



UW-Extension Green County
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Green County Extension Office

Civil Rights Action Plan 2016-17 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 State Civil Rights reports will be filed in the state reporting system by December 31st for the calendar year.
- By August 1st, the activity assistant in charge of civil rights will work with the student assistant to update the mailing list of organizations that work with UW-Extension. This list will be used for sending our non-discrimination letters and to seek inclusion policies from the organizations. He/she will do this by working with each program area in a designated staff meeting. The non-discrimination reminder letter will be sent annually 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.
- Annually, there will be a review of civil rights issues and scenarios for all staff at one of the monthly staff meetings.

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/civil-rights-diversity/>
- 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.

4-H and Youth Development

- Conduct an annual Expansion and Review process, as means of reviewing the current policies and practices of the Green County 4-H Youth Development program, to insure that the program is open, inclusive and actively seeking parity, particularly for youth from protected and underserved audiences. The process will include, but will not be limited to:
 - The 4-H Adult & Junior Leaders Executive Board and the 4-H Adult Leaders Associations will annually devote at least a portion of a meeting to reviewing the demographics of the county and the 4-H program, in order to identify positive action steps to assure improved access and engagement of protected and underserved audiences.
 - Review with individuals from the schools and other youth agencies the demographics of the county and the 4-H program, in order to gain insights into the needs of protected and underserved youth, and possible action steps for improved access and attract new members and volunteers.
 - Provide ongoing education through trainings, meetings and individual conversations for youth and adult leaders on our civil rights responsibilities, which includes building an equitable, diverse and inclusive 4-H youth development program.
- Ongoing review of policies, practices, publications and promotional efforts of the 4-H Youth Development program as it relates to:
 - Financial accessibility and assistance for low income families.
 - Providing a welcoming and inclusive environment for youth with disabilities.
 - Needs and interests of racial and ethnic minority populations
- In collaboration with the Community Resource Development Educator, work to help coordinate and advise a Youth in Government program to diversify the discussions in local government bodies.
- Title IX and ADA Statements will be included in all emails, correspondences, 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 and Water Conservation.
- The agriculture agent shall provide at least one article annually to the *Dairy Partner/El Compañero*, a bimonthly newsletter geared towards dairy farm employees that is written in both English and Spanish. This newsletter will also be linked on the Agriculture Agent's web page.
- All four Green County USDA agencies will publish a joint vision statement annually in the Agri-News Newsletter that explains outreach efforts to minorities and underserved farmers. 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 radio programs as an outreach effort to farmers with physical disabilities.
- Title IX and ADA Statements will be included in all emails, agriculture newsletters, flyers and correspondence.

Family Living

- The Family Living Agent will update county Extension websites to improve accessibility to Spanish-speaking clientele.
- The Family Living Agent will work to bring resources to enhance the outreach of the agriculture agent and 4-H/youth agent to build relationships with Spanish-speaking and families and farm-workers.

- The Family Living Agent will collaborate with community resource development (CRD) agent on developing programmatic responses to specific needs and planning with regard to changing demographics, including aging, cultural/diversity and immigrant issues, and poverty.
- Along with CRD agent, will conduct diversity workshops and trainings.
- Program planning will include a consistent attention to how programs, services, and resources are made available to, and at times intentionally target Green County disabled, elderly, minorities and other underserved groups; and how the FLE can work to improve these resources for these individuals and families.
- Some outreach and programming will be done in Spanish, including parenting classes and handouts.
- Meeting locations will be wheelchair accessible and will be chosen with consideration of the appropriateness of setting and ease of access for learners/participants.
- Title IX and ADA statements will be included in all Family Living newsletters, flyers and program brochures.

Community Resource Development

- The CNRED agent will continue to increase efforts regarding diversity and multiculturalism in the Green County Leaders program, including but not limited to:
 - Increasing the diversity of participants in the Green County Leaders program by better advertising and expanding program scholarship opportunities and marketing efforts.
 - Ensuring the inclusion of a day training on diversity and multicultural awareness as part of the Green County Leaders curriculum.
 - The inclusion of a non-discriminatory clause in the Green County Leaders bylaws.
 - Ensuring meeting locations are wheelchair accessible.
 - Regularly informing Green County Leader alumni and current participants of ways to help community efforts through volunteering with programs focused around homelessness prevention, anti-bullying, volunteerism, and beyond.
- The CNRED agent will assist the FLE agent to work to build local capacity to meet the needs of increasingly diverse communities.
- The CNRED agent will work with the FLE agent and local partners to develop educational programs aimed at raising diversity and cultural awareness.
- Facilitated public processes such as comprehensive planning will include efforts to reach out to underserved and disadvantaged populations.
- In collaboration with the 4-H Youth Development Educator, work to help coordinate and advise a Youth in Government program to diversify the discussions in local government bodies.
- Title IX and ADA Statements will be included in all CNRED newsletters, flyers and program brochures.

Nutrition Education

- The Nutrition Education Coordinator delivers the evidence-based Expanded Food and Nutrition Education (EFNEP) program designed for a 6th grade reading level and that can be taught in both English and Spanish with attention to cultural differences and adaptations.
- The Nutrition Education Coordinator builds partnerships with agencies and other groups that serve low-income and racially/ethnically diverse families with children. She does outreach and obtains referrals through multiple methods to be able to reach and teach her target low-income and diverse clientele.
- All efforts are made to market and deliver the program in Spanish, including Spanish-language marketing materials, targeted outreach, and having an interpreter available for group lessons.
- Title IX and ADA Statements are included in all EFNEP newsletters, flyers and program brochures.
- "Justice for All" poster will be displayed at public nutrition classes in multiple languages.
- Spanish versions of some brochures/flyers will be available on the Nutrition website (food pantry list and EFNEP brochure.)
- Interpreter services are budgeted for (and procedures are in place if interpreter costs are to come through the UW Extension's Dept. of Diversity, Equity & Inclusion) to assist the nutrition educator's programming.