



Utah Civil Rights Advisory Committee Fiscal Year 2009 Accomplishments Report

From the Chair



2009 was a great year for the Civil Rights program in Utah! I am proud of the work the committee did to make the year successful. All members contributed ideas, time and effort that resulted in training for employees and partners, strong outreach and recruitment efforts, and a greater understanding of Civil Rights issues. I invite you to take a few minutes to learn about your Civil Rights Advisory Committee by reading some highlights from 2009. Happy New Year!

- Lisa M. Rice

Third Annual Civil Rights Day

On August 11, 2009, the Civil Rights Advisory Committee hosted the Third Annual Civil Rights Day. Over 150 NRCS employees and 4 partners attended. The event's theme was "Personal and Professional Development." Moderated by Earth Team Volunteer, A.J. Martinez, the event included the following presentations: History of Civil Rights by

Pastor France Davis, Work Life Balance/ EAP by Joanne Browne-Cameron, the Employee Development Program by Teresa Wilde, a Utah NRCS Conservation Showcase by Ron Francis, Civil Rights Training Resources by Travis Thomason, Civil Rights Awards by Lisa Rice, and a Professional Development Series by Ron Davidson, Charlie Frear and

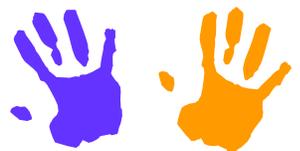
Sylvia Gillen. Planning for the 2010 Civil Rights Day is already underway.



An Equal Opportunity
November, 2009

Inside this issue:

CRAC Sub-committees	2
SEP Accomplishments	3
Thank You Ron Francis	3
National Review	4
Nat'l AIAN Male Rep	4
New GLBT SEPM	4
Coming up in 2010	6
Did You Know?	6
Civil Rights Links	6
Meeting Schedule	6
About the CRAC	7
CRAC Membership	7



Civil Rights Advisory Committee Sub-Committees

Four sub-committees were established in 2009 to accomplish specific items from the committee's Annual Plan of Operations. The sub-committees were: Training, National Civil Rights Review, Barriers, and Outreach/Recruitment. Some accomplishments are shown below.

Training Sub-committee

The purpose of this sub-committee was to provide effective and informative training on civil rights issues for employees and partners. During FY09 the Training Sub-committee:

- Hosted the 3rd Annual All Employee Civil Rights Day
- Developed a training module called "EEO Complaint Process Title VII"
- Reviewed and updated the training modules in the Civil Rights training library
- Implemented a Civil Rights Training Plan

National Civil Rights Review Sub-committee

This sub-committee was established to analyze the findings of a previous review and provide training in preparation for the 2009 review.

Barriers Sub-committee

The purpose of this sub-committee was to analyze policies, procedures and practices to determine whether they inherently preclude qualified applicants or recipients from equal access to and participation in our programs or employment.

During 2009 the Barriers Sub-committee:

- Researched policy and the process related to STEP/SCEP recruitment, filling, and reimbursement of



student expenses. This work led to the development of a STEP/SCEP Strategy Paper with recommendations for Recruitment, On-boarding, and Retention.

- Researched the availability of on-line training in American Sign Language.

Outreach/Recruitment Sub-committee

This sub-committee was established to implement effective outreach and recruitment activities. In 2009 the Outreach/Recruitment Sub-committee:

- Developed a list of NRCS Utah employees with proficiency in a second language and posted it on the Internet to aid in assisting our non-English speaking customers. The list is available at: www.ut.nrcs.usda.gov/about/language_skills.html
- Created a Utah CRAC exhibit for the Annual RC&D and UACD Convention. Disseminated the Board Diversity Fact Sheet.
- Staffed a NRCS exhibit at the San Juan College Job Days Fair.



Our SCEP/STEP employees at the New Student Orientation

Special Emphasis Program Accomplishments

Asian American Pacific Islander SEPM

- Hosted a booth at the Utah Asian Fair for recruitment and outreach
- Attended the Asian American and Pacific Islander Conference

American Indian Alaskan Native SEPM

- Obtained participation from the Skull Valley Band of the Goshute on their first Farm Bill contract

Veterans SEPM

- Established 10-Point Veteran Preference Register with Human Resources
- Published articles in the Diversity Times

Disability SEPM

- Provided leadership to the Accessibility Review Team with RD and FSA to conduct reviews of 5 USDA offices and reported findings to the State Food and Agriculture Council

Black SEPM

- Recruited 3 students from Historically Black Colleges and Universities
- Panelist in a Multi-Ethnic Business Conference
- Secured a guest speaker for XLT during Black History Month
- Published recruitment articles in the Diversity Times and campus papers

Federal Women SEPM

- Arranged two traveling exhibits for Women's Suffrage and Black Women's History
- Created a Program Brochure for Federal Women
- Participated in the First Annual Native Women in Agriculture Conference
- Hosted a Conservation Fun Girl Scout Patch Day

Hispanic SEPM

- Attended the National Organization of Professional Hispanic NRCS Employees Conference
- Notified employees of Hispanic Heritage Month and significant events in Hispanic culture.

Thank You Ron Francis, Our Outgoing Veterans SEPM!

Ron Francis served as the Veterans Special Emphasis Program Manager and member of the Utah Civil Rights Advisory Committee for 5 years. During his term Ron created a NRCS Career DVD, incorporated the DVD into school curricula, created a Civil Rights Advisory Committee

brochure and numerous other publications, and worked with the VA to learn about veteran's hiring opportunities.

Thanks, Ron, for your Service and Contributions to our Veterans and the Utah Civil Rights Advisory Committee!



National Civil Rights Review

On August 3-7, 2009, the National Civil Rights Division conducted a review of Utah's Civil Rights Program. The team (see photo) reviewed management of Civil Rights and Equal Employment Opportunity, visited offices, interviewed partners, and surveyed employees.

The result? Utah totally rocked! We were found to be in compliance with 13 review elements and were commended for ten additional items.

Thank you to all employees who worked on updating our 230 files and required posters, coordinated meetings with our partners, provided training on Title VII of the Civil Rights Act, or



informed our managers on how to prepare for the review. We would not have had such a successful review without your hard work!

In the next year, you will see efforts from management and the Committee to complete a Corrective Action Plan that resulted from the review. The plan consists of three required actions and seven recommendations. We appreciate your help for continued success!

National American Indian Alaskan Native Male Representative

In 2009 Nathaniel Todea was selected as the American Indian Alaska Native Male Representative to the National Civil Rights Committee. During the past year, Nathaniel has been actively involved with recruitment activities and has contributed substan-

tially to the identification and resolution of issues related to our student employment programs and tribal relationships. He coordinated NRCS and inter-agency involvement in the AISES Scholarship reading. Nathaniel is currently working on a National

Issue Paper addressing Government-to-Government consultation.



New National Special Emphasis Program for Gay, Lesbian, Bisexual, & Transgender Individuals

On June 4, 2009, Departmental Regulation 4230-002 established a National Departmental Special Emphasis Program for Gay, Lesbian, Bisexual and Transgender Individuals. NRCS responded by cre-

ating a national GLBT SEPM collateral duty position within the agency. The GLBT SEPM will provide leadership and direction for all activities related to the GLBT Special Emphasis Program area.



GLBT Pride Month will be observed in June!

What's coming up in Fiscal Year 2010?

Training:

- 2010 Civil Rights Day
- Develop training modules
- Arrange formal training

Outreach:

- "Serve the Under-served" group project
- Traveling exhibits
- UACD annual conference

Barriers:

- Survey employees to determine barriers
- Investigate awards issues

Administrative:

- Formal application process
- Develop a Civil Rights Strategic Plan
- Presentations at XLT

Recruitment:

- Investigate and recommend improvements to the on-boarding process
- Attend university freshman orientations
- Develop process for mentoring student hires



Did You Know?

Civil Rights Advisory Committee members:

1. Contribute ideas, time and effort that make a difference!
2. Develop critical KSAs such as:
 - Working in Groups
 - Verbal, written and interpersonal skills
 - Creating business plans and budgets
 - Analyzing and interpreting data

Applications for the Committee are due **January 15**. Contact a member for information on how to apply.

Vacancies:

General Member - Area I
General Member - At Large
Veterans SEPM

Civil Rights Links

Utah CRAC webpage

www.ut.nrcs.usda.gov/about/CR/index.html

Utah Outreach Webpage

www.ut.nrcs.usda.gov/about/outreach.html

Utah CRAC Sharepoint site

nrcs.sc.egov.usda.gov/west/ut/cr/default.aspx

National Civil Rights Division

<http://www.nrcs.usda.gov/about/civilrights/>

Have you been waiting for an invitation? Here it is! Join us for a 2010 CRAC Meeting!



February 9 in Ogden

May 11 in Richfield

July 13-14 in Price
(2011 APO - CRAC members only)

August 24 in Ogden

About the Utah Civil Rights Advisory Committee

The Civil Rights Advisory Committee (CRAC) is responsible to the State Conservationist, who serves as the Deputy Equal Opportunity Officer (DEOO). The committee serves the following functions:

- Acts as an advisory body to the DEOO promoting affirmative employment consistent with established goals and objectives.
- Provides feedback on the outreach program, identifies areas of weakness, and makes recommendations for improvement.
- Identifies emerging issues and advises the DEOO and the executive leadership team.
- Makes recommendations regarding policies, practices, and procedures as they affect civil rights within Utah.
- Works to increase diversity and ensure that civil rights and equal employment issues are addressed.



Civil Rights Advisory Committee Membership

Committee Position	Name	Job Position	Location
DEO Officer	Sylvia Gillen	State Conservationist	Salt Lake
Ex-Officio (ASTC-FO)	Kerry Goodrich	ASTC-Field Operations	Ogden
Ex-Officio (Oversight)	Todd Nielson	State Admin. Officer	Salt Lake
Ex-Officio (Human Resources)	Laura Matthews	Human Res. Officer	Salt Lake
Ex-Officio (Outreach)	Marnie Wilson	Outreach Coordinator	Salt Lake
Ex-Officio (NCRC Liaison)	Nathaniel Todea	Hydraulic Engineer	Salt Lake
Chair	Lisa Rice	ASAO	Salt Lake
SEPM - American Indian Alaskan Native	Milton Hooper	Tribal Liaison	Ibapah
SEPM - Federal Women	Marnie Wilson	Outreach Coordinator	Salt Lake
SEPM - Black	Barry Hamilton	ASTC-Field Operations	Price
SEPM - Hispanic	Anthony Steinfeldt	Engineer	Manti
SEPM - Disability	Scott Ferguson	RC&D	Logan
SEPM - Veterans	Vacant		
SEPM - Asian American Pacific Islander	Burke Davenport	Range Mgt Specialist	Tooele
Member - Area I	Vacant		
Member - Area II	Amber Johnson	Soil Conservationist	Manti
Member - Area III	Rhonda Ayala	Admin Assistant	Roosevelt
Member - State Office/Snow Survey	Teresa Wilde	Management Analyst	Salt Lake
Member - At Large	Vacant		
Partner Member (RD)	Rulon Twitchell	Partner	Provo
Partner Member (FSA)	Robin Sadlier	Partner	Salt Lake
Partner Member (UDAF/UCC)	Thayne Mickelson	Partner	Salt Lake
Partner Member (UACD-Rep)	Bill Rasmussen	Partner	Vernal
Partner Member (Extension Service)	Vacant	Partner	

Individuals who have been employed by NRCS for at least one year are eligible for appointment to the CRAC. General members serve a 3 year term and special emphasis program managers serve a 3 to 5 year term.