



IOWA
Civil Rights Advisory Committee

Business Plan
FY 2014

Submitted By:

Approved By:


Nancy Montoux

Chair, Iowa Civil Rights
Advisory Committee

9/27/2013

Date

Ray T. Har

State Conservationist

9/30/13

Date

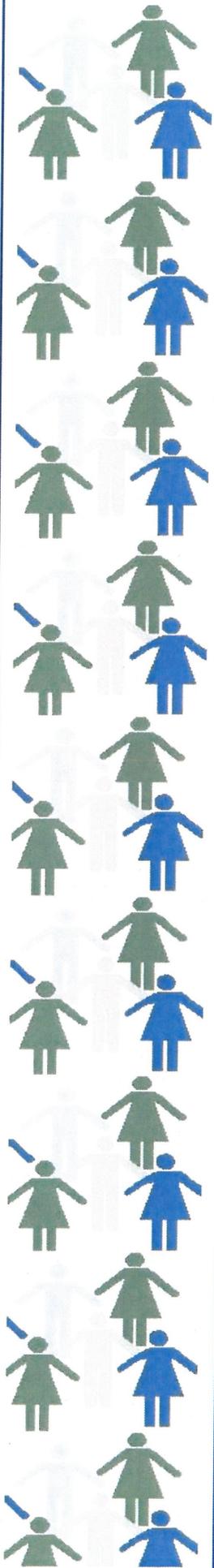


CIVIL RIGHTS ADVISORY COMMITTEE

The Iowa NRCS CRAC focuses on providing counsel and recommendations to the State Conservationist and provides support, information, and education to all employees on matters related to equal employment opportunity and program delivery in Iowa NRCS.

□□□□□□ Our Vision □□□□□□
Welcome, Value, and Celebrate Diversity

□□□□□□ Our Mission □□□□□□
Communicate, Educate, and Advocate
For Equal Opportunity in
Employment and Program Delivery



Objective 1: Promote Employee Awareness of Cultural Diversity and Cultivate Employee Interest in CRAC and SEPM's roles.

Goal 1: Ensure that all employees are aware of the importance of cultural diversity and how it relates to their job performance.

Action Items	Responsible Person(s)	Completion Date	Comments
1. Plan and organize one activity (e.g., speaker, etc.) for each respective emphasis month	Disability/Vet SEPM Native Am SEPM Black SEPM Women SEPM AAPIO SEPM LGBT SEPM Hispanic SEPM	October '13 November '13 February '14 March '14 May '14 June '14 Sept '14	
2. SEPMS present at one Area meeting a year *	SEPMS	9/30/14	
3. Area Representative will present at other Area Meetings at least once a year.	Area Representatives	9/30/14	
4. Submit one article per fiscal year to the "Iowa Current Developments" newsletter regarding their Special Emphasis Program on a diversity topic/subject	Chair and SEPM's	9/30/14	
5. Provide information to Chair on Diversity Day topics	SEPM's and Area Representatives	12/30/14	
6. Submit one article for the Crossroads of Diversity newsletter.*	SEPM	9/30/14	

*Date of Publication	Articles Due	SEPM's Responsible
January	December 31, 2013	LGBT & Black
April	March 31, 2014	Hispanic & AAPIO
July	June 30, 2014	Disability/Veteran
October	September 30, 2014	Federal Women & American Indian

CRAC SharePoint site :
https://ems-team.usda.gov/sites/NRCS_lowa/Civil%20Rights%20Advisory%20Committee/Forms/AllItems.aspx

Objective 2: Advance the Recruitment and Retention of a Diverse Workforce.

Goal # 1: Improve and expand recruitment process to students in target groups.

Action Items	Responsible Person(s)	Completion Date	Comments
1. Review 2014 Recruitment Plan and provide input to HR during 4 th quarter for the 2015 Recruiting Plan.	T. Mootz	09/30/2014	
2. Educate CRAC and SEPM members about requirements for the Pathways Program.	T. Mootz	03/2014	
3. Develop a high school outreach plan for each Area for potential student employment program	SEPM's and Area Reps	3/30/2014	
4. Implement a high school outreach plan for each Area for potential student employment program	SEPM's and Area Reps	9/30/2014	
5. Attend at least one university and community college Career Day/Expo, and Ag Related fairs	SEPM's and Area Reps	9/30/2014	

Goal # 2: Enhance identification and recruitment of target group members for advancement.

Action Items	Responsible Person(s)	Completion Date	Comments
1. SEPM to compile a fact sheet on recruitments sources	Chair and SEPMs	9/30/2014	
2. Assist with the development of the Civil Rights Performance Report	T. Mootz	9/30/2014	

Objective 3: Ensure all NRCS offices in Iowa are Civil Rights Compliant.

Goal # 1: Identify any exceptions to Title VI or Title VII compliance requirements.

Action Items	Responsible Person(s)	Completion Date	Comments
1. Assist and participate in at least one of their Area field office Civil Rights Compliance Reviews.	Area Reps	09/30/2014	
2. Assist and participate in at least one Civil Rights Compliance Reviews.	SEPMs	09/30/2014	
3. Review a summary of Iowa Civil Rights Compliance Reviews completed at Field and Area office.	T. Mootz and CRAC	09/30/2014	
4. Implement 230 file on Share point	Chair and Reps	09/30/2014	
5. Assist in preparation for the National CR Review	SEPM and Area Rep	May 5, 2014	
6. Distribute title VI and title VII cards	Area Reps	03/2014	
7. Participate Accessibility Review	Area Reps	12/30/2014	
8. Develop a CR checklist of field office responsibilities.	Chair	09/30/2014	