



U.S. Department of Agriculture
Natural Resources Conservation Service

Massachusetts/Rhode Island Civil Rights Committee

BUSINESS PLAN

*FY 2008 — 2009
March 2009 Update*

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Goal 1

Enhance Knowledge of Civil Rights Committee Members on Civil Rights Policies and Laws.

Action	Person Responsible	Due Date	Date Completed
1. Develop and implement a Civil Rights Training Plan for the Civil Rights Committee Members.	AO, STCs	May Annually	Pending revision

Goal 2

Provide Information to Enhance the Knowledge of the Employees in Massachusetts and Rhode Island of Civil Rights Laws and Policy.

Action	Person Responsible	Due Date	Date Completed
1. Identify employee training needs and develop a training plan accordingly.	State Training Officers, STCs, AO	May Annually	Ag Learn – “Reinventing Diversity” Completed January 2009
2. Update Civil Rights webpage.	Michelle Moore	At least every six months.	On-going – latest update 3/09
3. SEPMs will attend at least one National Professional Meeting every three years	SEPMs	At least one every 3 years	WT – 12/07, MM – 12/07, KR – 2/08, PB – 7/08, JN planned in '10, DL check
4. Emphasize NEDS, AgLearn, and USDA Graduate School as sources of Civil Rights training.	AO and HR	On Going	OK

Goal 3

Increase Participation for Targeted Groups in NRCS Procurements.

Action	Person Responsible	Due Date	Date Completed
1. Outreach to minority business groups to give them information on the www.fedbizopps.gov site listing business opportunities with the federal government.	SEPMs	As opportunities arise	Multistate efforts on-going Service Disabled Veteran Owned Small Business, SBA Certified 8a Program Participant, SBA Certified 8a Small Disadvantaged Business (Minority Owned) hired to deliver training in RI 3/23-3/27/09

2. Continue to work with 8A companies when possible.	Contracting Officers	As opportunities arise	See above AO to review quarterly report
3. Monitor profiles of contracted businesses.	Contracting Officers	Annually	Discussed at 3/19/09 CRC meeting need to rephrase this action item as it is unclear to several committee members.

Goal 4

Special Emphasis Programs - Promote and Identify the Special Interests of Protected Groups or Individuals.

Action	Person Responsible	Due Date	Date Completed
1. Develop and distribute emails to all employees on special emphasis events.	SEPMs	Monthly, as appropriate	On going
2. Identify publications needed for different languages.	SEPMs	On going	No special needs identified as of 3/09
3. Document outreach efforts.	STC's	Annually	Quartely outreach reports are also prepared by the PAO
4. Monitor parity.	STCs	Annually	See 3.5 report in PRS
5. Work with the District Conservationists on processes used to outreach to under served communities	ASC for Operations, SEPMs	As opportunities arise	PB to lead discussion with all SEPMs on way to address action items 5 and 6 below.
6. Participate in conferences with under served communities	SEPMs		

Goal 5

Recruitment – Maintain Ongoing Recruitment and Retainment Efforts to Meet Diversity Goals.

Action	Person Responsible	Due Date	Date Completed
1. Implement the current recruitment plan and insure the plan addresses the needs of both states.	STCs, HR Staff, AO	On going	1 Hispanic male was recruited in MA 9/08 1 AA/PI male was recruited in RI 2/09 Other minorities may be recruited as interns in RI for summer '09
2. Train hiring managers on hiring flexibilities.	HR	On going	
3. Retain NRCS employees, make NRCS the employer	HR		4 NRCS employees, including 1 white male, 1 Native American

of choice. Utilize exit interviews determine why employees leave NRCS		male, 1 Asian American female, and 1 female have left MA but 3 out of 4 are doing so to pursue promotion opportunities within the agency
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