

Civil Right Advisory Committee Meeting Minutes

8/2/2012

Des Moines, Iowa

Agenda Items are in bold, italicized, and underlined

Attendees: Damarys Mortenson, Laura Crowell, Dean Gronemeyer, Julie Falcon, Clint Miller, Trish Mootz, Rubyana Neely, Greg Townley, Laurel Foreman, Paul Vondra, Lya Williams, Scott Eischeid, Theresa Steffens, Alan Lauver, Joe Thompson, Renae Nicholson, Kevin McCall, Shaun Holcomb

Introductions were held and new Area and SEPM's were introduced. Kevin McCall is the new Vice-Chair, Theresa Steffens will be the new Area 3 Representative, Renae Nicholson will be the new Hispanic SEPM, and Shaun Holcomb is the new American Indian/Alaskan Native SEPM.

Note Keeper Rotation

The subject of developing a rotation for note keeper of the CRAC meetings was discussed. Damarys suggested that the Area Representatives would rotate the duties starting with Area 1 for this meeting.

Crossroads of Diversity Rotation

Clarified the schedule of when SEPM's should submit articles to *Crossroads of Diversity*, which is posted in the the Business Plan. *Iowa Current Developments* does not have a schedule, but SEPM's are encouraged to submit newsworthy items to Laura as well.

Iowa Field Office CRC Review Guide

Iowa SharePoint references reviewed. Suggestions were to use SharePoint for new SEPM's and Area Reps to provide continuity of what has happened and what is going on within the various SEPM's.

The CRC Field Office Review Committee met via a conference call to suggest ways to improve and eliminate duplicate questions on the current review guide. Trish Mootz went through the revised CRC guide and highlighted the changes that were made. Additional questions were reviewed with the CRAC committee for comments on wording and intent of what was being asked. A checklist is being developed to address some of the questions that were eliminated. Trish stated that the final document will need to be presented to the Leadership Team for approval. Damarys said that she would present the revised CRC FO Review Guide to the LT for their consideration.

EEO Training for SEPM's

A USDA Graduate School course "How to Manage your SEPM's" may be coming to Iowa. It is a 3-day training which requires a minimum of 15 participants to support the class. Other agencies will be contacted to determine their interest and a request will be made to NHQ. NHQ has 90 days to respond to the request.

SEPM's Budget

Damarys stated that SEPM's need to submit their budgets for FY13.

Area's Diversity Day

Damarys suggested that it would be good to have more than one joint Diversity event throughout the year. If there is a speaker or an event in an area, it may be beneficial to offer it to the rest of the state for interested individuals to attend. Depending upon distance, individuals from an adjoining area, or further, may choose to attend these area events. This item will be included in the 2013 Business Plan to encourage more diversity events and participation.

Other

Trish distributed the "FY 2013 Recruitment and Placing of Students" plan and introduced the "Pathway Program". She said that the number of students in FY 2013 may depend upon the new STC and the budget.

Trish also reminded the new members of the committee of confidentiality requirements, that some information shared in the CRAC mtg is not to be discussed outside of this mtg. SEPM's should ensure when providing articles to employees that the reference is from a reliable source. We do not expect SEPMs to check fact every single article. If a mistake is found then a correction may be sent out. Another suggestion is if an article is large instead of attaching the article to an email the SEPMs's can put links to SharePoint and post articles there.

2013 CRAC Business Plan

The CRAC Committee provided input for changes, clarifications and additional items be included in the FY 2013 CRAC Business Plan. Some items that were discussed include:

1. The development of a "Civil Rights Expectation for Field Offices" which could provide suggestions and recommendations on timelines, how to document accomplishments, recommendations for awards, etc.

2. The development of a SharePoint “Calendar of Events” to highlight possible diversity events for employees to attend across the State or Area.
3. Adding the State FFA Convention, and the 4-H State Conference to the recruitment plan was also suggested.
4. A Civil Rights vs. Outreach PowerPoint or factsheet development was also suggested so field Offices can more easily identify reportable items.

Next meeting is scheduled for November 1, 2012

Meeting adjourned at 2:05 PM.

Area Reports

Area 1 Civil Rights Activities Report 3rd Quarter FY12

Submitted by Dean Gronemeyer

Civil Rights reviews by the Area Office took place at Cherokee and Spirit Lake and Ida Grove field Offices. I attended the review in Spirit Lake.

Orange City staff attended the Job Fair at Northwest Iowa Community College. They talked to several students including a female who may apply for the vacant SCT positions. The job was filled by Matt Welsh started who started on June 17. He worked as a district employee in a couple of field offices in northeast Iowa prior to coming to Orange City.

A State Soil Conservation Technician position in Orange City is currently advertised thru August 15, 2102.

Lynn Khuat started as a student trainee in Orange City on June 17. She is from Washington State.

Randy Jipp, State Technician, retired from Cherokee field Office. Cherokee SWCD hired a female district employee.

Dennison and Carroll offices hired a new Pheasants Forever Wildlife Biologist.

Ida Grove office is hosting an NRCS female summer intern from Iowa State.

Sergeant Bluff is hosting two NRCS summer interns.

Nicholas Williams, a 2012 Summer Intern in Spencer was hired as a SC in Donnellson Field Office.

Carroll Office had a new SC that started on June 4, 2012.

Cherokee had an office potluck for Cinco De Mayo and discussed reason why this date is important for Hispanics. Cherokee DC also attended Job Fair and spoke to students about NRCS careers 2 white females, 1 Hispanic male, 4 white males and 1 black male.

Area 1 Outreach Activities

The Primghar Office Gave Conservation Nursery Rhyme music CD's to 2 day care centers; They hosted a booth at O'Brien Co Fair, included staffing it through busy times and having handouts on programs, employment opportunities, and conservation topics.

The SWCD and NRCS staff hosted a Conservation Tour July 10th to highlight no-till, wildlife cover, windbreaks, brush management in combination with prescribed grazing, wetlands, and conservation tourism. Thirty four attended tour with 15 women and 19 men.

The Emmetsburg office had a booth at Palo Alto County fair. "Soil to Spoon" theme targeted to non-traditional customers. SWCD and NRCS staff volunteers were present to answer questions, distribute NRCS brochures and various conservation related information.

The Emmetsburg office staff and the Estherville office staff provided instruction on Soils and Soil Erosion principles at the EPAK Conservation Field Day for 3rd and 4th graders. 120 students in Estherville and 150 in Emmetsburg. The Palo Alto SWCD also participated in the Palo Alto Field Day for approximately 125 5th grade students on soil and water related topics

Spencer Field staff and the Clay SWCD sponsored an Outdoor Classroom for all of the 6th grade students in the county. Approximately 200 students received information on natural resources related issues.

Sent letters to 80 female owners and operators inviting them to a WFAN meeting at the Prairie Flower in Clay County.

Estherville SWCD also sponsored a "Fathers Day Conservation Flights"- a cooperative project with Iowa Lakes Community College to give 1/2- 1 hour small plane rides to view conservation around Emmet County- Handed out brochures and played video on conservation topics for passengers waiting to board 38 persons participated

Spirit Lake had one Beginning Farmer EQIP application accepted. In June they also hosted a conservation bus tour of recent and ongoing county projects for legislators, supervisors, partners and local farmers. 26 local participants

Ida Grove participated in a 5th grade tree planting demonstration with 3 area schools.

Ida Grove office also published a soil stewardship advertisement and article in the local county newspaper.

Dennison Field Office staff developed newspaper articles to target producers doing excessive tillage. Articles included the benefits of critical area seeding and no-till.

Orange City had two Beginning Farmer applications accepted into EQIP. The Sioux SWCD held an outdoor classroom at Oak Grove Park. 202 5th and 6th grade students representing 7 schools throughout the county were in attendance. The Conservation Station from the Iowa Learning Farm was at the outdoor classroom.

The Sioux SWCD handed out trees to all of the 3rd grade students in Sioux county who wanted trees. A total of 675 trees were distributed. NRCS staff also gave a short presentation to the 3rd grade students about how to plant the trees and the benefits of trees.

Pocahontas and Emmetsburg Staff held a "Kick Off" meeting for the Upper Pilot Creek Watershed. 13 people (4 women) attended.

Sergeant Bluff. The annual "Trees for Schools" program was presented to 175 fifth graders with 1/4 of them being minorities. They also gave a demonstration using the Enviroscope to 100 fourth graders. Approximately 25% were farm kids and 1/3 was minorities.

LeMars sponsored a "Women Caring for the Land" meeting/seminar at the Le Mars Convention Center. Letters of invitation were mailed to 900 women. Approximately 27 women were involved in the event, which provided information on conservation to female landowners and women involved in farming operations. Bohnenkamp did extensive work in making meeting arrangements for the facility and the meal. Two female Plymouth SWCD Commissioners provided important comments and input during the morning session which was "ladies only". Lahn held a bus tour in the afternoon, in which the attendees viewed numerous conservation practices pertaining to cropland and livestock operations. A good question & answer session occurred during the tour. The attendees discussed the possibility of holding a follow-up meeting later this year. Many positive comments were received regarding the event which began at 8:30am and concluded at 3:00pm.

Cherokee. Presented Cherokee SWCD scholarship to South O'Brien student. Talked about conservation and how it applies to future agriculture professionals. The presentation was made to the High School student body and many parents in attendance. They also presented Cherokee SWCD scholarship to Marcus/Meriden/Cleghorn student. Talked about conservation and how it applies to future agriculture professionals. High School student body and many parents in attendance.

Randy Jipp presented conservation information to a Kiwanis meeting. 15 people in attendance which included 1 white female.

At a "Job Fair" DC talked to students about NRCS careers and educational requirements 2 white female 1 Hispanic male, 4 white male, 1 black male.

Onawa office: Derek Christoffel spoke at Loess Hills Prairie Seminar about wetlands. EQIP contracts signed with 3 beginning farmers.

Carroll field office staff assisted the Carroll Area FFA with the "District Speech Contest" for multiple schools. Klein judged.

Environmental Field Day provided to 5 schools (6th grade). Taught Iowa geological history & soil formation.

Klein taught watersheds & flood control methods to 5 school classes @ Iowa Children's Water Festival in Ankeny DMACC.

DC assisted DMACC class with field visits and conservation planning module in Env. Studies class.

Rockwell City. Planted Windbreak at school in county. 350 students helped plant trees. Worked with Pheasants Forever, Webster County SWCD, Local Coop, and County Conservation Board. Event covered by 5 local newspapers and NRCS, SWCD newsletters and PF newsletter

Jeremy Viles, RC and Justina Ellis, WAE taught at Outdoor Classroom for 1st graders

Jeremy Viles, RC and Anne Weston, Technician taught at Outdoor Classroom for 6th graders

Storm Lake Took the St. Mary's 6th Grade class on a Glacial Landmark Tour up at the Iowa Great Lakes region. Had 5 Hispanic students attend. They also provided plane rides around Buena Vista County to their poster contest winners. We had two Hispanic student winners and one Asian/Pacific winner. Ashley Tabery - MRBI held two Women/Food/Ag meetings for female landowners.

Office staff and SWCD Installed rain barrels for a Women-Small Business owner in downtown Storm Lake.

6th Grade Outdoor Classroom - Held outdoor classroom for 300 Buena Vista County 6th graders. Many Hispanic and Asian/Pacific students participated.

Sac: Office sent out 1,000 watershed community assessment surveys to the landowners in the Black Hawk Lake watershed asking their opinion on water quality, soil erosion, governance, and educational issues within Iowa and the watershed. Women made up 65% of the recipients. They also held a "Strip-till Field Day". Had farmer give presentations in the field and then followed up with presentations from equipment dealers and a fertilizer company. They had over 70 people in attendance with 10 being women.

They also held a rain garden demonstration at Lake View with over 25 people attending with many of them helping with planting the plants.

Civil Rights Report for Area 2 NRCS

3rd Quarter 2012

Submitted by Rubyana Neely

Recruitment and retention:

Area had four summer student interns of which two were female and two were male.

Employee Development:

Monthly civil rights topics were written by Jefferson, Knoxville, and Marshalltown FO. Topics included civil rights act of 1866, bullying, and Jackie Robinson civil rights advocate.

Field Office Reports:

Indianola:

NWQI applications: 11 female, 4 beginning farmer, 7 limited resource

EQIP applications: 7 female, 13 beginning farmer, 8 limited resource

EQIP contracts: 1 female, 2 beginning farmer, 2 limited resources

Woman's conservation luncheons were held July 6th near Allison and July 26th near Coulter. The focus of the programs will be to compare and contrast commonly used backyard conservation practices with large field scale conservation practices. ISU Extension will present information on lawn/garden nutrient management and planting a tree, which will be compared to information on cropland nutrient management and larger scale tree plantings.

The Cerro Gordo Women, Land and Legacy sponsored an informational meeting on May 10th 2012. The topic was "The Future of Agriculture" there were 47 women in attendance.

An enviroscape presentation was presented at the Cerro Gordo Ag Fair to 1st and 2nd grade students. There were 172 female, 24 African Americans, 14 Asian, and 26 Hispanic - total students in attendance 321.

6/25/12 - Worth - Conducted Deer Creek Watershed Tour. 9 people present including 2 females

6/15/12 Worth County Soil and Water Conservation District asked the ISU rain simulator to provide education at the Worth County Fair to promote less tillage. About 100 people including 20 women watched the simulator

6/13/12 Gave presentation on NRCS programs and services and Web Soil Survey demonstrations for an Annie's project meeting. 18 females present

May 2-3-Dallas County DC worked with the Adel DeSoto Minburn 6th graders at their annual outdoor field day. Approximately 120 students attended. Topics covered at the field day include soil erosion, soil health, and land surveying.

May 7- Dallas County DC worked with the Waukee kindergarteners and discussed how important watersheds are. Approximately 110 students were involved.

May 22- Dallas County DC met with the West Des Moines Rotary Club and spoke about current natural resource issues. Approximately 40 members were present.

June 5- Dallas County DC attended the Small Farmer Workshop held at Camp Mitigwa near Madrid.

All other counties in area have negative reports.

A3 Third Quarter Civil Rights Report F.Y. 12

Submitted by Julie Falcon

Recruitment and retention: Nothing new to report

Promotions/Minority Advancement: Nothing new to report

Employment Development: Nothing new to report

Area Office Report: Nothing new to report

Anamosa-

Decorah- The Decorah Field office selected for an area CR review June 13th. Prior to the review the staff reviewed CR policies, procedures, required postings and other CR topics at staff meetings. The review of the material was a good refresher on CR policies.

Charles City- Civil rights, EEO, and Sexual harassment were discussed at quarterly staff meetings. A post-survey meeting with new WRP contract holder who is a Limited Resource Producer. The staff completed CSP contracts with 3 Beginning Farmers. Our office also completed an EQIP contract with 1 Female Operator and 2 with beginning farmers. The Upper Cedar MRBI Project approved and a large population of Mennonite operators lie within this watershed.

Cresco- The office held Women, Land & Legacy workshop with 27 women in attendance. We also assisted 8 women landowners with CRP re-enrollments, 1 Mennonite landowner with a windbreak, and 2 Mennonites with high tunnel plans.

Elkader- Office staff attended WLL planning meeting to discuss having another WLL meeting later this summer. The staff worked with 4 women to develop EQIP contracts for a seasonal high tunnel and various forestry practices.

Epworth-

Independence-

Manchester- The Manchester Field Office assisted female landowners with ag waste structure for MRBI and also a structure in Little Creek Farms. A CRP waterway was flagged for

a minority female landowner this quarter, as well as a sediment basin for the historically underserved. The Delaware County staff assisted a limited resource female landowner in developing a grazing system proposed for the Environmental Quality Incentive Program (EQIP).

Marion- Reviewed Title VI & Title VII with office Staff at 3rd Qtr Staff meeting

Maquoketa-

New Hampton- Nothing new to report.

Osage- The office worked with 3 women, one Mennonite and 7 Young Farmers for EQIP. The staff also assisted 6 women for CRP, 2 women for state cost-share, and 2 Mennonites for wetland/HEL compliance.

Toledo- April 20 DC met with the South Tama Ag Instructor and the Ag 2 and Ag 3 class, discussed soil loss calculations, Highly Erodible Land determinations, conservation planning, and used the GPS to locate grassed waterways on school owned and operated land. 15 students, 6 females were present.

June 26– Women, Land, & Legacy meeting held, “To Market, To Market Tour”, visited a local winery and a local organic berry farm, presented info on EQIP organic program, 19 attended, 18 females.

July 3 SCT went to 2 disabled producers’ homes to review current contracts.

Vinton- EQIP contracts were approved for 3 female producers.

Waterloo- Two women landowner applications were funded through EQIP and one beginner farmer. Ridgeway and Falcon spoke at a workshop for non-traditional farmers on CSP and EQIP programs.

Waverly-

West Union-

Waukon- Completed 9 regular CRP and 3 continuous CRP plans for women landowners. The staff worked with a disabled producer that has just purchased a tract of land in Allamakee County. Our office completed EQIP applications for 6 beginning farmers. Our office was also selected to be a host site for the summer intern.

Highlights- 12 counties reported and 3 Beginner Farmers were approved through CSP and 15 through EQIP. 4 Historically Underserved were serviced by the reporting counties. 26 Women through CRP. Limited Resource 1 through WRP, 4 through EQIP (one of those being female).

Area 4 Civil Rights Report – 3rd Quarter 2012

Recruitment and retention: Hosted 4 students.

Employee Development: Sponsored a Student Tour for 13 students for 1.5 days. Toured practices in SW Iowa.

Area Office/Field Office Reports:

Greenfield F.O.

- Employees in the USDA Service Center had a Cinco de Mayo taco bar lunch.

Taylor and Adams Management Unit – Civil Rights topics were discussed at staff meetings.

Area 5 CRAC 3rd Quarter Report, Lya S. Williams

Recruitment and retention: Hosted two students

Calendar of event

Promotions in the Area pertaining to minority advancement

New things in the employee development area

Lee/Van Buren MU:

- Retention of disabled employee. A modified truck and John Deere Gator with trailer has been provided to employee.
- A student trainee was converted to a permanent Soil Conservationist, started on 6/18/2012.

Poweshiek County, F.O.

Recruitment and Retention:

- Contacted the Office of International Student Affairs at Grinnell College on 4-19-12 to notify them of intern positions and to discuss ways to partner on promoting careers in NRCS for AA/Pis and other minorities.
- Contacted Grinnell College to encourage participation of AA/PI students in a field office lunch on 5-10-12 to learn about AA/PI cultures.
- Contacted two High School students from Taiwan on 5-2-12 about attending a field office lunch highlighting AA/PI culture.
- Tina Cibula, Soil Conservationist, transferred from the Malcom FO to the Vinton FO effective 4-8-12.
- Tayler Chicoine started work in the Malcom FO on 5-23-12 as a DSC Summer Intern.
- Holly Giombi transferred to the Malcom FO from the Leon FO effective 6-17-12 as a Soil Conservationist.

Calendar of Events:

- Conducted a potluck lunch at the Malcom field office on 5-10-12 which featured foods from various places in the AA/PI designation and gave a presentation about foods of Afghanistan.
- Greg Townley and Cindy Gatlin spoke at an Annie's Project meeting of Women Landowners on 3-19-12 about NRCS programs.
- Held a Women Landowner Open House on 4-5-12 to provide women landowners with additional information about NRCS programs.

Iowa County, F.O.

Calendar of Events

- Iowa County Women Land-Legacy (WLL) Learning session held in Williamsburg. 31 in attendance. Local committee and 3 FO staff attended. This was an estate planning seminar conducted on April 3, 2012.
- On June 27, 2012, DC scheduled a 7/27/2012 WLL Learning Session in Williamsburg on farm management and farm-conservation rental leases.
- On July 13, 2012, the WLL planning committee hosted an information booth at the Iowa County Fair.

Wapello County F.O. Lya Williams, Area 5 CRAC Rep

Calendar of Events:

- On July 13, 2012 I attended Living History Farms tour with 6 NRCS Summer Interns. The interns were provided with admission from the Iowa Chapter of NOBPNRCSE. Admission covered a morning tour of three working farm sites beginning in the 1700's to the year 1900's. Students were provided with history on how fields were cultivated and the lifestyle of an Iowan farmer. The afternoon tour was of the year 1875 town of Walnut Hill. This town was a re-creation of the frontier community with craftsmen and merchants in various shops along the town's main street. In the 1875 town, the students saw evidence of the Industrial Revolution in the mass-produced furniture of an upper-class home, the factory goods in the general store, and the labor-saving machinery in the carpenter's shop.

NRCS State Office Civil Rights Activity Report – Quarter 3

August 2, 2012

Submitted by Alan Lauver

Fifteen state office employees participated in the "How to Deal With Workplace Bullying" webinar on April 25th.

I conducted a Civil Rights Review of the Newton Field Office on June 15th.

SEPM Reports

Asian American/Pacific Islander AA/PI Emphasis Program Manager

FY 2012 Quarterly Accomplishment Report

Quarter 3: Apr 2012 through Jun 2012

State: Iowa

Submitted by: Greg Townley

Date: 6-29-2012

- 1. Barriers or Potential Barriers-** The largest barrier is the small number of AA/PI residents in Iowa (outside of large cities) and limited ability to attract and retain AA/PI employees to Iowa. There were no AA/PI employees in Iowa's NRCS, but we recently hired an AA/PI student intern.
- 2. Recruitment-** Contacted the Office of International Student Affairs at Grinnell College on 4-19-12 to notify them of intern positions and to discuss ways to partner on promoting careers in NRCS for AA/PIs. Forwarded vacancy announcements in Iowa to other AA/PI state SEPMs for distribution.
- 3. Career Development-** None
- 4. Promotions-** None
- 5. Community Outreach-** Contacted Grinnell College to encourage participation of AA/PI students in a Field Office lunch on 5-10-12 to learn about AA/PI cultures. Collected information about AA/PI population in all Iowa public schools.
- 6. Communications-** Submitted an article for the state's USDA Cultural Diversity newsletter on 4-19-12 suggesting ways to celebrate May as AA/PI Heritage month and telling about the culture in Afghanistan. Participated in the National AA/PI SEPM teleconference on 4-26-12. Participated in the state's Civil Rights Advisory Committee meeting on 5-2-12 and provided a report of activities. Submitted email to all Iowa NRCS staff and partners on 5-4-12 informing them of AA/PI Heritage Month.
- 7. Collaborating with NRCS Leadership-** Presented a report to the State NRCS Leadership Team on 5-31-12 about AA/PI activity. Assisted with conducting a field office civil rights review on 6-29-12.
- 8. Youth Activities-** Contacted two High School students from Taiwan on 5-2-12 about attending a Field Office lunch highlighting AA/PI culture.

- 9. AA/PI Heritage Month-** Organized a potluck lunch at the Malcom Field Office on 5-10-12 which featured foods from various places in the AA/PI designation and gave a presentation about foods of Afghanistan. Gave a presentation on 5-25-12 to state office staff at the Iowa NRCS State Office about foods and culture of Afghanistan and Iraq and participated in their potluck lunch featuring various foods from the AA/PI region. Damarys Mortensen gave a presentation to Area Office staff on 5-16-12 about her trip to Kazakhstan to adopt her son.

- 10. Other Assigned Projects and Duties-** Joined the Asian Pacific Islander Organization.

American Indian/Alaskan Native Program

3rd Quarter Report

Submitted by Clint Miller

Forwarded all NRCS job announcements to the National AIAN SEPM for wider distribution, if they applied to out of state candidates.

Participated in National Quarterly SEPM conference call.

Presented annual SEPM report to the LT via conference call 4/4/12.

Assisted with the Cherokee CR Compliance Review 5/8/12.

Iowa Disability Emphasis Program

Accomplishment Report

Joe Thompson

3rd Quarter Report FY12

1. Communications

- a. Made contact with Barb McClannahan at Iowa Voc Rehab to introduce myself as the new DEPM for Iowa and to make arrangements for a face-to-face meeting on August 8th to discuss ways in which we may work together

2. Working with Leadership

- a. No Action

3. Recruitment, Promotions, and Recognition

- a. No Action

4. Outreach

- a. Sent emails to the Student Disability Services Centers at the University of Iowa, Iowa State University, and the University of Northern Iowa to inquire about visiting their centers and potentially dropping off some NRCS recruitment literature.

5. Projects

- a. No Action

6. Youth Activities

- a. No Action

7. Special Emphasis History Month

- a. No Action

8. Training

- a. No Action

Iowa Veterans Emphasis Program

Accomplishment Report

Joe Thompson

3rd Quarter Report FY12

1. Communications

- a. Email correspondence with Shawn Hippen – Iowa National Guard Job Connection Education Program (JCEP). I offered to forward him any job announcements that I get from HR and we discussed my coming by his office to drop off NRCS brochures he could display.

2. Working with Leadership

- a. No Action

3. Recruitment, Promotions, and Recognition

- a. No Action

4. Outreach

- a. Sent emails to the Student Veterans Services Centers at the University of Iowa, Iowa State University, and the University of Northern Iowa to inquire about visiting their centers and potentially dropping off some NRCS recruitment literature.

5. Projects

- a. No Action

6. Youth Activities

- a. No Action

7. Special Emphasis History Month

- a. No Action

8. Training

- a. No Action

Hispanic Emphasis Program Manager

FY 2012 Quarterly Accomplishment Report

Quarter : April 1, 2012 through June 30, 2012

State: Iowa

Submitted by: Paul Vondra-HEPM

Date: July 27, 2012

1. **Barriers or Potential Barriers:** In many instances potential student trainees coming from other states don't have transportation. Most students are willing to walk the where they need to but many field offices are not within walking distance to rental properties.
2. **Recruitment:**
3. **Career Development**

May-June, 2012: Provide on the job training to one Hispanic student trainee when the District Conservationist is not available. Provided guidance to student trainee on HEL determinations, toolkit, ArcGIS, one CSP field visit, and one EQIP site inspection and evaluation. Provided student trainee information on professional organizations associated with NRCS such as the National Organization of Professional Hispanic NRCS Employees (NOPHNRCSE) and the Soil and Water Conservation Society (SWCS).
4. **Promotions**
5. **Community Outreach**
6. **Communications:**

June 25, 2012: Submitted draft bulletin and Employee Language Skills list to the state office. This bulletin and list is to announce the updated list of Iowa NRCS employees with a second language that can and are willing to translate and interpret NRCS information to a 2nd language. The list will serve as a resource for all offices contact information for individuals who can interpret a second language and assist customers with limited English.
7. **Collaborating with NRCS Leadership**
8. **Youth Activities**

April 26, 2012: Participated in "Take Our Daughters and Sons to Work" day. Brought my daughter, age 13, and son, age 11 to work. Showed my Hispanic kids how to create maps in ArcGIS and explained to them what program they were for. Also gave them some basics on surveying, such as how to set up an instrument and the basics of getting grade and why that's important.
9. **Hispanic Heritage Month**
10. **Other Assigned Projects and Duties**

BEPM: 3rd QUARTER/FY 2012

Submitted by Jaia Fischer

Communications:

May 2, 2012 - Attended 3rd quarter CRAC meeting and took meeting minutes.

May 3, 2012 - Attended 3rd quarter Joint EEO/CR committee meeting and reported on all USDA BEPM program activities.

Working With Leadership:

May 3, 2012 - Meeting with Rich Sims, State Conservationist, to discuss current BEPM program and upcoming activities.

May 21, 2012 - Information and Education Team Meeting

May 31, 2012 - Meeting with state leadership team to discuss FY12 activities and projects.

Outreach:

June 5, 2012 - Presented and attended at the Iowa League of RC&D women and minority landowner meeting.

Projects:

May 5, 2012 - Worked with Iowa NRCS HR staff to collect data for the National Historical Data Collection Project

June 2, 2012 - Attended the Iowa Organization meeting to discuss and plan for hosting a day for the NRCS student interns at Iowa's Living History Farms.

Other:

Iowa NRCS hired 15 students for the summer of 2012, 7-SCEP and 8-STEP.

Carroll FO - Shelby Erickson, Ida Grove FO - Heidi Dittmer

Orange City FO - Lynn Khuat, Ankeny FO - Kelly Mercier

Hampton FO - Jaime Sandoval, Jefferson FO - Ava Haun

Waukon FO - Forester Bryce Gonzales, Atlantic Soils - Soil Science Elyssa McFarland

Marshalltown FO - Corey Harris, Corydon FO - Amanda McNees

Leon FO - Andrew Koehlmoos, DeWitt FO - Merle Jaster

Special Emphasis Program *Accomplishment* Report

Lesbian, Gay, Bisexual & Transgender Program

Submitted by Laurel Foreman, LGBT Program Manager

Des Moines, Iowa

June 2012

Quarterly Report

June 30th, 2012

1. **Communications**-Provided article on "Champions of Change" poster contest. Sent PFLAG resource information to an individual in SW Iowa. Sent email on sexual orientation to all staff. Shared video "When did you choose to be straight?" to all Iowa NRCS. Provided article on John Berry to Rural Development for their use in Crossroads of Diversity June 29th.
2. **Working with Leadership**- No action.
3. **Recruitment and Outreach**-No action.
4. **In-reach** -No action.
5. **Projects**- Sent out 25 DVDs to field personnel of the Diversity Day 2012 presentation.
6. **Youth Activities**-No action.
7. **Special Emphasis Month(s)**-Sent informative email to all Iowa NRCS personnel on the History of Gay Pride Month. Sent Presidential Proclamation on GLBT Pride Month 2012. Sent GLBT Pride Month Poster out to all NRCS employees. Highlighted John Berry with his autobiography and his "It Gets Better" video. Sent history of marriage article out with reference to same sex ceremonies prior to 1300 A.D.
8. **Training**- No action.