

U. S. Department of Agriculture  
Natural Resources Conservation Service



# Louisiana State Civil Rights Committee

**Strategic Plan  
FY 2001- FY 2010**

**Business Plan  
FY 2004**

Submitted by:

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Dexter R. Sapp, Chairperson      Date

Louisiana State Civil Rights Committee

Approved by:

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Donald W. Gohmert      Date

State Conservationist

## Introduction

This multi-year strategic plan and annual business plan was developed by the Louisiana State Civil Rights Committee to enhance the following civil rights initiatives in Louisiana:

- Training
- Program Delivery
- Policy Review
- Special Emphasis Programs
- Diversity in the Workforce

In an effort to maximize resources and enhance special emphasis and outreach activities in Louisiana, these plans also serve as the strategic plan and business plan for the following special emphasis programs:

- Federal Women's Program
- Black Emphasis Program
- Hispanic Emphasis Program
- Native American Emphasis Program
- Asian American/Alaskan Native/Pacific Islander Special Emphasis Program
- Disability Employment Program

# Louisiana Civil Rights Committee Strategic Plan

FY 2001 through FY 2010

## Strategic Issue 1 - Training

Louisiana will have a workforce highly trained in civil rights issues.

The committee will accomplish this by:

- Conducting Annual Civil Rights Training
- Publishing Newsletter/Diversity Publication/Electronic Mail-out of Civil Rights Information
- Conducting Civil Rights Compliance Reviews
- Informing Employees of and Facilitating Training Opportunities

## Strategic Issue 2 - Program Delivery

Clients in Louisiana are aware of programs administered by NRCS.

The committee will accomplish this by:

- Assisting Field Offices Identify Potential Clients and Community Based Organizations
- Assisting Field Offices Conduct Outreach Efforts
- Providing Oversight of Program Delivery
- Continue Building Partnerships With Other Agencies, Groups, or Universities to Provide Program Information to Clients
- Providing Information to Assist the Servicing of a Diverse Client Pool

## Strategic Issue 3 - Policy Review

The civil rights committee will be knowledgeable in the policies and laws concerning civil rights.

The committee will accomplish this by:

- Quarterly Discussions of Section 230 of the General Manual, the Disability Act, Title VI and Title VII, and Other Directives as Appropriate
- Formal Training for Committee Members

## Strategic Issue 4 - Special Emphasis Programs

Programs will be structured so that employees gain a good understanding of

the presence and benefit of a diverse workforce and continuous outreach effort.

The committee will accomplish this by:

- Encouraging All Employees to Participate in Special Emphasis Observances
- Educating Employees on Cultural Differences and Customs
- Providing Information to Assist the Servicing of a Diverse Client Pool

## Strategic Issue 5 - Diversity in the Workforce

The committee will assist the state conservationist in maintaining an active recruitment program to meet diversity goals.

The committee will accomplish this by:

- Assisting With Recruitment of New Employees and Targeting Under-Represented Groups
- Participating in Career Days
- Assisting Potential Applicants With Application Procedures
- Maintaining Contacts with Colleges and Universities to Enhance Recruitment Efforts
- Assist in Development of Affirmative Employment Plan

Revised February 2003

To provide comprehensive training to all employees on civil rights issues.			
<b>Objective</b>	1. Conduct __ field office and _ RC&D office civil rights compliance reviews.	2. Issue quarterly e-mail containing information on various civil rights/equal opportunity/diversity issues.	3. Provide web page support for civil rights program in Louisiana including posting minutes and business plan.
<b>Desired Results</b>	Greater understanding of civil rights issues by committee members and provide individual training to field office employees.	All employees receive civil rights/equal opportunity/diversity information.	Employees and customers will become more aware of the civil rights program in Louisiana.
<b>Product or Service to be Delivered</b>	Training/Quality Assurance	4 e-mails	Web Page
<b>Tool to Measure Impact</b>	Compliance Review Questionnaire Close-out interview Question on Title VI and VII	Number of employees receiving e-mail messages.	Number of visits (hits) to web page.
<b>Standard for Success</b>	All participating employees complete questionnaire. Committee member reports findings of close-out interview at next CR Committee mtg. Office personnel can identify differences between Title VI and VII	All employees receive e-mail messages.	At least 10 visits (hits) to civil rights web page each month.
<b>Time Frame</b>	September 30, 2004	Quarterly	Ongoing
<b>Responsibility</b>	Committee members	1 <sup>st</sup> quarter – Juanita Hoffpauir 2 <sup>nd</sup> quarter – Johanna Pate 3 <sup>rd</sup> quarter – Brett Mann 4 <sup>th</sup> quarter – Vickie Fontenot	Herb Bourque Pat Cole
<b>1<sup>st</sup> Quarter Progress</b>		Juanita Hoffpauir – The Deadly Sins All Federal Employees Should Avoid – 10/03	
<b>2<sup>nd</sup> Quarter Progress</b>			
<b>3<sup>rd</sup> Quarter Progress</b>			
<b>4<sup>th</sup> Quarter Progress</b>			
<b>Cost</b>			

<b>Promote field office participation in program delivery to all clients.</b>			
<b>Objective</b>	1. Provide timely information and assistance to American Indian Tribes	2. Publish community based organization directory on website	3. Assist with three statewide outreach efforts.
<b>Desired Results</b>	Promote field office participation in program and information delivery to American Indian tribes.	Provide the field offices and RC&D offices with a tool to increase distribution of program information in order to reach a larger clientele.	Promote field office participation in program delivery to all clients.
<b>Product or Service to be Delivered</b>	Direct contact	FO & RC&D	Outreach event
<b>Tool to Measure Impact</b>	Number of contacts made by NRCS personnel in Louisiana with American Indian tribe.	Number of hits on the directory.	Number of outreach events. Number of attendees.
<b>Standard for Success</b>	At least 5 contacts with American Indian tribes.	At least 20 queries on the directory.	At least 3 outreach events are conducted. At least 20 people attend each event.
<b>Time Frame</b>	September 30, 2004	September 30, 2004	September 30, 2004
<b>Responsibility</b>	Herb Bourque	Herb Bourque Pat Cole	Herb Bourque Civil Rights Committee
<b>1<sup>st</sup> Quarter Progress</b>			Deer Mgmt Outreach in Parks, LA. Conducted by J. Pitre & T. Johnston – 25 attended
<b>2<sup>nd</sup> Quarter Progress</b>			
<b>3<sup>d</sup> Quarter Progress</b>			
<b>4<sup>th</sup> Quarter Progress</b>			
<b>Cost</b>			

Goal 2

Program Delivery (continued)

Promote field office participation in program delivery to all clients.			
<b>Objective</b>	4. Distribute Title VI and VII information card to new employees.	5. Work with Southern Univ. Coop. Ext. Program, La. Family Farm Tech. Assistance Program, and Southern Univ. College of Ag. Family and Consumer Sciences	6. Monitor parity through Civil Rights Compliance Review Reports.
<b>Desired Results</b>	Employees are able to explain the difference between Title VI and VII.	Ensure program delivery to under-represented groups through partnerships with universities.	Ensure program delivery to under-represented groups
<b>Product or Service to be Delivered</b>	Card	Networking	Civil Rights minutes report status of parity as reported by civil rights reviews.
<b>Tool to Measure Impact</b>	When asked, percentage of employees who can explain the difference between Title VI and VII.	Number of contacts with university and related partners	Parity Reports
<b>Standard for Success</b>	When asked, 95% of employees can explain the difference between Title VI and Title VII.	At least ten contacts per year.	Offices reviewed are in parity
<b>Time Frame</b>	September 30, 2004	September 30, 2004	Quarterly
<b>Responsibility</b>	Barbara Andrus	Herb Bourque	Billy Moore
<b>1<sup>st</sup> Quarter Progress</b>	<u>Cards distributed to new employees hired in first quarter.</u>		Parity discussed at 11/03 meeting
<b>2<sup>nd</sup> Quarter Progress</b>			
<b>3<sup>rd</sup> Quarter Progress</b>			
<b>4<sup>th</sup> Quarter Progress</b>			
<b>Cost</b>			

Enhance knowledge of Civil Rights Committee of civil rights policies and laws.		
<b>Objective</b>	1. Review civil rights laws and regulations at quarterly meetings.	2. A committee member will receive formal training and in turn train other members
<b>Desired Results</b>	Civil Rights Committee members become proficient in civil rights laws and regulations.	Civil Rights Committee members become proficient in civil rights laws and regulations.
<b>Product or Service to be Delivered</b>	Well-trained committee	Well-trained committee
<b>Tool to Measure Impact</b>	Pre- and post-survey of knowledge at quarterly meetings.	Pre- and post-survey of knowledge during training sessions.
<b>Standard for Success</b>	Increase in correct answers from pre- to post-survey.	Increase in correct answers from pre- to post-survey.
<b>Time Frame</b>	September 30, 2004	September 30, 2004
<b>Responsibility</b>	Johanna Pate – 2 <sup>nd</sup> quarter Michael Trusclair – 3 <sup>rd</sup> quarter Sandra Plunkett	To Be Determined
<b>1<sup>st</sup> Quarter Progress</b>	Policy on Section 508 was reviewed	
<b>2<sup>nd</sup> Quarter Progress</b>		
<b>3<sup>rd</sup> Quarter Progress</b>		
<b>4<sup>th</sup> Quarter Progress</b>		
<b>Cost</b>		

Goal 4

Special Emphasis Programs

Promote and identify the special interests of protected groups or individuals.			
<b>Objective</b>	1. Sponsor a A State Conservationist's Award for Outreach to be presented at the annual awards luncheon.	2. Develop a Disability Awareness Month Poster	3. Develop Women's Equality Day Poster spotlighting women in conservation in Louisiana.
<b>Desired Results</b>	An increase in numbers of outreach efforts conducted across the state.	Increased employee awareness.	Positive acceptance of recognition effort.
<b>Product or Service to be Delivered</b>	Award	Poster	Poster
<b>Tool to Measure Impact</b>	Number of outreach efforts conducted and overall impact of efforts	Number of positive comments received regarding poster	Number of positive comments received regarding poster.
<b>Standard for Success</b>	High quality outreach efforts	Positive comments are received.	Positive comments are received.
<b>Time Frame</b>	September 30, 2004	October 30, 2003	August 1, 2003
<b>Responsibility</b>	Dexter Sapp	Johanna Pate Paul Wallace	Pat Cole Sandra Plunkett Herb Bourque
<b>1<sup>st</sup> Quarter Progress</b>	<a href="#"><u>Award presented to Imperial-Calcasieu SWCD at Annual All Employee Meeting, December 17, 2003.</u></a>	Completed	
<b>2<sup>nd</sup> Quarter Progress</b>			
<b>3<sup>rd</sup> Quarter Progress</b>			
<b>4<sup>th</sup> Quarter Progress</b>			
<b>Cost</b>			

Goal 4

Special Emphasis Programs (continued)

**Promote and identify the special interests of protected groups or individuals.**

<b>Objective</b>	4. Distribute Hispanic Month special emphasis materials	5. Distribute Native American special emphasis materials	6. Distribute Asian Pacific American special emphasis materials
<b>Desired Results</b>	Recognition of achievements of Hispanics	Recognition of achievements of Native Americans	Recognition of achievements of Asian Pacific Americans
<b>Product or Service to be Delivered</b>	Special emphasis event information distributed	Special emphasis event information distributed	Special emphasis event information distributed
<b>Tool to Measure Impact</b>	Feedback/Monitoring	Feedback/Monitoring	Feedback/Monitoring
<b>Standard for Success</b>	All employees received information	All employees received information	All employees received information
<b>Time Frame</b>			
<b>Responsibility</b>	Donna Remedés	Herb Bourque	Paul Wallace
<b>1<sup>st</sup> Quarter Progress</b>			
<b>2<sup>nd</sup> Quarter Progress</b>			
<b>3<sup>d</sup> Quarter Progress</b>			
<b>4<sup>th</sup> Quarter Progress</b>			
<b>Cost</b>			

Goal 4

Special Emphasis Programs (continued)

<b>Promote and identify the special interests of protected groups or individuals.</b>			
<b>Objective</b>	7. Host and coordinate BAYOU program event.	8. Distribute Black History Month information.	9. Distribute Women's History Month special emphasis material.
<b>Desired Results</b>	Minority students are given an opportunity to learn about career opportunities with USDA.	Recognition of achievements of African Americans.	Recognition of achievements of women.
<b>Product or Service to be Delivered</b>	Event	Special emphasis event Information distributed.	Special emphasis event information is distributed
<b>Tool to Measure Impact</b>	Number of BAYOU students attending event. Number of events	Feedback/Monitoring.	Feedback/Monitoring.
<b>Standard for Success</b>	At least 10 BAYOU students attend the event. At least one event for FY -04	All employees receive information	All employees receive information
<b>Time Frame</b>	September 30, 2004	February 15, 2004	March 1, 2004
<b>Responsibility</b>	Michael Trusclair Perphyria Douglas	Perphyria Douglas	Pat Cole Johanna Pate
<b>1<sup>st</sup> Quarter Progress</b>			
<b>2<sup>nd</sup> Quarter Progress</b>			
<b>3<sup>rd</sup> Quarter Progress</b>			
<b>4<sup>th</sup> Quarter Progress</b>			
<b>Cost</b>			

Goal 4

Special Emphasis Programs (continued)

<b>Promote and identify the special interests of protected groups or individuals.</b>	
<b>Objective</b>	10. Assist with nomination for recognition of individuals for special awards
<b>Desired Results</b>	Recognition of achievements of cooperators.
<b>Product or Service to be Delivered</b>	Award Nomination
<b>Tool to Measure Impact</b>	Number of nominations developed
<b>Standard for Success</b>	At least one nomination is developed.
<b>Time Frame</b>	July 1, 2004 September 30, 2004
<b>Responsibility</b>	Herb Bourque
<b>1<sup>st</sup> Quarter Progress</b>	
<b>2<sup>nd</sup> Quarter Progress</b>	
<b>3<sup>rd</sup> Quarter Progress</b>	
<b>4<sup>th</sup> Quarter Progress</b>	
<b>Cost</b>	

Goal 5

Recruitment/Retention

Maintain ongoing recruitment effort to meet diversity goals.		
<b>Objective</b>	1. Participate in career days targeting recruitment of individuals from under-represented groups, people with disabilities, and veterans.	2. Review annual Affirmative Employment Plan (AEP).
<b>Desired Results</b>	Enhance the diversity of our agency's workforce.	Committee becomes aware of recruitment goals for under-represented groups.
<b>Product or Service to be Delivered</b>	Information on employment opportunities	Information on recruitment goals
<b>Tool to Measure Impact</b>	Number of career days attended	Recruitment recommendations submitted by committee to State Conservationist
<b>Standard for Success</b>	At least 5 career days attended	At least 1 recruitment recommendation submitted to State Conservationist
<b>Time Frame</b>	September 30, 2004	March 30, 2004
<b>Responsibility</b>	Barbara Andrus Brett Mann Paul Wallace	Barbara Andrus
<b>1<sup>st</sup> Quarter Progress</b>	<u>No invitations to career fairs received.</u>	
<b>2<sup>nd</sup> Quarter Progress</b>		
<b>3<sup>rd</sup> Quarter Progress</b>		
<b>4<sup>th</sup> Quarter Progress</b>		
<b>Cost</b>		

## Budget Request

Item	Cost
State Conservationist=s Outreach Award	\$100.00
Title VI and VII Card (In – house reproduction)	
Formal Training (NEDS) for Committee Member - Travel	\$500.00
Black History Month Information (Free via internet)	
Recruitment Career Days (Registration Fees)	\$1,400.00
<b>Total</b>	<b>\$2,000.00</b>

Budget request submitted by:

Approved by:

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Dexter R. Sapp, Chairperson      Date

Donald W. Gohmert

Date

Louisiana State Civil Rights Committee