

# REVIEWER CHECKLIST

## **PROGRAM AREA FILES:**

Are advisory committee lists current, coded by gender and ethnicity (H-M) and summarized?

Are there needed membership changes in advisory committees and boards to more accurately represent the county minority population? (men on Home Ec board, etc.)

Are minutes of meetings dated, coded and summarized.

Is the record of how program planning committee members are chosen current or could it stand to be updated?

Are minutes of programs coded, dated, summarized, topic listed and place?

Are mailing lists current, coded and summarized?

Are records of potential recipients of programs current, coded and summarized?

Do the program announcements use the ADA statement and the Affirmative Action Clause? Do they use diverse graphics? Do they incorporate the statements into the body of the text? Do they distribute announcements to diverse sources?

Do print media materials have original announcement and what was printed?

## **EEO:**

Do the files contain the original laws and other historical information?

Do they have a copy of the previous state or federal civil rights review indicating what follow-up was done?

## **ADMINISTRATIVE RULES AND REGULATIONS**

Do the files contain the original laws and other historical information?

Do the files have examples of public notification or do they properly cross-reference?

Do the files contain information on how to file complaints?

Are staff meetings documented when civil rights efforts are discussed?

**GENERAL:**

Do the files meet the timeline guidelines (KEEP, 3Y, CURR)?

Do they cross-reference correctly? Paper dated and showing where to find documents?

“Timeline for completion” - 2 months