Civil Rights 101

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County Director, 4-H Agent

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When you hear civil rights what do you think of?
Objectives:
- Understand Civil Rights within your plans
- Advisory boards
- When do I need to utilize the feature within SUPER Events
- SUPER delivery Civil Rights
- Civil Rights dashboard
- Why is Civil Rights important?
- Other things to keep in mind

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.
Reflection
Currently is your programming?

reflective of the demographics of the potential service population (party)
Currently is your programming?

having recruiting efforts that are successful in increasing and/or maintaining parity in program participation by underrepresented groups
What is an example of an underrepresented audience?
Currently is your programming?

have all clubs, activities, and programs open to all individuals, regardless of their race, ethnicity, gender, and/or disability
Did you answer no to any questions?

Could you be better at any of those questions?
Civil Rights Plan

How many of you have written your plan for 2022?
What should be included in Civil Rights Plan?

- Explicit plan to reach diverse/underserved audiences with your programs
- How are you going to measure the impact/success of the program?
  - Evaluation piece
- Is it pushing you outside of your comfort zone and/or your normal range of planned programming?
What should be included in Civil Rights Plan?

- When is your plan going to be reviewed?
  - When plan is being reviewed by county director and regional staff
- Who is going to check on the progress on meeting this plan?
  - During 1-on-1’s with county director
  - During appraisal process
Agent will prepare news articles for the local paper, utilize the local radio station, and make frequent post on social media to promote 4-H Activities to a diverse audience

Good?
So-so?
Needs improving?
Extend 4-H opportunities outside of the County Public School system to current county 4-H Homeschool Club

Good?
So-so?
Needs improving?
ANR & FCS Agent will partner together to deliver the Master Farm Family Health and Wellness Program
Good?
So-so?
Needs improving?
Adult Horticulture Agent will collaborate with the court system to facilitate the intern MG program to inmates. Through this programming will allow the inmates to start a garden as a group project and gain job skills to prepare them for once they are released.

Good?
So-so?
Improving?
Plan and implement Take Charge of Diabetes to general public
Good?
So-so?
Improving?
The agent will offer the official Spanish interpreter for the local USDA Farm Services Agency and regularly works with/assists Hispanic farm laborers
Good?
So-so?
improving?
Female producers have always participated in our livestock production Educational programs and are continually encouraged to be involved.

Good?
So-so?
Improving?
Ag agent will partner with FCS agent to provide lawn & garden equipment maintenance program for FCE Club members targeting female audience.
Good?
So-so?
Improving?
FCS Agent will provide Dining with Diabetes as a work-based learning series at local fire department targeting male audience
Good?
So-so?
Improving?
Emails, phone calls and letters will be utilized, without discrimination, to the clients that have supplied the office with that information.

Good?
So-so?
Improving?
Who can help identify underserved populations?
Look at your SUPER and see if you're out of parity?
Can locate on Civil Rights County Dashboard

<table>
<thead>
<tr>
<th>Family &amp; Consumer Sciences Program Delivery - County Census</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTIA</td>
</tr>
<tr>
<td>Potential / Actual</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Actual</td>
</tr>
<tr>
<td>Potential</td>
</tr>
</tbody>
</table>
Advisory Committees & Needs Assessment

- Advisory Committee
  - Internal and External advisory boards and committees are reflective of the local/service population in terms of race, ethnicity, and gender
  - Selection process encourages diversity and/or adequate representation of the service population
  - Efforts have been made to obtain diversity on boards/committees and/or address barriers to adequate representation

- Needs Assessment
  - Focus groups, surveys, etc.
  - Ask if there is an underserved population that you may not be aware of
  - Ask how they think you can serve that population
When do I need to utilize the feature within SUPER Events?
Conducted a program at Covington Middle School who is 85% on school reduced lunch
a.) I would select the box that it reaches underserved audiences
b.) I would not select the box that it reaches underserved audiences
Reached out and found a translator to translate a 4-H camping brochure for a handful of youth who are living in a Spanish speaking home

a.) I would select the box that it reaches underserved audiences
b.) I would not select the box that it reaches underserved audiences
You planned to use PowerPoint at your winter farm marketing meeting but found out the location does not have the set up for projecting your PowerPoint so you changed your teaching methods.

a.) I would select the box that it reaches underserved audiences
b.) I would not select the box that it reaches underserved audiences
You were just trained to teach Tai Chi and you formed your first meeting schedule at GlennDale Senior Living Community
a.) I would select the box that it reaches underserved audiences
b.) I would not select the box that it reaches underserved audiences
You were able to work with the school system to get youth who needed a ride to judging practice to be dropped off at the Extension Office with a parent note okaying this form of transportation, since parents were not able to get off work to take their child to practice.

a.) I would select the box that it reaches underserved audiences
b.) I would not select the box that it reaches underserved audiences
How do you gather your demographics to enter within SUPER delivery?

a) sign in sheet with audience marking their demo
b) you look within a crowd and have a tally sheet of demo
c) you utilize an enrollment sheet where participants marked their race/ethnicity
d) you just use an estimation from memory from your program
e) you ask host of the group for their race/ethnicity breakdown
f) you take the population from the census and use that % to calculate your demographics numbers
g) I have no clue
• When you enter this information you cannot look out within the audience and guess their race and ethnicity.
• You can have a sign-in sheet where participants can mark their race and ethnicity
  • This sign-in sheet cannot be one large form for every participant as this information should be private
  • Also, if the participant doesn’t mark an answer that is ok, giving this information is voluntary
SUPER Delivery

Underserved Audiences: Limited English Proficiency
- You will select this check box if you offer another language other than English was offered.
  - You have 70 languages to choose from these were populated from reported languages across the entire UT system
  - If you need an language that is not on that list then contact Extension Evaluation and Staff Development Staff
- This section will allow you to upload links where you located the translated publication or to upload the documents where they were translated.
- If you upload a document it must be in a PDF format.
- If you have more than one PDF saved on your computer, use your Ctrl button and select all the documents within that upload.
- Everything submitted here will appear in the county civil rights dashboard.

**Underserved Audiences: Limited English Proficiency**

<table>
<thead>
<tr>
<th>Language</th>
<th>Number of Requests</th>
<th>Number Written Responses</th>
<th>Number Phone Conversations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albanian</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Example Documents:
- Choose File
- No file chosen

Real Life Solutions
Civil Rights Dashboard

How do I find it?
Section 4: Program Delivery

Review the Program Delivery Section

View
## Table 1: Demographic Comparison

<table>
<thead>
<tr>
<th>Potential / Actual</th>
<th>American Indian/Alaskan Native</th>
<th>Asian</th>
<th>Black/African American</th>
<th>Native Hawaiian/Other Pacific Islander</th>
<th>White</th>
<th>More than 1 race</th>
<th>Other/Unidentified</th>
<th>Hispanic</th>
<th>Non-Hispanic</th>
<th>Unidentified Ethnicity</th>
<th>Male</th>
<th>Female</th>
<th>Other/Unidentified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>1 (0.02%)</td>
<td>0</td>
<td>63 (2.11%)</td>
<td>0 (0.00%)</td>
<td>2</td>
<td>0 (0.07%)</td>
<td>2 (0.07%)</td>
<td>14 (0.47%)</td>
<td>299 (99.53%)</td>
<td>15 (0.50%)</td>
<td>381</td>
<td>2412</td>
<td>0 (0.00%)</td>
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<tr>
<td>Potential</td>
<td>194 (0.32%)</td>
<td>520</td>
<td>11313 (18.41%)</td>
<td>2 (0.00%)</td>
<td>47750</td>
<td>1258 (2.19%)</td>
<td>380 (0.63%)</td>
<td>1708 (2.78%)</td>
<td>59739 (97.22%)</td>
<td>30265 (49.74%)</td>
<td>31982</td>
<td>30091</td>
<td>0 (0.00%)</td>
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</tbody>
</table>

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Real Life Solutions
Section 3: Advisory Boards & Committees

Review Advisory Boards & Committees section.

View
<table>
<thead>
<tr>
<th>Committee Title</th>
<th>Encourages Diversity</th>
<th>Efforts to Obtain Diversity</th>
<th>American Indian/Alaskan Native</th>
<th>Asian</th>
<th>Black/African American</th>
<th>Native Hawaiian/Other Pacific Islander</th>
<th>More than 1 race</th>
<th>Other/Unidentified</th>
<th>Hispanic</th>
<th>Non-Hispanic</th>
<th>Unidentified Ethnicity</th>
<th>Male</th>
<th>Female</th>
<th>Other/Unidentified Gender</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>County 4-H Advisory Council</td>
<td>Yes</td>
<td>Yes</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0.0%</td>
<td>0.0%</td>
<td>7 (50.0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>11 (100%)</td>
<td>3</td>
<td>9 (69.2%)</td>
<td>0 (0%)</td>
<td>11</td>
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<tr>
<td>County Agriculture and Natural Resources Advisory Council</td>
<td>Yes</td>
<td>Yes</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>2.83%</td>
<td>0.0%</td>
<td>3 (21.4%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>7 (100%)</td>
<td>6</td>
<td>1 (14.3%)</td>
<td>0 (0%)</td>
<td>7</td>
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<td>County Agriculture Connectee</td>
<td>Yes</td>
<td>Yes</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0.0%</td>
<td>0.0%</td>
<td>1 (100%)</td>
<td>0 (0%)</td>
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<td>0 (0%)</td>
<td>1 (100%)</td>
<td>1</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>1</td>
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<tr>
<td>County RE Advisory Council</td>
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<td>0 (0%)</td>
<td>0 (0%)</td>
<td>2 (40.0%)</td>
<td>0.0%</td>
<td>1 (20.0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>3 (60.0%)</td>
<td>1</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>3</td>
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<td>Show 5 of 4 entries</td>
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<td>5</td>
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</table>
## Civil Rights Check List

### Organizational Capacity
- Organizational Compliance Statements
  - Documentation of nondiscrimination is required from all non-profit organizations with whom we partner. Before providing any service to the group (e.g., a city of below with non-discrimination language included, signed statement, signed letters, or membership list showing protected class). These must be updated every 3 years.

### Civil Rights Knowledge and Procedures
- Compliant Procedures
  - Agents, staff, and volunteers know and understand the procedure to follow for grievances and complaints related to civil rights compliance. In UTEPT Extension programs, agents, staff, and volunteers know UTEPT Extension procedures for filing employment discrimination and sexual harassment complaints.

### Civil Rights Knowledge and Procedures
- Anti-discrimination policies
  - Interns and volunteers must be aware of these policies.

### Civil Rights Knowledge and Procedures
- Training Plan and Records
  - Agencies and staff must have adequate documentation that the firm is in compliance with Title IV, Title IX, and any other English proficiency U.S. Federal Laws.

### Civil Rights Knowledge and Procedures
- Anti-discrimination Procedures
  - Agents, staff, and volunteers have been made aware of civil rights policies, laws, and regulations.

### Advisory Boards & Committees
- Membership Diversity
  - Internal and external advisory boards and committees must be reflective of the local service population in terms of race, ethnicity, and gender. The committee selection process encourages diversity and adequate representation of the service population. Efforts have been made to obtain diversity on committees, boards, and other committees to ensure adequate representation has been addressed.

### Program Delivery
- Civil Rights Plan
  - The UTEPT Extension agencies create a civil rights plan during the annual planning process. The agent gathers input from their county advisory committee, and consults
Knowledge & Procedures

Knowledge & Procedures Information

Sufficient training for staff on civil rights requirements

Title VI - Annual Training
This course defines Title VI of the Civil Rights Act of 1964, explains UT's Title VI obligations, presents examples of discriminatory practices, defines limited English proficiency, and explains complaint procedures and prohibition on retaliation.

Title IX - Annual Training
Links to training powerpoints

Staff have access to needed civil rights documents and information

Extension Evaluation & Staff Development Civil Rights Website

Female minority will be kept in 50:50, i.e., enrollment summary, camp attendees (events), club summary, club membership.

Civil Rights Plan Review Process

Review During Planning Process
Agent creates civil rights during the annual planning process. Agent will gather input from their advisory committee(s) and county director.

Once annual plan is submitted, SWAP passes it to County Director for review.
So what?

Why is this important?
Extension is the best kept secret
Extension is the best kept secret
It’s the Law
1.) Expanded the meaning and interpretation of the definition of disability. - People with cancer, diabetes, learning disabilities, and epilepsy are covered under this law. (answer: amendments act of 2008)

2.) Is a United States labor law, passed in response to United States Supreme Court decisions that limited the rights of employees who had sued their employers for discrimination. (answer: civil rights act of 1991)

3.) No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. (answer: civil rights act of 1964)

4.) A federal antidiscrimination statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities and program services that are available to persons without disabilities. (answer: American with disabilities act 1990)

5.) No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. (answer: TITLE IX education Amendments of 1972)
Compliance Reviews

USDA-NIFA & internal compliance reviews are conducted
Keep in mind....
Public Notification & Outreach
• Nondiscrimination statement is utilized on Web sites and/or publications
  a. Indicia
    i. Programs in agriculture and natural resources, 4-H youth development, family and
       consumer sciences, and resource development. University of Tennessee Institute of
       Agriculture, U.S. Department of Agriculture, and county governments cooperating. UT
       Extension provides equal opportunities in programs and employment.
• USDA “... And Justice for All” poster is utilized to notify public of their rights and
  complaint procedures
• Participants in virtual environments are properly notified
• Outreach is conducted to traditionally underserved communities; collaboration with community groups.
• Mailing/contact lists are representative of the demographics of the service population
Accessibility for Individuals with Disabilities

Barriers for individuals with disabilities are considered
Language Access

- Potential service population & language needs have been assessed
- Competent interpretations and translation services are consistently provided free of charge
Need More Help?

SUPER 2.0 Civil Rights Program Introduction
K@TE Training 1 Hour in length
Questions???