

FY2021 Wyoming Civil Rights Advisory Committee (CRAC) Business Plan

The purpose of the Wyoming State Civil Rights Advisory Committee (CRAC) is to serve as an advisor to the Deputy Equal Opportunity Officer (DEOO) of the Wyoming NRCS on employment and program delivery issues. The State Conservationist (STC) of Wyoming NRCS is the DEOO. The CRAC supports a diverse, proficient and skilled workforce, as well as equality of program delivery, and civil rights of employees.

CRAC is responsible for:

- Serving as advisory body to the DEOO, to promote and assist in meaningful and effective affirmative action goals consistent with management objectives to ensure parity, as it's reflected in the MD-715.
- Providing feedback on performance in equal opportunity and civil rights compliance, by identifying areas of strength and weakness, and making recommendations for improvement.
- Identifying emerging areas needing special attention by the DEOO and Special Emphasis Program Managers.
- Making recommendations to the DEOO regarding policies, practices, and procedures as they affect equal opportunity in Wyoming NRCS.

Strategic Goal:

Make Wyoming NRCS a model of inclusion by informing and equipping staff with the tools they need to ensure EEO and equality are being extended to our employees, potential employees, producers, and partners by developing strategic outreach procedures.

Title VII – Equal Employment Opportunity (EEO)

Objective 1:

Promote civil rights among NRCS Wyoming staff by upholding an active, relevant, and accessible Civil Rights Advisory Committee.

Action Item #	Description of Action Item	Start Date	End Date	Person(s) Responsible	Objective	Date of Accomplishment and Supporting Documentation
1	Provide civil rights training in conjunction with state trainings and meetings, as well as through brief updates.	1/1/2021	9/30/2021	CRAC	Provide civil rights trainings and updates at meetings and trainings around the state. Keep staff aware of civil rights issues with brief, practical updates.	
	Method	Coordinate with LT to present pertinent information during Conservation Connection Meetings. Maintain contact with ACs and Training Officer to schedule agenda items during area/state trainings and meetings. Disperse other written material to the state thru the Wyoming Update or email, as needed.				
2	Develop and host an annual cultural diversity event.	1/1/2021	9/30/2021	CRAC Diversity Event Subcommittee	Increase employee awareness and appreciation for different cultures.	
	Method	Coordinate with ASTC – Management & Strategy to plan and schedule an annual civil rights event provided to the state.				
3	Continue to utilize the Welcome Packet for new WY NRCS employees and implement a new Onboarding Guide.	1/1/2021	9/30/2021	At Larges Chair/ Co-chair LT	Provide aid for onboarding employees adjusting to small town Wyoming life, NRCS culture, and their new position.	
	Method	Communicate with LT to acquire names of onboarding employees. At-Large or Chair/Co-chair will visit or contact onboarding employees during their first week.				
4	All new CRAC members will receive informal training with the Chair and formal training at the earliest available opportunity.	1/1/2021	9/30/2021	ASTC – M&S Chair DEOO	Ensure new members are trained properly in civil rights and their roles and responsibilities as a member of CRAC.	
	Method	Within the first month of a member being appointed, the Chair will provide informal training, either virtually or in person. CRAC will identify and budget for new members to attend SEPM Training, Roles and Responsibilities training, and any other pertinent trainings, including AgLearn, as soon as practical following their appointment.				

Objective 2:

Promote and enhance NRCS civil rights and EEO in Wyoming by creating an environment that supports and encourages opportunity for all employees and prospective employees.

Action Item #	Description of Action Item	Start Date	End Date	Person(s) Responsible	Objective	Date of Accomplishment and Supporting Documentation
1	Implement the State Outreach Plan to strategically outreach and provide education on NRCS employment opportunities.	1/1/2021	9/30/2021	CRAC ASTC – M&S Public Affairs Specialist Other NRCS Staff	Ensure, to the best of our ability, all people are aware of NRCS employment opportunities and are encouraged to apply.	
	Method	Contact and build professional relationships with job counselors, teachers and university faculty in order to increase awareness of NRCS jobs and career paths. Develop contacts in new and diverse locations to reach new audiences. Refer to the State Outreach Plan for additional guidance and utilize the Outreach Contact List to distribute information. Record efforts on the state outreach log on Wyoming SharePoint.				
2	Wyoming Civil Rights Employee Award: Form a subcommittee to set up criteria and encourage nominations.	1/1/2021	9/30/2021	DEOO CRAC Awards Subcommittee	Recognize outstanding civil rights, outreach, and/or equal opportunity accomplishments of individuals or teams in NRCS each year.	
	Method	Develop a subcommittee and a process for employees to submit nominations for NRCS individuals and/or teams to be recognized and awarded. Nominations will be received, and winner(s) selected, by CRAC. The DEOO will determine the award (spot or cash award thru EmpowHR).				
3	Recruitment, especially in areas where Wyoming is not meeting parity, according to the MD-715.	1/1/2021	9/30/2021	CRAC ASTC – M&S Other NRCS Staff	Extend recruitment and potentially identify new communities for recruitment to ensure Wyoming NRCS is meeting parity.	
	Method	Continue recruitment efforts for Wyoming NRCS. CRAC will review the MD-715 report and identify gaps. If needed, CRAC will attempt to identify new communities for recruitment. Record efforts on the state outreach log on Wyoming SharePoint.				
4	Analyze FEVS results and develop remedial actions.	1/1/2021	9/30/2021	CRAC DEOO LT	Analyze FEVS results and develop actions to address deficiencies identified with the survey.	
	Method	DEOO will provide CRAC with the results from the FEVS. CRAC will review the results to identify deficiencies and develop an action plan to address them.				

Title VI – Programs

Objective 1:

Promote equality for customers and program delivery for NRCS in Wyoming.

Action Item #	Description of Action Item	Start Date	End Date	Person(s) Responsible	Objective	Date of Accomplishment and Supporting Documentation
1	Identify new ways to reach a diverse customer base in WY.	1/1/2021	9/30/2021	CRAC DCs REE-NASS	Reach and identify new populations of people to educate about NRCS and our programs.	
	Method	Collaborate to identify new and diverse groups in Wyoming and establish a relationship for program outreach. Request county demographic data annually from REE-NASS, and provide it to each field office for analysis. Refer to the State Outreach Plan for additional guidance. Record efforts on the state outreach log on Wyoming SharePoint.				
2	Develop resources and training to assist field office staff with upholding civil rights compliance in program delivery.	1/1/2021	9/30/2021	CRAC	Equip field office staff with the best set of tools and resources to conduct NRCS programs in compliance with civil rights activities.	
	Method	Provide civil rights compliance assistance, training, and resources to NRCS staff, as needed.				

Approved:

Sydney Burek, CRAC Chairperson Date

CRAC Co-Chairperson Date

Astrid Martinez, State Conservationist Date