

# Natural Resources Conservation Service

## Idaho Civil Rights Committee

### FY 2012 Business Plan

Goal 1: Promote and active, visible, and accessible civil rights committee

Objective 1.1 - Increase employee awareness of Civil Rights committee roles and responsibilities

Action Item	Team Member	Time Frame	Accomplished
1 Invite all employees to CR committee meetings in the attending commuting areas and/or teleconferences (with supervisor approval) .	All Committee Members	10/1/2011-9/30/2012	
2 Ensure Civil Rights webpages and Idaho Sharepoint Civil Rights section is up to date.	All Committee Members/ Chair	10/1/2011-9/30/2012	
3 Post CR meeting minutes and make available to all employees on CR sharepoint.	Chair/ Secretary	10/1/2011-9/30/2012	
4 Submit monthly Civil Rights Articles and add to each newsletter. Provide announcement to all employees giving them an opportunity to add civil rights related article to the newsletter.	All Committee Members/ Outreach Coordinator	Monthly	
5 When planned, attend and actively participate in all employee Area, Field Office, division, state office and leadership team meetings, as feasible to discuss Civil Rights programs and offer assistance.	Division Representatives/ All Committee Members	10/1/2011-9/30/2012	
6 Advertise and award Idaho CRC Special Recognition Awards for Excellence in Supervision and Together is Better.	All Committee Members/ Chair	10/1/2011-2/1/2012	
7 Review handouts, "Suggested Activities to Increase Awareness of Civil Rights/EEO", and "I Want to be Outstanding." Make changes and update as necessary.	Sub-Committee (Mary Goode, Howard Johnson, Steve Keller)	10/1/2011-9/30/2012	
8 Make informal contact with new employees.	Division and State Office Representatives	10/1/2011-9/30/2012	

Objective 1.2 - Increase knowledge of Civil Rights to current committee members

Action Item	Team Member	Time Frame	Accomplished
1 Attend a National NRCS Civil Rights Committee meeting and bring back action items to improve CR committee knowledge of national activities.	All Committee Members	10/1/2011-9/30/2012	
2 Provide training resources to new CR Committee members and add training packet to Idaho Sharepoint site.	Chair/ Exiting Committee Members (Ryan Clayton, Frank Gariglio, Dinah Reaney)	10/1/2011-9/30/2012	

Goal 2: Provide State Conservationist with information and recommendations regarding the Idaho Civil Rights program

Objective 2.1 - Ensure national report deadlines are met with requested information

Action Item	Team Member	Time Frame	Accomplished
1 Contribute info for the ¼ CR report. Coordinate with Supervisor's to capture Civil Rights activities in Idaho.	All Committee Members	1/14/2012, 4/27/2012, 6/22/2012, 9/23/2012	
2 Develop a business plan and submit to the State Conservationist for FY2012.	All Committee Members/ Chair presents to STC	10/1/2012-10/30/2012	

Objective 2.2 - Provide feedback on issues requested by the State Conservationist

Action Item	Team Member	Time Frame	Accomplished
1 Participate in Civil Rights Field Office reviews as feasible. Make suggestions for improvements and review process as needed.	All Committee Members	10/1/2011-9/30/2012	
2 Review Cultural Transformation Initiative and provide feedback to the SCT.	All Committee Members	10/1/2011-9/30/2012	

Goal 3: Increase diversity in the Idaho NRCS workforce through recruitment, retention, and outreach to help reach the objectives of the CR report.

Objective 3.1 - Improve diversity in all positions and grade levels

Action Item	Team Member	Time Frame	Accomplished
1 Participate and Coordinate Career Fairs, Professional Society Meetings, and Community Events.	Deborah Howerton/ Division Representatives	10/1/2011- 9/30/2012	
2 Evaluate and distribute tools for recruitment events.	Deborah Howerton/ All Committee Members/ Outreach Coordinator	10/1/2011- 1/31/2012	
3 Promote Earth Team program for underserved groups .	All Committee Members/ Outreach Coordinator/ Volunteer Coordinators	10/1/2011- 9/30/2012	

Goal 4: Program Delivery (Title 5)

Objective 4.1 - Assist field offices with program delivery

Action Item	Team Member	Time Frame	Accomplished
1 Research and develop 230 file guidance to assist field employees in identifying ways to reach out to underserved or non-traditional producers. Post tools on Idaho Sharepoint site and in newsletter.	All Committee Members/ Outreach Coordinator	10/1/2011- 9/30/2012	
2 Provide Civil Rights training information for District Conservationist's to present to SCD Boards.	Lindsay Markegard/ Distributed by Division Representatives	10/1/2011- 9/30/2012	

Ongoing Activities: Activities identified as part of position requirements that will be completed annually.

Action Item	Team Member	Time Frame	Accomplished
1 Promote and coordinate SEPMS special observances with employees and partners.	SEPMS	Ongoing	
2 Identify and advertise pending vacant CR Committee/SEPMS positions for overlap with outgoing person.	Deborah Howerton/ Assigned as per Committee Chair	Ongoing	
3 Participate in State Civil Rights review as scheduled and requested.	Geno Bulzomi (SAO)/ All Committee Members	Ongoing	
4 Provide written progress reports to the State Conservationist (end of year). Include copies to the National SEPMS and Idaho sharepoint.	SEPMS	9/30/2012	
5 SEPMS serve as Liaison between Regional/National Program Managers and State Leadership Team on SEPMS objectives and activities at National and State Levels	SEPMS	Ongoing	
6 Identify barriers and make recommendations to the State Conservationist to address barriers for recruitment and retention.	SEPMS	Ongoing	

Certification of the Idaho Civil Right Committee's Business Plan of operations.

Civil Rights Committee Chair:



Date: 12/13/11

State Conservationist:



Date: 12/10/11