

# Affirmative Action Review - Western

**County**

## I. Files – laws regulations, rules, pronouncements

**1) Are previous AA reviews for at least two previous review periods on file?**

Yes

No

**Comments:**

**2) Are current census statistics/demographics filed?**

Yes

No

**Comments:**

**3) Are 4-H compliance documents on file?**

Yes

No

**Comments:**

## II. Public Notification Requirements

### 1) Are posters prominently displayed?

Yes

No

**Comments:**

### 2) Is non-discrimination clause included in materials and correspondence?

Yes

No

**Comments:**

**If yes, explain the process to monitor electronic messages.**

**3) Is stereotyping avoided in illustrations?**

Yes

No

**Comments:**

**III. Current Civil Rights Efforts**

**1a) What evidence of plans to increase enrollment of minorities?**

**1b) What are current efforts to reach minorities?**

**1c) What has been progress over last three years?**

**2a) Are clubs integrated**

Yes

No

**Comments:**

**2b) Are there exceptions for large number of clubs**

Yes

No

**Comments:**

**2c) Is there evidence to reach minorities and males (FCS) and females (Ag) programs?**

Yes

No

**Comments:**

**3a) Do agents collect and report data on total minority participation?**

Yes

No

**Comments:**

**3b) Has parity been achieved? Please consider programs, clubs, events, committees, etc.**

Yes

No

**Comments:**

**4a) Is staff aware all mailing lists must be coded for `gender and ethnicity?**

Yes

No

**Comments:**

**4b) Are mailing lists coded for gender and ethnicity?**

Yes

No

**Comments:**

**5a) How are committees selected?**

**5b) Is committee membership/representation reflective of county demographics?**

Yes

No

**Comments:**

**5c) Are there lists for Extension advisory committee, 4-H Foundation, 4-H Council, and any others?**

Yes

No

**Comments:**

**6a) Is the 4-H Activity Report completed?**

Yes

No

**Comments:**

**6b) Is there a 4-H Expansion & Review Committee?**

Yes

No

**Comments:**

**6c) If Advisory Committee has this role, is 4-H Review and Expansion a regular agenda item?**

Yes

No

**Comments:**

**6d) Is evidence of Advisory Committee 4-H Review and Expansion work reported in meeting minutes?**

Yes

No

**Comments:**

**7a) Is staff knowledgeable about discrimination complaint procedure?**

Yes

No

**Comments:**

**7b) Does staff have current position descriptions including responsibility for civil rights compliance?**

Yes

No

**Comments:**

**8a) Is the office accessible?**

Yes

No

**Comments:**



**8b) How does the office handle accessibility?**

**8c) Does staff understand ADA**

Yes

No

**IV. Questions/requests from county staff.**