

Oklahoma Civil Rights Advisory Committee Meeting Minutes
Stillwater State Office Conference Room
February 26, 2009
10:00 a.m.

Present

David Hungerford – Chair
Cleaon Bradford – BEMP
Melanie Oliver – NAEPM
Carri Manley – HEPM
Julie Adams - FWPM
Joy Martin – Zone 1 Rep. (09-11)
Kenneth Hitch – Zone 2 Rep.
Paul Parham – DEPM
Thomas James – Zone 4 Rep
Joined after TSO Meeting
Ron Hilliard – State Conservationist
Jasper Parker – Outreach/Civil Rights
Gilbert Guerrero – Advisor
Guest
Dwight Guy

Not Present

Brandy Pietz-Jones – Zone 3 Rep

Opening Remarks: The February meeting was called to order by David Hungerford at 10:10am.

Review and Approval of Minutes from November 6th, 2008 meeting: The minutes were reviewed and discussed. David stated that the condensed version of the reports were good. Also we are waiting on formatting for the “database” for civil rights reporting. Reasonable accommodation statements for current statement verbiage for minutes are in question. New members of the committee need to MOUs signed. Check on developing a bulletin for Spanish speaking employees that may be willing to be translators. Kenneth H. made a motion to approve the minutes and Joy Martin seconded to accept the minutes. Motion carried.

SEPM /Zone Representative Reports: Discussed the content of the SEPM reports and zone reports. See Attached reports.

Training: David is keeping tract of Civil Rights training for the committee members. Please forward any Civil Right training received to David. The USDA Graduate School trainings that are suggested for civil rights committees, Roles and Responsibilities of the EEO Advisory Committee and Managing a Special Emphasis Program.

Mentorship Program Discussion: David has asked for six month update for Mentors and Mentees. Reports seem to be easy to fill out and take little time. There are courses for mentors on Ag Learn are available.

Business Plan: It has been suggested that our state business plan match up with the national Strategic plan. However, the current format is ready to be approved and signed at this meeting. Kenneth H. moved to approve the business plan for 2009 as is, Paul P. seconded.

Discussion: Julie A. suggested we look at the national formatting for the 2010 plan. David H. is concerned that the national format is not user friendly. We will look at the new format to in November for 2010. We will note updates at the May meeting as we complete action items.

New Business:

Dwight Guy, USDA Liaison at Langston, is working on Agriculture Career Days. He brings different agencies within the USDA to promote careers in agriculture. Hands on career days. There are USDA scholarships available for 1890 colleges, three per college.

Ron Hilliard comments: Thank you for your work. There will be a lot of work coming through stimulus moneys. This will be an opportunity for Oklahoma to shine. Budget is in the black as of now. May be able to hire CIP positions. David asked about training for the committee. Ron stated these trainings are expensive. Oklahoma is looking to have some of these trainings in state to be more efficient. Protect the "Attitude" of fellow employees. Some are more stressed than others.

230 files: Carol Crouch sent a list of what should be in the 230 files. The list will be circulated among the members of the committee.

Spot awards were requested for the member leaving the Civil Rights Committee, Nick Jones and Shelly Oliphant.

Position descriptions: David received a request from Nevada on information for position description that Oklahoma uses for its Civil Rights Committee Members. Committee discussed what was used in Oklahoma. David had responded with this information.

Spanish/English dictionary: Oklahoma is getting 25 copies. Carri M. suggested that we send out a notice that they are available and distribute as we have copies available.

Hosting of National Hispanic Employees Association: Gilbert G. has received information for the solicitation for hosting the meeting in 2010. He is contacting the chamber of commerce for information. Oklahoma will present a packet at the National meeting August 3, 2009. It has been asked that public affairs to develop a video of Oklahoma as time allows.

Career Fair: Human Resources staff has asked for an individual from the committee to assist with the OSU Career Fair.

Asian/Pacific Island Representative: A bulletin will sent out for nominations for this position that has become vacant.

Farm Bill: There will be Farm Bill meetings held by Extension across the state. NRCS is a supporting agency to be available to help as we are available.

Meeting Adjourned: Motion that the meeting be adjourned was made and seconded. Motion passes, meeting adjourned.

Next meeting will be May 19, at 10:30 am at NRCS State Office Conference Room.

**Civil Rights Advisory Committee Meeting
February 26, 2009
Black Emphasis Program Manager (BEPM)
Report**

My three year term as BEPM for Oklahoma started January 1, 2009. In December of 2008 I attended BEPM training at the National Organization of Professional Black NRCS Employees Conference in Atlanta, GA. I thought the training went very well. The training covered the Roles and Responsibilities of BEPM Program Managers.

Also I had planned to have an Ag Career Day on January 8, 2009 in Clinton, Oklahoma but due to the Programs Audit, I decided to cancel and to hopefully reschedule the event for a another date.

Furthermore, on February 18, 2009 I attended a Farm Bill Meeting at the Frisco Center in Clinton, Oklahoma. The meeting was in conjunction with Farmers Credit of Western Oklahoma meeting where 126 people were in attendance. The District Conservationist, Steve Kelley from the Clinton FO informed the people about NRCS programs. Also Jeff Wilson and Vernon Whitney spoke about FSA and their programs.

Currently I am planning an outreach meeting for March 19, 2009 at the Eastside Academy in Clinton, Oklahoma. The goal is to inform the black community about the services we provide. So far I've got the NRCS, FSA, RC+D, Rural Development and possibly ODA to participate in the meeting.

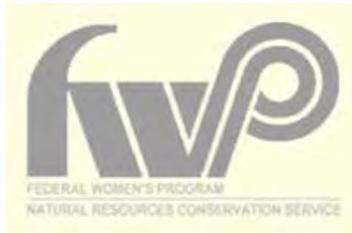
Hispanic Emphasis Program Manager Report
February 26, 2009

- Hispanic Outreach Meeting Held at Kingfisher County
 - Held 11/25/08
 - Six in attendance
 - Presentations on the 2008 Farm Bill given by the NRCS office, FSA office and OSU Extension

- English-Spanish Dictionary from Colorado
 - Oklahoma will be receiving 25 copies at no cost
 - All additional ordering will now have to be conducted through the State Public Affairs Specialist

- First HEPM Teleconference with new National Program Manager
 - Jacqueline Padron

 - Discussion Points
 - She is asking State Conservationists to name a mentoring coordinator for the state
 - We cannot translate contractual documents unless done by a legal translator



Federal Women's Program Manager Report
Submitted by: Julie Adams
February 20, 2008

I sat in on a teleconference with women program managers around the country and the group from NHQ to discuss issues regarding training and our new quarterly report/template. The NFWPM's will hold their national meeting in Sacramento, CA coinciding with the AA/PI conference this year the week of August 17th. The quarterly template was discussed as well as the state business plan template. I'm submitting a copy of the business plan template for our discussion and possible use in 2010.

I have received the poster winner for Women's History Month and will provide poster size plots for each zone so they may display in their offices. And, I will provide any others upon request. We have been asked not to show the poster until March 2nd, 2009. I will also send out the Presidents Proclamation at that time along with other materials of historical significance.

I've sent out an email request asking for dates of significance with which I can attend addressing women's issues. I have not had many responses to date except for the Payne County Women in Ag Conference and the Women in Ag Conference in Norman.

Civil Rights Advisory Committee

Zone II Report

For the period 11/1/2008 to 2/12/2008

Submitted by: Kenneth L Hitch

Events Held

- The Jay Field Office hosted the Southeast Asian American Farmer's Pre-Winter Conference 2008. The conference was held at the Kansas community building and was attended by 32 Hmong producers. District Conservationist, Eric Daniels, and Assistant State Conservationist Jasper Parker participated in the conference.
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- The *Okmulgee Field Office* worked in cooperation with Mvskoke Food Sovereignty Initiative (MFSI). Okmulgee USDA agencies along with the County Conservation District are working with them on outreach efforts. The MFSI has received a grant to develop a natural resource assistance handbook and use a mobile outreach approach. NRCS is supplying them with local NRCS program information for the manual. The outreach effort is for Okmulgee County only this year, but will be expanded to use the RV and resource manuals to outreach all of Creek Nation about USDA programs and services within the next 3 years. On January 22nd Mark Maples, District Conservationist, presented information on the 2008 Farm Bill Programs to a group of Okfuskee County Residents.
 - The *Pryor Field Office* provided information on USDA services to the Mayes County Cattleman's Association Meeting on January 29th. The event was held at the Mayes County Agriculture Center in Pryor Oklahoma. District Conservationist, Kenneth Hitch, continues to participate in the planning and development of the Forestry on the Grow Conference. The conference is hosted by the Ouachita Mountains RC&D and draws attendees from throughout the United States.
 - The *Sallisaw Field Office* worked with the Choctaw Nation, EOSC, FSA, and the LeFlore County Conservation District to hold a pasture improvement seminar at the Choctaw Family Investment Center in Poteau, OK. 160 individuals attended this meeting and received information on pasture improvement, livestock management, and USDA services availability.
 - The *Stillwell Field Office* held a meeting for poultry producers on November 12, 2008. District Conservationist, Andy Inman provided information on Farm Bill programs and assistance available through USDA. The event was held at the Stillwell Technology Center.
 - The *Wagoner Field Office* and the Wagoner County OSU Extension Office had a Pasture Walk December 4, 2008 in Wagoner County. The group that we spoke to is involved with the Heifer International. There were 36 people in attendance from Wagoner, Muskogee, and Okmulgee Counties.
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Civil Rights
Zone 4
Feb. 2009

CR activities at Idabel during the past quarter include:

- 11/6/08 - Public meeting on wetland criteria and definition - 8 people in attendance
- 11/20/08 - Public outreach meeting by USDA agencies on services & programs - 4 people in attendance
- 2/8/09 - Published Services Ad concerning nondiscriminatory delivery of services and programs
- 2/18/09 - Public outreach meeting on programs and services in conjunction with FSA, Choctaw Nation and Eastern State College - 80 people in attendance

Ken Swift
Idabel FO

Team 11 Partnership Report
February 19, 2009



Kaleb Pool, SC, Marietta and Ardmore Field Office gave a presentation on NRCS Programs to a group of 80 people at OSU's Early Spring Roundup. The meeting was held at the Red River Livestock at Overbrook, OK on February 9, 2009. This was the eleventh year for the event. The audience was comprised of landowners and operators from Love, Carter and Marshall Counties. NRCS offices represented at the meeting were from the Marietta and Ardmore offices. Topics discussed during the three nightly meetings were Farm Bill Overview, Carbon Credits, Country of Origin Labeling, Source and Age Livestock Verification, Low Cost vs. High Cost Cow/Calf Producers and Making our Cow Herd Input Dollars Count.



The Sayre F.O. and North Fork Red River Conservation District partnered in an outreach effort during early April. Field office personnel set up an exhibit at the Southwest Oklahoma Farm and Home Expo. This year marked the 25th anniversary that the Expo has been held in Elk City. NRCS utilized two banner displays from LANDCARE to complement the Oklahoma Conservation commission's display promoting the importance of soil. The two day event was well attended and provided an excellent opportunity to communicate the partnership mission.

On March 26, 2009, the Comanche County Conservation District sponsored a booth for the Conservation Day at the Central Mall in Lawton. Several other agricultural groups and businesses sponsored booths to promote conservation and agriculture to the general public. The Lawton FO and Comanche County Conservation District partnered with the US Fish and Wildlife Service to host their 5th annual Natural Resource Journey April 28-May 1, 2009. Over 1051 students from the Lawton area made the "Journey" this year during the 4 day event. Over 35 presenters were on hand at the different stations for the event.

On March 26, 2009, the Cleveland County Conservation District, Farm Service Agency, OSU Extension and the Natural Resources Conservation Service, partnered to host the Women in Agriculture & Small Business Conference entitled, "Empowering Women to Move the World". The event took place at the J.D. McCarty Center in Norman, Oklahoma. District Conservationists Donna Neumeyer and Carol Crouch helped with the event.

Respectively Submitted
Brandy Pietz-Jones