



Civil Rights/EEO in South Carolina



Strom Thurmond Federal Building, location of
the South Carolina NRCS State Office

Plan of Work FY-2010

NRCS SOUTH CAROLINA
CIVIL RIGHTS ADVISORY COMMITTEE

National Civil Rights Mission Statement

To facilitate the fair and equitable treatment of USDA customers and employees while ensuring the delivery and enforcement of civil rights programs and activities.

Guiding Principles:

We value our employees and customers and believe in the strength of diversity. We are committed to treating both with dignity and respect. We listen and learn. We take pride in our abilities and are dedicated to contributing to the success of NRCS. We encourage and reward creativity and teamwork. We are open and honest, holding ourselves accountable and possessing the highest level of integrity. We identify the needs and expectation of our customers and provide quality and timely products and services.

South Carolina Mission Statement



The purpose of the Civil Rights Advisory Committee is to assist management in achieving civil rights and equal opportunity objectives, goals, and responsibilities in the Natural Resources Conservation Service (NRCS) in South Carolina.

PREFACE

The Civil Rights Committee supports the affirmative action program, civil rights, and program delivery in the State of South Carolina.

The Civil Rights Committee is responsible for:

Assisting in evaluation of the Civil Rights program in the state; identifying areas of weakness; identifying current civil rights issues requiring attention by the State Conservationist; and making recommendations to the State Conservationist to increase the overall effectiveness of the Civil Rights program in South Carolina.

Reviewing the State's Affirmative Employment Program Report as it relates to federal employment and making recommendations to maintain and improve the diversity of our workforce in South Carolina.

Providing the communication link through which NRCS employees can bring matters to the attention of management.

Developing the Civil Rights Plan of Work and scheduling regular meetings to review progress of the plan.

The Civil Rights Committee is selected to ensure representation from various grades, disciplines, and workforce diversity. Nominations for appointments may come from Committee members and the State Leadership Team. The State Conservationist makes the appointments.

The Civil Rights Committee meets bi-monthly starting in October of every year.

ANTRON WILLIAMS
Civil Rights Committee Chairperson

KEISHA BROWN
Acting State Conservationist

Civil Rights Committee Members:

Antron Williams, Chairperson
Ruthie Davis, Vice-Chairperson & BEPM
Myra Jones, Secretary & FWPM
Odessa Armstrong, Treasurer & MAL
Brad Poston, MAL

Jayson Mas, HEPM
Marty Bright-Rivera, DEPM
Daniel Cabaniss, AIANPM
Elyse Benson, APIEPM

Advisors:

Kim Johnson, Title VII Advisor
Amy Maxwell, Outreach Advisor & 1890's Liaison Advisor
Kellee Melton, Title VI Advisor

**SOUTH CAROLINA
CIVIL RIGHTS COMMITTEE
FY-2010 PLAN OF WORK**

	<u>Page</u>
Objective 1 - ENHANCE and PROMOTE USDA-NRCS Civil Rights Program and Equal Opportunity in South Carolina	5, 6, 7
Objective 2 - PROVIDE Adequate Civil Rights Training to Committee Members	8
Objective 3 - PROVIDE Opportunity for Special Emphasis Program Program Managers to Assist with Outreach	9,10
Objective 4 - ASSIST in Providing Title VI and Title VII Training to Field Offices	11

OBJECTIVE 1: Enhance and Promote USDA-NRCS Civil Rights Program and Equal Opportunity in South Carolina.

<u>Action Items</u>	<u>Responsibility</u>	<u>Begin</u>	<u>End</u>	<u>Complete</u>
1. Review and document progress of CR Plan of work quarterly and update as needed.	CR Com Jones	10/09	9/10	
2. Assist in conducting Civil Rights Reviews in field offices, evaluating the strengths and weakness of the state wide civil rights program delivery. Specifically, every CRC member will assist in conducting at least one review during their term on the CRC. A committee member may decide to further attend one review each year.	PAS/Outreach Coord. CR Com SEPMS	10/09	9/10	

Tentative Schedule of Reviews:

<u>Location</u>	<u>Completion Dates</u>	<u>CRC Member To Attend</u>
Catawba Watershed	September 30, 2010	Brad Poston
Wateree Watershed	September 30, 2010	Ruthie Davis
Saluda Watershed	September 30, 2010	Myra Jones

3. Maintain working relationship with personnel at the SC Department of Vocational Rehabilitation.	DEPM HR	10/09	9/10	
4. Update EO/CR poster and distribute to all offices.	CR Com PAS/Outreach Coord.	12/09	5/10	
5. Assist State Leadership Team in recruiting a diverse workforce and carrying out annual recruitment goals, as well as participating in special events, such as career days and job fairs targeted for the recruitment of minorities. <ul style="list-style-type: none"> a. 1890s Universities: Amy Maxwell b. Land Grant College: AST C(O) c. All Colleges, Universities and Training Facilities as the opportunities arise: All SLT & Staff 	ASTC for Operations CR Com SEPMS	10/09	9/10	
6. Host an NRCS Cultural Awareness Training event for employees with information on diverse cultures and promotes acceptance, open-mindedness, and understanding among employees.	CR Com CDDC	10/09	9/10	
7. Identify Hispanic/Asian applicants when recruiting.	HEPM/APIEPM HR	10/09	9/10	

OBJECTIVE 1 (CONT.): Enhance and Promote USDA-NRCS Civil Rights Program and Equal Opportunity in South Carolina.

<u>Action Items</u>	<u>Responsibility</u>	<u>Begin</u>	<u>End</u>	<u>Complete</u>
8. Prepare an annual Civil Rights Accomplishments Report and send to all employees via email.	Chair, CR Com	10/09	9/10	
9. Prepare an annual presentation to SLT to review the accomplishments of CRAC.	Chair, CR Com	8/10	9/10	
10. Provide quarterly reports to NRCS Civil Rights Division on the accomplishments of CRAC.	Chair, CR Com	3/10	9/10	
11. Finalize CRC meeting minutes and post to SC NRCS Civil Rights Committee webpage at http://www.sc.nrcs.usda.gov/civil_rights.html	Jones Williams	10/09	9/10	
12. Solicit nominations for FY 10 State Outreach Award to be presented during Cultural Awareness Training.	STC CRC Chair	3/10	5/10	
13. Maintain CRC website with current meeting minutes, current SEPM and CR members contact information, and other relevant/timely CR info.	CR Com PAS/Outreach Coord.	10/09	9/10	
14. Provide information for distribution to each service center for placement in public areas promoting Women's History Month.	FWPM	3/10	3/10	
15. Request voluntary information on disabilities and accommodation needs for current workforce.	DEPM	10/09	9/10	
16. Attend the Perspectives of Employment Of Persons with Disabilities Conference.	DEPM	12/10	12/10	
17. Ensure that new and beginning farmers, and socially disadvantaged/limited resource producers have access to information to help them utilize NRCS technical/financial assistance and new farm bill programs.	PAS/Outreach Coord.	10/09	9/10	

OBJECTIVE 1 (CONT.): Enhance and Promote USDA-NRCS Civil Rights Program and Equal Opportunity in South Carolina.

<u>Action Items</u>	<u>Responsibility</u>	<u>Begin</u>	<u>End</u>	<u>Complete</u>
18. Send letters to each Tribal Chief.	AIANPM	1/10	3/10	
19. Attend American Indian/Alaskan Native Employee Assistance Training Conference.	AIANPM	7/10	7/10	
20.. Attend the Annual American Indian Southeastern Regional Outreach Workshop.	AIANPM	10/09	10/10	
21. Participate in monthly teleconferences with Southeastern Regional Work Group.	SEPMs	10/09	10/10	
22. Promote the observance of designated special emphasis months through the distribution of informational material to all employees.	SEPMs	11/09	11/10	
23. Serve on the Regional American Indian Workgroup.	AIANPM	10/09	9/10	
24. Attend annual NRCS FWP training.	FWPM	3/10	3/10	
25. Provide mentoring materials to individuals willing to serve as mentors.	Johnson	10/09	9/10	

OBJECTIVE 2: Provide Adequate Civil Rights Training to Committee Members.

<u>Action Items</u>	<u>Responsibility</u>	<u>Begin</u>	<u>End</u>	<u>Complete</u>
1. Train new committee members as needed. EEO for Advisory Committee Members Training: By USDA Graduate School – “Roles and Responsibilities for EEO Advisory Committee Members” - Atlanta, GA	HR Chair, CR Com	8/10	8/10	
2. Provide updated sexual harassment information to the field.	FWPM	12/09	9/10	
3. Provide continuing education for CR committee members as needed/requested.	HR Chair, CR Com	1/10	9/10	

OBJECTIVE 3: Provide Opportunity for Special Emphasis Program Managers to Assist in Outreach.

Action Items	Responsibility	Begin	End	Complete
1. SEP managers will write an annual plan of work for their specific areas.	SEPMs	11/09	1/10	
2. SEP managers to attend annual SEPM conferences.	SEPMs	10/09	9/10	
3. Assist Outreach Coordinator with preparation and/or presentation at South Carolina conventions, conferences, field days and other professional activities as requested.	SEPMs	12/09	9/10	
4. SEPMs and committee members will write an article on special emphasis programs, CR issues and other items of concern, to be included in <u>each</u> issue of <i>Current Developments</i> .	CR Com Advisors	10/09	9/10	
Feb: BEPM	Davis			
Mar: FWPM	Jones			
Apr: Outreach	Maxwell			
May: 1890's	Maxwell			
May: APIEPM	Benson			
Jun: EEO	Johnson			
Aug: CAD	????			
Sept. HEPM, AIANPM	Mas, Cabaniss			
Oct: DEPM	Bright-Rivera			
5. Subscribe to a minority news publication.	BEPM	12/09	4/10	
6. SEPMs serve on state, regional and national Committees to discuss issues and concerns in their special emphasis areas.	SEPMs	10/09	9/10	
7. Prepare calendar of events for Black History Month in February and Women's History Month in March.	BEPM FWPM	2/09	3/08	
8. Provide counseling to employees identified as disabled to determine if they are eligible for accommodation.	DEPM HR	10/08	9/09	
9. Survey the state and get success stories of people with disabilities and share them with the rest of the state.	DEPM	1/09	9/09	

OBJECTIVE 4: Assist in Providing Title VI and Title VII Training to Field Offices.

<u>Action Items</u>	<u>Responsibility</u>	<u>Begin</u>	<u>End</u>	<u>Complete</u>
1. Assist in civil rights training as needed/requested.	CR Com	11/09	9/10	
2. During FO Civil Rights Reviews ensure that there is written evidence and conduct external customer interviews for verification that Title VI and Title VII guidelines are carried out.	CR Com PAS/Outreach Coord.	10/09	9/10	