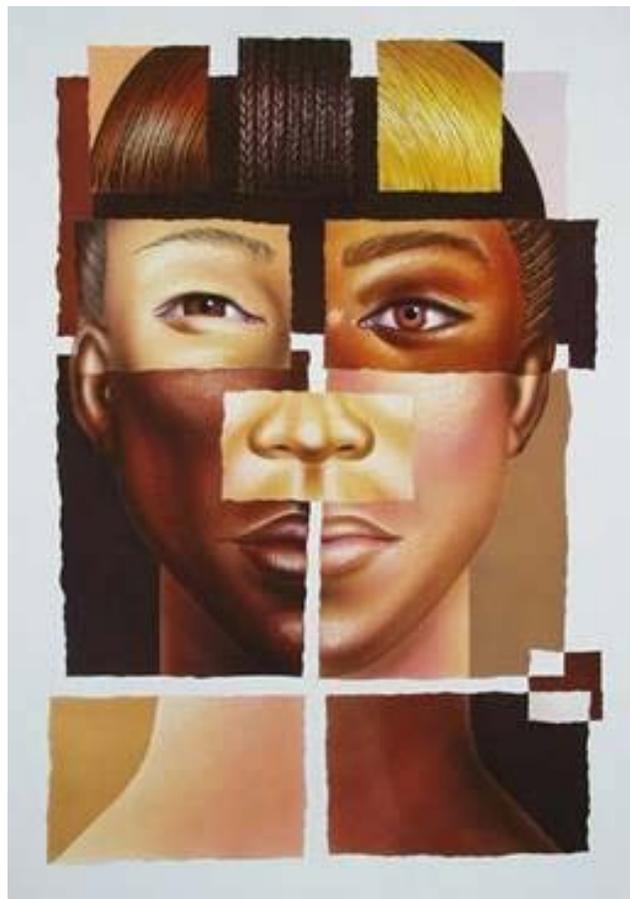


North Carolina

State Civil Rights Committee



2010

Annual Plan of Operations

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.

NORTH CAROLINA CIVIL RIGHTS COMMITTEE GUIDING PRINCIPLES

The North Carolina State Civil Rights Committee believes in the strength of diversity and the value of maintaining a positive attitude in the workplace and in our relationship with fellow employees and our customers. We are committed to treating both with dignity and respect, and have made it a priority to both listen and learn.

PREFACE

The State Civil Rights Committee supports the affirmative action program as well as civil rights in outreach activities and program delivery.

The Civil Rights Committee is responsible for:

- Assisting in evaluation of the Civil Rights program within 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.
- 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 North 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.
- Developing an annual Cultural Celebration Day to celebrate the diversity of North Carolina and our customers.

The Civil Rights Committee is selected to ensure representation from various grades, disciplines, and workforce diversity.

The Civil Rights Committee will meet on the following tentative schedule:

1 st Quarter	October 14-15, 2009	Raleigh, NC
2 nd Quarter	February 24-25, 2010	Raleigh, NC
3 rd Quarter	May 12-13, 2010	Asheville, NC
4 th Quarter	TBD	TBD

CIVIL RIGHTS COMMITTEE MEMBERS

NAME	ADDRESS	CONTACT INFORMATION
<i>Tiffany Smith</i> Chair Black Emphasis Program Manager	USDA-NRCS 155 Hilliard Avenue, Suite 201 Asheville, NC 28801	(828) 254-0916 x 131 tiffany.smith@nc.usda.gov
<i>Jane LaBounty</i> Civil Rights Committee Advisor State Administrative Officer	USDA-NRCS 4407 Bland Road, Suite 117 Raleigh, NC 27609	(919) 873-2172 jane.labounty@nc.usda.gov
<i>Stuart Lee</i> Asian American/Pacific Islander Emphasis Manager	USDA-NRCS 4407 Bland Road, Suite 117 Raleigh, NC 27609	(919) 873-2107 stuart.lee@nc.usda.gov
<i>Kara Cassels</i> Vice Chair Veterans & Disability Emphasis Program Manager	USDA-NRCS 589 Raccoon Road, Suite 203 Waynesville, NC 28786	(828) 452-2741 x 3 kara.cassels@nc.usda.gov
<i>Dana Ashford-Kornburger</i> Federal Women's Program Manager	USDA-NRCS 208 Malloy Street Goldsboro, NC 28734	(919) 751-0976 dana.ashford@nc.usda.gov
<i>Jeremy Roston</i> Hispanic Emphasis Program Manager	USDA-NRCS 440-A Caton Road Lumberton, NC 28360	(910) 739-5478 x 116 jeremy.roston@nc.usda.gov
<i>Tim Garrett</i> American Indian/Alaska Native Program Manager	USDA-NRCS P.O. Box 1230 Waynesville, NC 28786	(828) 452-2519 tim.garrett@nc.usda.gov
<i>Glenn Carson</i> Area 1 Representative	USDA-NRCS 225 Valley River Avenue, Suite J Murphy, NC 28906	(828) 837-6417 x 3 glenn.carson@nc.usda.gov
<i>Randy Blackwood</i> Area 2 Representative	USDA-NRCS 847 Curry Drive Asheboro, NC 27205	(336) 629-4449 x 3 randy.blackwood@nc.usda.gov
<i>Richard Brooks</i> Area 3 Representative	USDA-NRCS 2736 NC Highway 210 Smithfield, NC 27577	(919) 934-7156 x 3 richard.brooks@nc.usda.gov
<i>Sue Glover</i> District Employees Representative	Wilson SWCD 1806 Goldsboro Street, SW Wilson, NC 27893	(252) 237-5147 x 3 Sue.Glover@nc.nacdnet.net
<i>Bill Dunlap</i> Division of Soil and Water Conservation Representative	NC Division of Soil & Water Conservation 225 Green Street, Suite 714 Fayetteville, NC 28301	(910) 433-3398 bill.dunlap@ncdenr.gov

North Carolina

Civil Rights Committee

FY 2009: Plan of Operations

Objective 1	Enhance And Promote USDA-NRCS Civil Rights Program And Equal Opportunity
Objective 2	Provide Adequate Civil Rights Training to Committee Members
Objective 3	All Employee Meeting
Objective 4	Outreach Efforts by Area

Objective 1

Enhance And Promote USDA-NRCS Civil Rights Program And Equal Opportunity

ACTION ITEMS

RESPONSIBILITY

DATE

PROGRESS

Develop Annual Plan of Operations for the following:

State Civil Rights Committee

Chair

10/2009

Completed – Needs Approval from Committee

Black Emphasis (BEPM)

Tiffany Smith

10/2009

Completed

Federal Women's (FWPM)

Dana Ashford-Kornburger

10/2009

Completed

Hispanic Emphasis (HEPM)

Jeremy Roston

10/2009

Completed

American Indian/Alaskan Native (AIANPM)

Tim Garrett

10/2009

Completed

Disabilities/Veteran's Emphasis (DVEPM)

Kara Cassels

10/2009

Completed

Asian American/Pacific Islander (AAPIM)

Stuart Lee

Needs to Complete – Just Appointed as SEPM

Review and Document Progress of Civil Rights Plans Quarterly

All Members

Ongoing

Review AEP Plan with Human Resources

All Members, HR,
CR Advisor

02/2010

Will Complete at 2nd Quarter Meeting

Update EO/CR Membership Poster

Chair

Need to Update

**Needs to be placed on Website*

Place Approved Minutes from Quarterly Meetings on Sharepoint and Website

Chair, CR Advisor, Public
Affairs

Review Bylaws

Chair

02/2010

Completed

Objective 1 Enhance And Promote USDA-NRCS Civil Rights Program And Equal Opportunity, CONT.

ACTION ITEMS	RESPONSIBILITY	DATE	PROGRESS
Nominate Candidate for State Civil Rights Award and National Civil Rights Award (NACD or NRCS) Annually	All Members, Area Committees		
Update Civil Rights Brochure, Website, and Sharepoint	All Members		
Distribute Information Related to Each Special Emphasis Program and Civil Rights to NRCS & Partnership Employees	All Members		
Invite Outreach Specialist to Attend State Civil Rights Meeting	Chair		
Invite State Conservationist to Attend State Civil Rights Meeting	Chair, Advisor		
Attend State Management Team Meetings to Update on CRC Activities	Chair, Advisor		
Provide Committee with Approved FY Budget	Chair, Advisor, State Conservationist		
SEPMS, Area Representatives, SWCD Representative, and Division Representative Provide Report to State Civil Rights Committee Quarterly	All Members		

Objective 1 Enhance And Promote USDA-NRCS Civil Rights Program And Equal Opportunity, CONT.

ACTION ITEMS	RESPONSIBILITY	DATE	PROGRESS
State Committee Assists Area Committees Promote Conservation Partnership Projects That Benefit Underserved Groups Through Media, Placement Of Signs, Etc.	All Members		
Review the following identifiers: Awards, RSNOD, Training	All Members, HR		
Assist in Identifying Trends or Barriers within NRCS and the Partnership and Make Recommendations to the State Conservationist	All Members, State Conservationist		
Publicize NRCS Events/Activities, New Hires, Retirees, Volunteers, And Etc. In Conservation Connection	All Members		
Quarterly Accomplishment Reports from SEPM and State Civil Rights Committee Completed and Distributed to National Leaders	All Members, Advisor		

Objective 2 Provide Adequate Civil Rights Training to Committee Members

ACTION ITEMS

RESPONSIBILITY DATE PROGRESS

Roles and Responsibilities Training for State Committee Members

All Members, Advisor

SEPM Trainings - Based on Budget Allowance

SEPMS, Advisor

SEPM TRAINING	Dates	Location
CRAC		No Training
Black Emphasis (BEPM)		No Training
Federal Women's (FWPM)	March 15-19, 2010	Kansas City, MO
Hispanic Emphasis (HEPM)		No Training
American Indian/Alaskan Native (AIANPM)	March 15-19, 2010	Kansas City, MO
Disabilities/Veteran's Emphasis (DVEPM)		No Training
Asian American/Pacific Islander (AAPIPM)		No Training

Civil Rights Compliance in Program Delivery Training

All Members, Advisor

10/2009

All SEPMS are attending this Training in FY2010

Provide State Civil Rights Notebooks for Each Committee Member

Chair

03/2009

Completed

Objective 3 All Employee Meeting

ACTION ITEMS	RESPONSIBILITY	DATE	PROGRESS
Committee Members Assist in Planning a Civil Rights Training for the All Employee’s Meeting	All Members, Advisor		Proposing Ideas

Objective 4 Outreach Efforts by Area