

Ohio State University Extension
DIVERSITY AND CIVIL RIGHTS REVIEW

**Affirmative Action/Civil Rights
Compliance Review**

County	
Review Date	

Review Participants

Name	Title

County Demographic Profile

Using the US Census Bureau American Fact Finder

<http://factfinder.census.gov/home/saff/main.html> answer the following questions.

County

Date of Review

Demographic Data

Total Population		
Racial/Ethnic Minorities	Total:	Percent:
Poverty Rate		

Race Ethnicity

Black/African Americans	Total:	Percent:
Latino/Hispanics	Total:	Percent:
American Indians and Alaskan Natives	Total:	Percent:
Asian Pacific Islanders	Total:	Percent:

Demographic Profile Impact

1. Since the last Diversity and Civil Rights, review the population of the county has _____. Place an X next to the appropriate response.

___ Increased ___ Decreased ___ Remained Stable or Unchanged

If there was an increase or decrease, please explain the rationale for the change.

2. Are there any correctional facilities in the county that may affect the demographics?

_____ Yes

_____ No

If yes go to <http://www.drc.state.oh.us/web/prisprog.htm> and click on the institution in your county there you will find the demographic breakdown of inmates. Please provide the demographic information of the inmate population.

Work Environment, Hiring, Volunteers, & Advisory Committees

Celebrating Successes

1. In the last three years, what have been some of the key accomplishments of the office in the area of diversity and inclusion?
2. What are some things that worked well that were implemented from the Diversity Action Plan submitted as part of the last Diversity Review?
3. What were some of the things that were most difficult to implement or address from the Diversity Action plan submitted as part of the last Diversity Review process?
4. What are some challenges the office has to address with regard to diversity and inclusion?

County Office Operations

1. Are the appropriate signs displayed in public areas? Yes No
2. Is information on AA/EEO and Civil Rights distributed on an annual basis?
 Yes No
3. Are all staff encouraged to attend training on an annual basis that addresses AA/EEO, Civil Rights and or Diversity? Yes No
4. Is participation in diversity training documented and discussed with every employee during performance reviews? Yes No
5. Has the office implemented items from their Action Plan from the last Diversity/Civil Rights Review Yes No

If yes, please provide an example:

6. Do all staff members understand how to file a complaint related to discrimination, AA/EEO or Civil Rights? Yes No

Hiring Practices

1. In **addition to** following AA/EEO guidelines and posting the appropriate signage, how has the office attempted to increase diversity in candidate pools and hiring?
2. When interviewing are there structured interview questions asked?
 Yes No
3. When conducting interviews are all interviewers made aware of questions that are not allowed? Yes No

Office Operations and Environment

4. Does the county staff reflect the diversity of the county documented in **Section One**? _____Yes _____No

5. How often do office conferences/staff meetings occur?

- _____Monthly
- _____Weekly
- _____Bi-weekly
- _____Other

6. How are all personnel made aware of grievance processes available to them when they have concerns?

County Extension Personnel

Each person should complete his/her own form.

Name _____ Years of Service _____

Job Title _____ Appointment _____

Race/Ethnicity (Optional)

Sex (optional)

____ African American/Black

____ Male

____ Female

____ White/Non-Hispanic

____ Asian/Asian American/Pacific Islander

____ Hispanic/Latino

____ Appalachian

____ Native American Indian/Native Alaskan

____ Multi-racial

____ Other

Please respond to each question.

1. Describe the major tasks of (your) job.

2. What diversity awareness training have you participated in during the last three years include sessions you might have attended as part of a national meeting or conference, etc.?

3. Are you aware of your AA/EEO rights and responsibilities as an OSU Extension employee?

____ Yes

____ No

4. Are you aware of grievance processes available to you when you have concerns related to AA/EEO, sexual harassment or other issues related to discrimination?

____ Yes

____ No

OSU Extension Employee Data Form

Each County Director who is participating in a Diversity Review should submit this completed form with their Diversity Review Report. County Directors should include themselves in the numbers reported.

County _____

Number of Employees: _____

How many are male: _____

How many are female: _____

How many are:

Black/African American _____

Latino/Hispanic _____

Asian/Pacific Islander _____

European American/White _____

American Indian/Native Alaskan _____

Multi-racial _____

Other, please specify _____

Filing System and Records Review

File Maintenance Checklist

Please review the following records and place a check in the box indicating that you are in compliance. **Attach example copies where indicated.**

The State of Ohio Department of Administrative Services, State Records Administrator has developed a records retention schedule for OSU Extension. For purposes of Diversity Review please make sure, the following records are in your office. For details, see attached or go to the Business Office Web site <http://www-bos.ag.ohio-state.edu/businessofficemanualch15records.doc>

General

- Non-discrimination posters displayed in public area (And Justice for All from USDA)
- Plan of Work (indefinitely)
- Report of Results (URS)

Personnel/Hiring

- Employees listed by position, race, and gender (5 years)
- Copies of position announcements and ads that have been placed for hiring (5 years)
- List of candidates for open positions including race and gender (This is kept at the State level) five years
- Vacation and sick leave forms
- Performance evaluations, letters of termination or resignation-See OSU personnel information (these items should be kept in a locked file cabinet in the County Extension Director's office)

Office Operations

- ADA self evaluation and plan-reviewed yearly and amended as needed (indefinitely)
- Minutes from office conferences (5 years can be computer file)
- Communications from the County Extension Director to employees (3 years can be computer file if information was sent via e-mail)
- All employees know how to access county demographics via US Census Bureau or other web sites
- All employees have access to the Internet
- All employees have access to e-mail

- AA/EEO/Civil Rights information in an accessible file for all employees and or all employees have access to the on-line policies.
- Information from State office (3 years)
- OSU Extension policies and procedures (all staff have access to the Internet so they can use the on-line policies and procedures)
- Information from the Director of OSU Extension and or all employees have access to the on-line *Communiqué* (3 years)
- The OSU Extension AA/EEO Complaint procedures in an accessible location for all staff and clientele.
- Documentation of AA/EEO training completed by office employees at office conferences, district or state in-services, etc.
- Affirmative Action files (I.E. Diversity and Civil Rights Reports from past years, the AA/EEO and Civil Rights notebook distributed along with Civil Rights)

Media

- Copies of news releases announcing programs to news agencies to include Affirmative Action statement- 3 years
- Newsletter mailing lists-update yearly (minimum)
- Media mailing lists-kept current
- Copies of brochures, flyers etc. announcing programs and list of where they were distributed (3 years)

Program Areas

- Mailing lists coded by race and gender (send example)
 - How often are mailing lists updated?
 - Who is responsible for updating mailing lists?
 - Where are mailing lists kept?
- Program participant lists coded by race and gender (send example)
- List of committee members for all program areas coded by race and gender (ten years)
- Affirmative Action Agreement/statement from other agencies and organizations OSU Extension works with (3 years)

4-H Program information

- 4-H 237 Reports (five years)
- 4-H club files-activities, events, awards, fairs, judging, trophies and general correspondence (5 years)
- 4-H Club individual membership record (10 years after the last activity participated in)
- Youth protection policy and forms signed by all staff- indefinitely

EFNEP

- Plan of work-indefinitely

Volunteers and Advisory Committees

Committee Organization and Membership based on CSREES guidelines

It is highly recommended that the membership on a County Extension Advisory Committee:

- Represent and reflect both present and **potential** areas of program/initiative emphasis.
- Include representation from the four established program areas- agriculture/natural resources, community development, family & consumer sciences, and 4-H youth development - **in the broadest sense to reflect the diversity of the community (meaning someone does not have to have 4-H experience or be a farmer to serve on a committee).**
- Make provisions to replace its members. A member rotational plan is essential. Members shall serve no more than two consecutive terms or six consecutive years.
- Approximately one-fourth to one-third of the membership should change annually.
- Consist of 15 to 25 members.
- Recommend potential members, who can provide the most energetic and progressive assistance to the program, for the County Extension Advisory Committee. Final approval of members will be by the Extension Educators in the county.
- Include key opinion leaders, agricultural producers, agribusinesses, financial institutions, limited-resource audiences, youth organizations, civic organizations, businesses, public officials, government agencies, educational institutions, media, and others.

- Represent, to the greatest extent possible, the various interests and needs within the area. **This includes a proper balance in age and income levels, men and women, geographic distribution, and minorities.**
- Be fully informed of the functions and other requirements of a County Extension Advisory Committee member before their appointment.
- Include a Chair, Vice-Chair, and Secretary elected by the members for a term not to exceed two years each.

Volunteers

1. How are volunteers recruited?
2. What is the percentage of volunteers who are racial/ethnic minorities?
3. How does the county ensure all reasonable efforts in recruiting volunteers?
4. How often are volunteers provided training related to diversity and inclusion?
5. How often are volunteers trained on AA/EEO and Civil Rights?
6. Please attach a list of volunteers by race/ethnicity and sex.

Advisory Committee/s

Please respond to the questions for each advisory committee

Name of committee _____

1. How many members are on the advisory committee?
2. How many times a year does this committee meet?
3. What is the percent of attendance?
4. How is this advisory committee utilized in your county?
5. How is equitable representation assured based on the demographics of your county?
6. How are underrepresented, underserved, or non-traditional groups **who may be a small percentage** of the county population recruited?
7. How can the committee be enhanced or changed so that membership better reflects the demographics of the county?

OSU Extension Advisory Committee (s)

Please complete the chart for **each advisory committee**.

Name of Advisory Committee: _____

	Yes	No
1. Does the Advisory Committee Reflect the Diversity of the county demographics?		
2. Is a rotation system in place?		
3. Are all program areas represented?		
4. Does 1/3 to 1/4 of the membership change annually?		
5. Is there balance in age?		
6. Is there balance in gender?		
7. Is there balance in race/ethnicity?		
8. Is there a constitution or by-laws? Provide example		
9. Do the constitution and or by-laws contain a non-discrimination statement? Provide example		
10. Do all volunteers know how to complete a discrimination complaint?		
11. Do all volunteers receive training on diversity, AA/EEO and Civil Rights on an annual basis?		
12. Attached list of committee members listed by race/ethnicity and sex		

Summary of Extension Advisory Committee (s) Membership Chart

Name of Committee

Year

Committee Organization	Total	Black Male	Black Female	White Male	White Female	Hispanic Male	Hispanic Female	Asian/Pacific Islander Male	Asian/Pacific Islander Female	American Indian Male	American Indian Female

Program Design and Delivery

Each program area will answer the same questions. People from each program area should work together to address the questions and then share the responses with the entire office.

Agriculture and Natural Resources

1. Has your county conducted a needs assessment within the last **five** years?
 Yes No
2. What are the major needs of the agricultural constituents in your county?
3. What are the needs around natural resources in your county?
4. How were non-traditional or under-served representatives included in the needs assessment?
5. What types of strategies have you tried to reach out to audiences who may be considered “underserved” or “non-traditional”?
6. How do you ensure that Civil Rights Laws are followed when designing, delivering or conducting programs?
7. How have people with disabilities or special needs been accommodated?

8. How are people with special needs or disabilities identified?

9. What reasonable efforts do you utilize when advertising programs?

10. What barriers exist that may limit underserved or underrepresented clientele from participating in Extension Programming related to Agriculture and Natural Resources? How can these barriers be addressed?

11. Please list other agencies/organizations that you work and or collaborate with. Do each of the agencies/organizations listed have a non-discrimination statement on file?

12. What types of training or skill building would be helpful to you to increase efforts in working with diverse audiences?

Community and Economic Development

1. Has your county conducted a needs assessment within the last **five** years?
_____Yes _____No
2. How were non-traditional or under-served representatives included in the needs assessment?
3. What are the major needs related to Community and Economic Development in your county?
4. How were non-traditional or under-served representatives included in the needs assessment?
5. What types of strategies have you tried to reach out to audiences who may be considered "underserved" or "non-traditional"?
6. How do you ensure that Civil Rights Laws are followed when designing, delivering or conducting programs?
7. How have people with disabilities or special needs been accommodated?

8. How are people with special needs or disabilities identified?

9. What reasonable efforts do you utilize when advertising programs?

10. What barriers exist that may limit underserved or underrepresented clientele from participating in Extension Programming related to Community and Economic Development? How can these barriers be addressed?

11. Please list other agencies/organizations that you work and or collaborate with. Do each of the agencies/organizations listed have a non-discrimination statement on file?

12. What types of training or skill building would be helpful to you to increase efforts in working with diverse audiences?

4-H Youth Development

1. Has your county conducted a needs assessment within the last **five** years?

_____Yes

_____No

1. What are the major needs of the youth in your county?

2. How were non-traditional or under-served representatives included in the needs assessment?

3. Other than “**school enrichment**”, what types of strategies have you tried to reach out to audiences who may be considered “underserved” or “non-traditional”?

4. How do you ensure that Civil Rights Laws are followed when designing, delivering or conducting programs?

5. How have people with disabilities or special needs been accommodated?

6. How are people with special needs or disabilities identified?

7. What reasonable efforts do you utilize when advertising programs?

8. What barriers exist that may limit underserved or underrepresented clientele from participating in Extension Programming related to 4-H Youth Development? How can these barriers be addressed?

9. Please list other agencies/organizations that you work and or collaborate with. Do each of the agencies/organizations listed have a non-discrimination statement on file?

10. What types of training or skill building would be helpful to you to increase efforts in working with diverse audiences?

Family and Consumer Sciences

1. Has your county conducted a needs assessment within the last **five** years?
_____Yes _____No
2. What are the needs around Family and Consumer Sciences in your county?
3. How were non-traditional or under-served representatives included in the needs assessment?
4. What types of strategies have you tried to reach out to audiences who may be considered “underserved” or “non-traditional”?
5. How do you ensure that Civil Rights Laws are followed when designing, delivering or conducting programs?
6. How have people with disabilities or special needs been accommodated?

7. How are people with special needs or disabilities identified?

8. What reasonable efforts do you utilize when advertising programs?

9. What barriers exist that may limit underserved or underrepresented clientele from participating in Extension Programming related to Family and Consumer Sciences? How can these barriers be addressed?

10. Please list other agencies/organizations that you work and or collaborate with. Do each of the agencies/organizations listed have a non-discrimination statement on file?

11. What types of training or skill building would be helpful to you to increase efforts in working with diverse audiences?

FNP and EFNEP

1. Has your county conducted a needs assessment within the last **five** years?
_____Yes _____No
2. What are the needs around FNP and or EFNEP in your county?
3. How were non-traditional or under-served representatives included in the needs assessment?
4. What types of strategies have you tried to reach out to audiences who may be considered “underserved” or “non-traditional”?
5. How do you ensure that Civil Rights Laws are followed when designing, delivering or conducting programs?
6. How have people with disabilities or special needs been accommodated?

7. How are people with special needs or disabilities identified?

8. What reasonable efforts do you utilize when advertising programs?

9. What barriers exist that may limit underserved or underrepresented clientele from participating in Extension Programming related to FNP or EFNEP programs?
How can these barriers be addressed?

10. Please list other agencies/organizations that you work and or collaborate with.
Do each of the agencies/organizations listed have a non-discrimination statement on file?

11. What types of training or skill building would be helpful to you to increase efforts in working with diverse audiences?

Reporting Procedure

- The reviewer will make recommendations based on the information that is submitted within 120 days of receiving the report.
- A copy of this report should be maintained on file.
- All counties are encouraged to share the recommendations with the County Extension Advisory Committee.
- All counties will develop an action plan within 120 days of receiving their recommendations.

Action Plan

To Be Completed by Each County

- In conjunction with the County Extension Advisory Committee, the county team will develop an action plan. The recommendations of the on-site review team report should be shared with the Advisory Committee and included in the Action Plan.
- The plan should address both personnel and programming issues.
- Relevant historical and anecdotal information are also strongly encouraged, if appropriate.
- The plan should be submitted to the Regional Director and to the Leader, Diversity Development 120 days after receipt of the recommendations
- Action plans should be sent to:

Kathy Lechman
OSU Extension
Leader, Diversity Development
2120 Fyffe Road
Columbus, OH 43210-1084
Phone: (614)247-7176
Fax: (614)292-5100

For examples of excellent Action Plans, please go to http://hr.ag.ohio-state.edu/diversity/diversity_reviews.html and click on sample action plan.