

**USDA CIVIL RIGHTS COMPLIANCE REVIEW REPORT OF
UNIVERSITY OF MISSOURI EXTENSION
July 17-21, 2006**

Review Team Findings Requiring Response:

1. MU Extension managers must effectuate the policies and procedures in the Affirmative Action Plan and use the data system to identify goals to reach minorities underserved in all program areas.
2. MU Extension must develop a comprehensive recruitment and hiring plan
3. The Director should issue a written statement reaffirming MU Extension's policies regarding non-discrimination and affirmative action.
4. MU Extension should develop a comprehensive civil rights training program for all staff members, including county paid staff.
5. MU Extension Administrators should work with the extension councils to develop a plan to increase the racial/ethnic diversity of the extension councils.
6. MU Extension and LUCE should be commended for its development of a Diversity Catalyst Team and should continue to recruit members of diverse backgrounds. The Director of Extension should continue to support the team.
7. All staff, volunteer, and county secretary position descriptions should be reviewed for civil rights requirements and responsibilities
8. MU Extension should ensure that staff review EEO components which include access and use of counseling for employment complaint processing.
9. MU Extension should ensure that all County Extension office personnel receive training and establish a written internal process for handling program complaints.
10. MU Extension must ensure resolution of accessibility issues with St. Louis City office so that the Extension office becomes fully accessible to physically disabled clientele.
11. MU Extension staff must collect data on race/ethnicity and gender and make efforts to assure programs are accessible to all. Data should exist at the individual, local and state level. Data collection training should be available.
12. MU Extension must ensure that Extension staff understand the process used by MU Extension for outreach, and utilize the procedures to increase the number of minority participants in 4-H activities including strategies (1) to decrease the number of single race clubs in racially mixed communities, (2) to increase minority participation in 4-H camps, (3) to increase diverse representation for district and state 4-H events, and (4) to improve minority representation in 4-H volunteers.
13. MU Extension should review and effectuate the Form CR-1 in the Affirmative Action Plan
14. MU Extension should ensure that training on sexual harassment policies and procedures is provided to Extension staff
15. MU Extension program staff must ensure programs are offered without regard to one's gender. Staff must ensure program titles, literature, program materials, advertising, etc. are gender neutral
16. MU Extension should reinstate county internal civil rights reviews
17. MU Extension should provide written guidance for Extension staff on "all reasonable efforts" for accommodating clientele who are limited in English proficiency.
18. MU Extension and LUCE administrators should ensure staff is aware of the MOU and understand how it will affect the delivery of programs to the people of Missouri.
19. MU Extension and LUCE administrators must effectuate the MOU into Extension programs.
20. MU Extension and LUCE should establish a time line for implementation of the MOU. A working group should be established to assist administrators with the implementation of the MOU.