MEMORANDUM

TO: County Extension Agriculture Agents

FROM: J.T. Woeste

RE: Policy and Procedure for Minority Membership on Agricultural Advisory Committees

Each County Extension Agriculture Agent is to review the make up of each of the Agricultural Advisory Committees that he/she is responsible for in the County. Should this review reveal that no racial minority group is represented on the committee, you are to:

1. Determine whether there are any eligible members of racial minority groups represented in the clientele to be served in the program area of that specific agricultural advisory committee, i.e., vegetables, citrus, etc. If there are no eligible members of racial minority groups to be represented, document this with the source of your information for this determination.

2. Should there be at least one or more eligible members of racial minority groups to be represented, appoint one or more members to the committee.

3. Should eligible member(s) of the racial minority group represented be unable to serve on an advisory committee, you must document the efforts that you made to obtain the services of the eligible minority member(s). There must be evidence of personal contact by telephone or in person to obtain minority participation on the advisory committee.

The above information must be submitted annually as a part of the report that all counties submit with the membership of advisory committees by race.

JTW/bgs

Revised Memo March 30, 1979
MEMORANDUM

TO: District Agents
FROM: J. T. Moeste
SUBJECT: Use of SEMIS Racial Data

I am requesting that you provide instructions to all county extension faculty requiring them to review the SEMIS racial contact data to assess the quality and quantity of services being provided to minorities. You will need to develop a monitoring process to ensure that the assessment takes place and is utilized properly.

This needs to be sent in writing to all county extension faculty no later than April 15, 1979. Dr. R. C. Andrew will be available to assist you.

JTW/amb
MEMORANDUM

TO: District Agents
FROM: J. T. Woeste
SUBJECT: State Public Notification Plan Compliance Statement

Attached is a copy of a memorandum from me to Dr. Morris, requesting that the Editorial Department monitor all news releases, news clippings, newsletters, newsletter forms, etc., for the appropriate non-discrimination statement. Since several materials for the Florida Cooperative Extension Service are released at the County level, it is necessary to implement procedures for compliance by the County Extension Faculty.

I am requesting that each of you notify all of the County Extension faculty in your district of the public notification plan requirement for the non-discrimination statement. Please use the statement that I requested Dr. Morris to use in his memo. In addition, each County Extension faculty member in a County where there are primarily black radio stations will be instructed by you to utilize that radio station for disseminating technical information or making announcements to clientele for all of our Extension programs. Particular emphasis needs to be on agriculture as the recent audit indicated we were not fully utilizing the black and other minority radio station and other news media for disseminating technical information or making announcements to clientele in agriculture. Each county with a black or other minority radio station or other news media shall provide documentation to you that they utilize the radio station for disseminating technical information or making announcements to clientele. A copy of the announcements or information that they submit to the radio station would be the major method of documentation. This documentation should be provided to you as a part of our Affirmative Action Report for each fiscal year.

The above instructions and procedures should be developed and sent out from your office no later than April 10, 1979.
MEMORANDUM

TO: All County Extension Faculty
FROM: J. T. Woeste
SUBJECT: Letters of Compliance for Assistance to Groups

Letters of compliance stating that the organization served by the Florida Cooperative Extension Service do not have any policies that discriminate against membership on the basis of race, color, sex, age, handicap or national origin must be on file in the County Extension Office. This letter must be addressed to you and clearly state that the organization does not discriminate against membership on the basis of race, color, sex, age, handicap or national origin. In the event an organization will not supply the County Extension faculty member a letter of compliance, the County Extension Director will inform the organization in writing that the Florida Cooperative Extension Service can no longer provide assistance to them until such time as discriminatory practices are eliminated. This should be recorded promptly to the Director, Personnel Affairs (IFAS Affirmative Action Officer). These letters of compliance should be updated every five years or when there has been a major change in organizational offices.
MEMORANDUM

TO: County Extension Agricultural Program Faculty

FROM: J. T. Woeste

RE: Policy and Procedure for Minority Membership on Agricultural Advisory Committees

Each County Extension Agriculture Agent with the CED is to review the make up of the Agricultural Advisory Committees. Should this review reveal that no racial minority group is represented on the committee, you are to:

1. Determine whether there are any eligible members of racial minority groups represented in the clientele to be served in the program area of that specific agricultural advisory committee, i.e., vegetables, citrus, etc. If there are no eligible members of racial minority groups to be represented, document this with the source of your information for this determination.

2. Should there be at least one or more eligible members of racial minority groups to be represented, appoint one or more members to the committee.

3. Should eligible member(s) of the racial minority group represented be unable to serve on an advisory committee, you must document the efforts that you made to obtain the services of the eligible minority member(s). There must be evidence of personal contact by telephone or in person to obtain minority participation on the advisory committee.

The above information must be submitted annually as a part of the report that all counties submit with the membership of advisory committees by race.

JTW/kdw

cc: County Extension Directors
    District Extension Directors
    C. L. Taylor
    W. R. Summerhill
    J. L. App
MEMORANDUM

TO: Dr. Milt Morris

FROM: J. T. Woeste

SUBJECT: State Public Notification Plan

We must specifically provide a non-discrimination statement on all news releases and news clippings as a part of our state public notification plan. I am requesting that the editorial department monitor all news releases, newsletters, newsletter forms, etc., for the appropriate non-discrimination statement. The statement that we now use on our letterhead is the statement desired for use on all of our materials. This statement is "The Institute of Food and Agricultural Sciences is an Equal Opportunity - Affirmative Action Employer authorized to provide research, educational information and other services only to individuals and institutions that function without regard to race, color, sex or national origin." Any individual, faculty member or IFAS unit not complying must be reported to me immediately for appropriate action.

If you have any questions or problems with implementing this, please feel free to call me. I'll be happy to discuss this matter further with you.

JTW/jda
MEMORANDUM

TO: County Extension Faculty
FROM: J. T. Woeste
SUBJECT: Policy and Procedure for Handling a Title VI Complaint

Any person who believes himself/herself or any specific class of individuals to be subjected to discrimination may by himself/herself or by an authorized representative file a written complaint with the Secretary of Agriculture. A written complaint must be filed not later than 90 days from the date of the alleged discrimination unless the time for filing is extended by the Secretary of Agriculture. Any complaint received by a Florida Cooperative Extension Service staff member shall be promptly forwarded to the Secretary of Agriculture.

The procedure for filing a program complaint must be clearly and completely communicated to the general public. This shall be done by clearly displaying the non-compliance poster in all Extension facilities. This poster should be displayed along with the EEO poster. A copy of this poster is attached.

Should you have any questions about this, please consult your District Agent or Director, Personnel Affairs, IFAS.

JTW/jda