

## Internal Civil Rights Compliance Review

### Onsite Visit by Regional Director

Updated May 2018

County: \_\_\_\_\_

Date: \_\_\_\_\_

#### Role in of the Regional Director in the On-Site Visit

	Comments
<input type="checkbox"/> Work with each specialist to ensure that the specialists are accurately carrying out their role	
<input type="checkbox"/> specialists accurately collect and reports minority program participation data using MyExtension	
<input type="checkbox"/> specialists complete annual affirmative action planning	
<input type="checkbox"/> specialists can describe “all reasonable efforts taken” to reach underserved audiences	
<input type="checkbox"/> specialists make all programs accessible	
<input type="checkbox"/> specialists are familiar with the office Civil Rights File	
<input type="checkbox"/> specialists provide pertinent information to the Civil Rights File	
<input type="checkbox"/> Specialists participate in the internal compliance review as requested.	
<input type="checkbox"/> Verify that all public notification requirements are being met.	
<input type="checkbox"/> The “Justice for All” poster is displayed.	
<input type="checkbox"/> All brochures and news releases are reviewed for the non-discrimination statement, with attention focused upon stereotyping, or discrimination in newsletters	
<input type="checkbox"/> Mailing Lists. Are staff aware that all mailing lists must be coded for gender and ethnicity? Are all mailing lists (4-H, family and consumer science, agriculture, others) coded for gender and ethnicity? Place mailing lists in Civil Rights file in the county office.	
<input type="checkbox"/> The specialist displays the client program complaint process during each programming. <a href="http://extension.missouri.edu/staff/eo-programcomplaints.aspx#gsc.tab=0">http://extension.missouri.edu/staff/eo-programcomplaints.aspx#gsc.tab=0</a>	
<input type="checkbox"/> Each specialist is knowledgeable about the discrimination complaint procedure, <a href="http://extension.missouri.edu/staff/eo-complaints.aspx#gsc.tab=0">http://extension.missouri.edu/staff/eo-complaints.aspx#gsc.tab=0</a>	
<input type="checkbox"/> All specialists have an understanding of “all reasonable efforts.” Are there records of minority contacts? Is there evidence of efforts to reach parity (audience participation by minorities/gender at the same level as exists in the county population)? Are there specific plans to reach men with consumer and family education, women with the agriculture program?	
<input type="checkbox"/> Office staff are familiar with Civil Rights File and civil rights	

responsibilities.	
<input type="checkbox"/> The Council Chair works to carry out civil rights responsibilities.	
<input type="checkbox"/> The ADA self-assessment has been completed, and where there is limited accessibility, there is a plan for ensuring program accessibility.	

County personnel (faculty, staff, & county secretaries) by race & gender

White	Black	Am. Indian or AK Native	Hispanic	Asian or Pacific Islander	Totals	Male	Female

County demographics by race & gender

White	Black	Am. Indian or AK Native	Hispanic	Asian or Pacific Islander	Totals	Male	Female

Comments or strategies for continuation and improvement: (sample attached) \_\_\_\_\_

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Signature: \_\_\_\_\_  
Regional Director

## Sample Comments for Internal Compliance Review

- Programs and delivery methods were reviewed.
- Affirmative action plans were reviewed
- The ADA self-assessment was analyzed
- County demographic data were analyzed to determine the potential audience of minorities in the county
- Contact and program participation data was analyzed to determine if minority audiences were being served.

### County Demographics

<b>Total</b>	<b>68,693</b>
White	63,290 =91.9%
African Am/Black	3,624 =5.8%
Am. Indian/Alaska Native	248 =.4%
Asian	515=.9
Native Hawaiian/Pac. Islander	18=.9%

### County Personnel

The following personnel were housed in the office:

- 5 faculty and staff (3 male, 2 female, all white)
- 3 secretaries (all female, all white)

### Findings of the Compliance Review

Upon review of the physical structure of the office, it was accessible to all and the “Justice for All” posters were posted in clear view. Eight brochures were reviewed, representing the five program areas. The non-discrimination statement appeared on each.

Discussions with personnel revealed that they were committed to the Civil Rights Laws and the Strategic plan for diversity.

The county did an excellent job of keeping documentation and of carrying out civil rights laws. Their commitment is obvious. There are some challenges in this county due to the small numbers of minorities in the county. I am convinced that all reasonable efforts are being pursued to expand audiences. Women in Agriculture programs were started to attract female audiences. These programs reach close to half of the female farmers in the community. All specialists are doing an excellent job of reaching female and minorities in the county. Efforts are strategic and documented.

The 4H clubs do not reflect diversity, but attempts are being made to reach minority students in the schools and through computer lab programs. The plan is the move some of the minority students into the formal clubs. The Youth Specialist partners with the United Way to provide services to youth. She also works with the Family Resource Center that serves minority youth. There are plans to continue this practice. The VISTA worker will work with the Boys and Girls Club.

In visiting with the County Council Chair, it was determined that he too was committed to carrying out civil rights laws and university policies. He had been a council member for six years. The chair was familiar with these laws and council minutes reflected that program contacts were often discussed. New programs that would expand audiences were encouraged by the council chair. He expressed particular interest in enhancing economic development in the county and blending it with farming. He is aware of the demographics of the county and is very interested in reaching all youth. He is a great promoter of extension. He has personally tried to bring minorities onto the extension council. He has asked friends to serve. The council spent some of the meetings brainstorming ways to diversify the council. He is particularly interested in increasing women and minorities. He has particular interest in serving audiences in poverty.

Other details of the review appear in the following checklist that has been designed for this purpose.