

Civil Rights Action Plan 2009-10 Green County UW-Extension Office

Green County UW-Extension Office Team Action Plan:

- Everyone in the Green County UW-Extension office is included as a valued member of the Green County Extension Office Team. Therefore civil rights compliance is everyone's responsibility in our office.
- All staff in the UWEX Green County Office will meet annually to update and continually work on updating resource materials in the general county civil rights files.
- The Extension office team will annually devote at least one staff meeting to an internal office civil rights review to ensure the resource materials in the general county office civil rights files are updated appropriately. Agents will have the opportunity to update and add new contacts to the diversity mailing list.
- Each individual staff member will develop a personal civil rights action plan to enhance their efforts to meet the needs of our county's diversified clientele groups and individuals.
- The Civil Rights Action Plan will be updated annually and will be shared, along with county demographic data, with the Agriculture and Extension Education Committee.
- Annual Civil Rights reports will be filed by January 15th for the new calendar year.
- By August 1st, the activity assistant in charge of civil rights will work with the student assistant who will have updated the mailing list of organizations to receive the required non-discrimination letter. He/she will do this by working with each program area in a designated staff meeting. The non-discrimination reminder letter will be sent no later than October 1st and will continue annually on this timeline.
- Spanish speaking clientele will be initially referred to our Family Living Agent who has fluency in speaking Spanish.

Support Staff

The Green County University Extension Office support staff is committed to providing equal opportunity, treatment and services to all who approach our office whether in person, via written communication, email, or phone. Some of our outreach efforts include:

- Green County Extension website is hosted by UWEX and is fully ADA accessible.
 - UW-Extension Green County website: <http://green.uwex.edu>
 - Green County Civil Rights and Diversity Home page: <http://green.uwex.edu/civilrights.html>
- All brochures, pamphlets and newsletters contain non-discrimination policy declarations, and an office contact phone number to call for special accommodation if needed.
- The UW-Extension Office support staff will maintain the general office civil rights files.
- Extension publications available in Spanish are in our office inventory and available for immediate purchase.
- Annually, there will be a review of civil rights issues and scenarios for front desk/receptionist staff at one of the monthly staff meetings.

Program Area Team Action Plans Include:

4-H and Youth Development

- By late fall, the 4-H agent will review the list of club leaders, community members and other interested volunteers to serve on the Expansion and Review Committee. This committee will have an opportunity to share feedback annually to review policies and practices to help keep the 4-H program open to diversity efforts and program practices to maintain parity in programming activities.
- Continue to work with 4-H community clubs on recruitment and diversity efforts.
- Prior to December 31st, the 4-H & Youth Development Agent will work with the CNRED agent in compiling a list of minority (women, ethnic, & racial) business leaders who can serve as volunteers and speakers for the two program areas in order to enhance outreach and diversity efforts.
- The 4-H Agent and Family Living Educator will discuss ways to implement Spanish 4-H materials to reach more Latino and ethnic groups in the county.
- Due to the fact there is a rise in the number of disabled youth and families there may be teaching opportunities to educate others about challenges and opportunities for this population group.
- Title IX and ADA Statements will be included in all 4-H newsletters and flyers

Agriculture and Natural Resources

- The agriculture agent will publish a joint non-discriminative statement letter annually in the Green County Agri-News newsletter that is sent to farmers and other rural property owners. The letter will be cosigned by all four USDA agencies in Green County including UW-Extension, Farm Service Agency, Natural Resources Conservation Service and Department of Land Conservation.
- All four Green County USDA agencies will meet once annually to review outreach efforts to minorities and underserved farmers, and to review the vision statement for their joint outreach plan. The current vision statement is as follows:
To enhance and diversify the participation of all customers with emphasis to small, limited resource, minority, disabled and underserved individuals. Information will be presented to educate, inform, and notify Green County producers of all the programs and services provided by our offices.
- The agriculture agent will send a separate outreach letter to all minorities and/or underserved land owners that have been identified by the Farm Service Agency in Green County to cultivate new contacts.
- Information about AgrAbility will be included annually in the Agri-News Newsletter as an outreach effort towards farmers with physical disabilities.
- Title IX and ADA Statements will be included in all emails, agriculture newsletters and flyers.

Family Living

- The family living agent will work with the agriculture agent to make new contacts and build relationships with farm-owners who employ minority farm workers to inform them of resources that exist through UW-Extension.
- The family living agent will prepare a new promotional flyer informing clientele and minority families about the resources for families available through UW-Extension.
- The family living agent will update county Extension websites to improve accessibility to Latino clientele.
- The family living agent will collaborate with community development agent on developing programmatic responses to specific needs and planning with regard to Latino

immigrants in Green County communities, e.g. community integration, education about cultural/diversity and immigrant issues.

- The family living agent will contribute to and coordinate the Spanish language “Haciendo Amigos”, which provides quarterly education and information to Green County Spanish-speaking residents.
- Along with CRD agent, will act as educational advisor for the Latino Needs Advisory Committee
- Program planning will include an assessment of current programs, services, and resources available to Green County disabled, elderly, and minorities; and how the FLE can work on improving these resources for these individuals and families.
- Title IX and ADA statements will be included in all Family Living newsletters, fliers and program brochures.

Community Resource Development

- The CNRED agent will seek partners to include minorities and other underserved individuals in the Green County Leaders program.
- The CNRED agent will assist the FLE agent to work to build local capacity to respond to educational needs of Green County’s growing Latino population:
 - Assist the FLE agent to serve as educational advisor for Green County Latino Needs committee.
 - Work with the FLE agent to identify additional issues of opportunity and develop programming based on the Immigration Summit.
- The CNRED agent will work with the FLE agent and local partners to develop educational programs aimed at raising diversity/cultural awareness:
- Title IX and ADA Statements will be included in all CNRED newsletters, fliers and program brochures.