



Oklahoma Civil Rights Advisory Committee

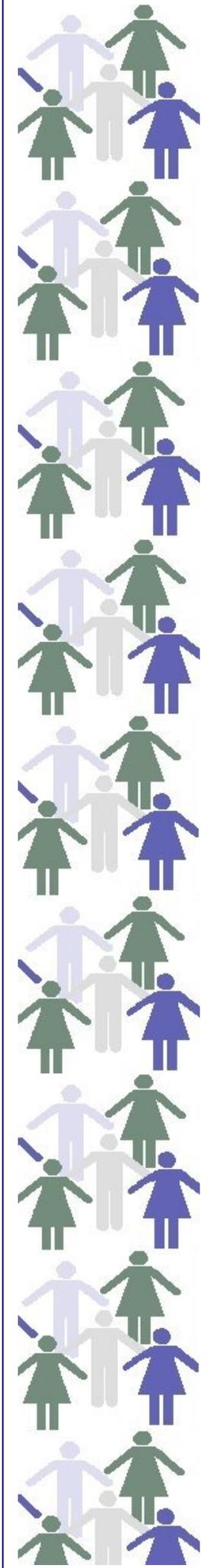
FY 2009 Business Plan

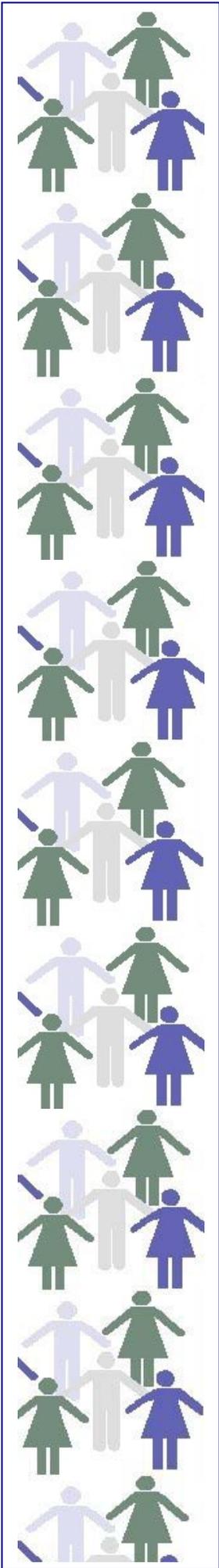
Submitted by:

Approved By:

Chair, Oklahoma
Civil Rights Advisory
Committee

State Conservationist





Our Vision

Productive Lands-Healthy Environment

Our Mission

Helping People Help the Land

Civil Rights Advisory Committee

Our Vision

Equity for People and Programs.

Our Mission

To provide management officials and employees with a vehicle that enhances and fulfills their equal employment and program delivery responsibilities.

NRCS OKLAHOMA STRATEGIC PLAN
Management Initiatives

Goal 1: Oklahoma's workforce will closely resemble the diversity of the Nation's Labor Force and provide an environment free of discrimination.

EQUAL EMPLOYMENT OPPORTUNITY

Action 1: SEPM's will disseminate programs, activities, information and make reports at the quarterly CRAC meetings.

Staff Required: SEPM'S AND CRAC Chair (Lead Person – Chair)

Timeline: September 30, 2009

Action 2: Recognize outstanding efforts of Oklahoma employees in the Civil Rights arena. Each Zone representative will provide one nomination at the August CRAC meeting.

Staff Required: CRAC Zone representatives

Timeline: August 2009

Action 3: Ensure CRAC members are trained within 12 months of their appointments. Training at a minimum should include informal training as well as the two formal trainings of "Role and Responsibilities of the EEO Advisory Committee" and "Managing a Special Emphasis Program".

Staff Required: SEPM's, Chair and Zone representatives (Lead – Chair)

Timeline: September 30, 2009

Action 4: Attend and support recruitment activities such as Career Fairs. Utilize DN-714 and staffing plan to assist in recruitment. Committee will strive to complete 10 such recruitment activities.

Staff Required: SEPM's, Chair and Zone representatives (Lead – FWPM)

Timeline: September 30, 2009

Action 4: Continue, promote and improve the Oklahoma Mentoring Program which will improve retention rates of our younger employees and assist them in becoming productive, long term employees. All needed placements will be made in a timely manner and existing relationships will be monitored for effectiveness. CRAC representative will participate in Student Trainee Introductory Meeting.

Staff Required: CRAC Committee (Lead Person – Chair)

Timeline: September 30, 2009

Goal 2: Ensure that every NRCS office provides service delivery to all customers.

FAIR AND EQUITABLE SERVICE DELIVERY

Action 1: Assist with field office Civil Rights Compliance Reviews. Zone representatives will assist appropriate Program Liaison on 20% of the field office compliance reviews.

Staff Required: Zone Representatives

Timeline: September 30, 2009

Action 2: Produce and maintain communications through Oklahoma's NRCS homepage and provide information to specifically target historically underserved groups. SEPM's will provide updated information to be placed on the web site or linked to a specific site as appropriate.

Staff Required: CRAC Committee (Lead - NAPM -Melanie Oliver)

Timeline: September 30, 2009

Action 3: CRAC committee members will strive to provide information on Title VI and Title VII, workforce diversity, harassment, and workplace violence to employees across the state. Members should also strive to provide information to Conservation District boards on ways to diversify their membership. CRAC members will attend one Zone meeting per year to make presentation as well as provide information to 20% of the conservation boards in their respective zones on board diversification and Title VI responsibilities.

Staff Required: CRAC Committee (Lead - Zone Representatives)

Timeline: September 30, 2009

Action 4: Support Outreach meetings across the state with hopes of increasing program participation by underserved clients. Assist and/or participate in 6 outreach efforts (example: Career fairs at OSU, Langston, Northwestern etc. Also should include state meeting such as Women In Agriculture)

Staff Required: CRAC Committee (Lead - ASTC Programs)

Timeline: September 30, 2009

Action 5: Provide information and training to field office staff on Limited English Proficiency.

Staff Required: CRAC Committee (HIPM – Carri Manley)

Timeline: September 30, 2009