



Civil Rights Action Plan 2018-19

Extension Green County Office

Demographic Overview

Green County is located in southern Wisconsin, directly south of Madison and Dane County. According to data from the American Community Survey (<http://factfinder2.census.gov>), the population estimate in 2017 was 36,869. The population of Green County is comprised of 98.8% being one race (96.7% white, 0.7% Asian, 0.4% Black or African American, 0.2% American Indian and Alaska Native, and 0.8% some other race) and 1.2% being two or more races. Three percent of the population is Hispanic or Latino ethnicity.

Extension Green County Office Team Action Plan:

- Everyone in the Extension Green County office is included as a valued member of the Extension Green County Office Team. Therefore, civil rights compliance is everyone's responsibility in our office.
- All staff in the Extension 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 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.
- Annually, there will be a review of civil rights issues and scenarios for all staff at one of the monthly staff meetings.
- Documents needing language translation will be sent to the language access team for modifications.
- The Language Access Line directions are available for clientele whose preferred language is not English, and all staff members have been trained to use the Language Access Line.
- Our Extension Green County website has the ability to be converted to alternate languages as needed by users.

Support Staff – Jayne Butts, Lana Anderson & Karly Ready

The Extension Green County 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:

- Extension Green County website is hosted by Extension and is fully ADA accessible.
 - Extension Green County website: <http://green.extension.wisc.edu>
 - Green County Civil Rights and Diversity Home page: <https://green.extension.wisc.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 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 or can be ordered as needed.

4-H and Youth Development – Ellen Andrews

- Conduct an annual Expansion and Review process, as means of reviewing the current 4-H Youth Development program in Green County and identifying audiences (particularly protected and underserved) not effectively being reached by 4-H. The process will aim to assist staff in determining need of communities and audiences not being reached and assist in developing programs and methods of reaching underserved youth and adults. This process should inform staff's short and long term goals for expanding program access. The process will include, but will not be limited to:
 - Semi-annually hold a 4-H "Inclusion" meeting, where a mixture of 4-H and non-4-H stakeholders, representing a balance of factors (race, ethnicity, gender, age & ability status), are invited to review and identify opportunities to improve program access and inclusion.
 - The 4-H Adult & Junior Leaders Executive Board, 4-H Adult Leaders Association, and the 4-H Marketing and Promotion Committee will each annually devote at least a portion of a meeting to reviewing the demographics of the county and the 4-H program, and underserved audiences. The discussions will aim to better inform each group's development of annual charter goal(s) that focus on reaching out to youth and families who are underrepresented in the 4-H program, as well as inform how 4-H funds are used to support those priorities identified in the goals.
- Provide ongoing education through trainings, meetings and individual conversations with 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, procedures, and promotional efforts of the 4-H Youth Development program as it relates to:
 - Financial accessibility and assistance for low income families (i.e. Improving communication of opportunities for membership fees to be waved)
 - Providing a welcoming and inclusive environment for youth with disabilities (i.e. Improving awareness of possible accommodations)
 - Needs and interests of racial and ethnic minority populations (i.e. Identify possible translating and interpreting needs)
- For the Youth-in-Government Program, in collaboration with the Community Resource Development Educator,
 - Work to help coordinate and advise youth in government programs in Brodhead and Monroe to diversify the discussions in local government bodies.
 - Increase the diversity of the youth in government programs through expanding recruitment efforts and materials.
- Title VI, Title IX and ADA Statements will be included in all emails, correspondences, newsletters and flyers.

Agriculture – Jackie McCarville

- 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 *Dairy Partner/El Compañero*, a bimonthly newsletter geared towards dairy farm employees that is written in both English and Spanish will 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 VI, Title IX and ADA Statements will be included in all emails, agriculture newsletters, flyers and correspondence.

Health and Well-Being – Hayley Jordan

- The Health and Well-Being Educator will update resources offered on the county HWB website to improve and expand accessibility to Spanish-speaking and low literacy clientele.
- The Health and Well-Being Educator will work to bring resources to enhance the outreach of the Agriculture Educator, FoodWise Educator and 4-H/youth Educator to build relationships with Spanish-speaking families and farm-workers.
- The Health and Well-Being Educator will collaborate with Community Resource Development (CRD) Educator 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 Educator, will conduct diversity workshops and trainings.
- Program planning will include 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 Health and Well-Being Educator can work to improve these resources for these individuals and families.
- Effort will be focused on increased resources and programming be offered in multiple forms of media and languages to reach foreign language speakers, low literacy and illiterate clients.
- 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 VI, Title IX and ADA statements will be included in all Health and Well-Being newsletters, flyers and program brochures.
- An intentional effort will be made to disseminate information in locations, media form, and through local channels consistent with the minority or underserved group being targeted.

Community Resource Development – Victoria Solomon

General

- Will work to build local capacity in understanding demographic trends and meeting the needs of increasingly diverse communities.
- Include Title IX and ADA statements in all CRD program materials and communications.
- Connect with the Latino population in Green County to have a better understanding of their educational needs and interests.

Green County Leaders

- The CRD educator will continue to increase efforts regarding diversity and inclusion in the Green County Leaders program, including but not limited to:
 - Increasing the diversity of participants in the Green County Leaders program through recruitment and expanding program scholarship opportunities.
 - Better tracking demographic data of participants and alumni, including tracking this information in mailing lists.
 - Working to increase recruitment of diverse participants for the Green County Leaders board.
 - Including a day of training on diversity and inclusion as part of the Green County Leaders curriculum, as well as integrating diversity and inclusivity as themes throughout the program year.
 - Ensuring meeting locations are wheelchair accessible.
 - Ensuring the inclusion of a non-discriminatory clause in the Green County Leaders bylaws.
 - Ensuring the inclusion of non-discriminatory language on Green County Leaders materials and communications.
 - 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, anti-abuse, and beyond.

Youth in Government

- In collaboration with the 4-H Youth Development Educator, work to help coordinate and advise youth in government programs in Brodhead and Monroe to diversify the discussions in local government bodies.
- Increase the diversity of the youth in government programs through expanding recruitment efforts and materials.

FoodWise – Donna Peterson

- The FoodWise staff delivers the evidence-based Supplemental Nutrition Assistance Program Education (SNAP-Ed) designed for a 5th grade reading level and that can be taught in both English and Spanish with attention to cultural differences and adaptations.
- The FoodWise staff builds partnerships with agencies and other groups that serve low-income and racially/ethnically diverse families with children. They do outreach and obtain referrals through multiple methods to be able to reach and teach the targeted low-income and diverse audiences.
- Efforts are made to market the program in Spanish, including Spanish-language resources, targeted outreach, and having an interpreter available.
- Title VI, Title IX and ADA Statements are included in all SNAP-Ed 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 webpage (food pantry list)
- Interpreter services and procedures are in place, if interpreter costs are to come through Extension's Department of Diversity, Equity & Inclusion, to assist the FoodWise staff programming.