

COMMON FINDINGS DURING STATE CIVIL RIGHTS REVIEWS

GENERAL:

Timelines are not met (KEEP, 3Y, Curr.)

Incorrectly cross-referencing

PROGRAM AREAS:

Advisory committees not diverse by gender and ethnicity

Mailing lists, program attendance sheets, advisory committees not properly coded by gender and ethnicity and summarized

Out-of-date information

Program announcements don't use ADA statement and Affirmative Action Clause

Minutes don't include topics

EEO:

Missing historical artifacts

Missing copies from previous state/federal review(s)

ADMINISTRATIVE RULES AND REGULATIONS:

Missing historical artifacts

Missing directions on how to file a complaint

Staff meetings don't document when civil rights efforts are discussed