September 7, 2011