

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE AO – 80

FOR: COUNTY OFFICES

Bilingual Staffing / COC Minutes

APPROVED BY: State Executive Director
Lang S. Frey
LEF:mac

1 Overview

A The purpose of this notice is to remind counties that:

Purpose

- Counties need to ensure that FSA programs are administered in a nondiscriminatory manner.
- That procedure is followed to include females and underrepresented groups on the slate of nominees in the election of FSA committees according to 15-AO.
- To determine the need for bilingual staffing in the January COC meeting.

2 Action

A
County Office Action

Review COC minutes for this calendar year to determine if the need for bilingual staffing in was documented as required in 18-AO (rev. 2) para. 37F.

Note: Minimum consideration for bilingual staffing is 20 percent or 25 producers with no or limited English speaking ability. If less than 25 producers, a bilingual resource only needs to be identified and available to provide interpretation services. 18-AO (Rev. 2) para. 37. Refer to Exhibit 1

- Record determination on bilingual staffing or assistance in the COC minutes. **If it is determined that this has not been accomplished then, it must be discussed and documented in the next COC minutes.**

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DISPOSAL October 1, 2003	DISTRIBUTION County Offices, DD's STO
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2 Action,

Continued

A

**County Office
Action**

COC Minutes:

Minutes are the legal and binding record of COC actions. CED shall prepare minutes as soon as possible but no later than 10 workdays after the meeting. It has been determined that County Offices are submitting a limited number of COC Regular Minutes to the State Office. (16-AO (Rev. 2) para. 194 & 195A.

Executive Minutes:

CED shall prepare as soon as possible, but within 10 workdays. Obtain CED and COC signatures and hold in County Office until DD reviews. Individual FLP issues shall be separately identifiable from other executive minutes according to 16-AO para 195A. This means, personnel actions and FLP issues will have a separate set of Executive minutes. All Executive minutes are to be kept in a locked file cabinet.

Note: It has been determined that COC Regular Minutes contain sensitive data regarding Farm Loan Program data which should be in the Executive Minutes as required in 25-AS, Exhibit 51, page 3 and 16-AO, para. 196B.

It also has been determined that COC Executive Minutes were not signed by both the CED and Chairman of the COC prior to turning over to DD for submission to the State Office as required by 16-AO, para 195A.

The appropriate completion or correction of all Executive Minutes since January 2003 must be completed within 15 days of receipt of this notice for DD review and submission to the State Office.

B

DD Action

DD shall:

Ensure that FSA programs are administered in a nondiscriminatory manner. DD shall serve as liaison between SED and Service Centers to review, evaluate, and report program effectiveness and adherence to regulations.

COC Minutes:

DD's shall physically review all COC minutes to assure that the requirements of this notice have been accomplished. Each DD will certify to the SED that all CED's have accomplished the requirements of this notice. DD's will report no later than July 1, 2003.

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2 Action,
Continued

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B

DD Action,
Continued

The DD's shall review all Executive Minutes to insure that they comply with 16-AO para 195 & 196, & 25-AS, Exhibit 51. DD's will physically review all Executive Minutes and forward to the SED **“To Be Opened By Addressee Only”**.

C

Contact Person

Questions regarding this notice shall be directed to Marjorie Crooker, Administrative/Outreach Specialist, at 503 692-1973 Ext. 232 or by e-mail to marjorie.crooker@or.usda.gov

**Oregon Race and Gender Data
Hispanic and Asian**
Information came from the Oregon Census of Agriculture

County	Hispanic	Asian
Baker	5	0
Linn/Benton/Lincoln	30, 12, 3	4, 5, 1
Clackamas/Multnomah	51, 11	21, 9
Clatsop/Tillamook	1, 1	0, 1
Columbia/Washington	7, 26	1, 16
Coos/Curry	9, 1	0, 0
Crook/Deschutes/Jefferson	4, 15, 8	0, 3, 1
Douglas	27	4
Gilliam/Wheeler	4, 3	1, 0
Grant	2	0
Harney	8	0
Hood River/Wasco	14, 3	33, 1
Jackson/Josephine	39, 11	5, 1
Klamath	20	7
Lake	8	1
Lane	24	7
Malheur	38	56
Marion	43	9
Morrow	7	1
Polk	21	6
Sherman	1	0
Umatilla	28	7
Union	3	1
Wallowa	1	0
Yamhill	22	8