



# *Southeast Missouri Region*

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## AFFIRMATIVE ACTION PROGRAM

FOR THE

SOUTHEAST MISSOURI REGIONAL PLANNING

AND

ECONOMIC DEVELOPMENT COMMISSION

Prepared by:

Kathleen M. Hall, Executive Assistant  
Rebecca Pecaut, Administration Assistant

December 31, 2014

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Regional Planning and Economic Development Commission

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**ABSTRACT:**

The purpose of this document is to present the official affirmative action statement and program of the Southeast Missouri Regional Planning and Economic Development Commission. The Commission strives to provide equal opportunity for all individuals being considered for employment with the agency.

The guide is also designed to provide information to the Commission's existing staff concerning the official policy of the agency. The document is updated annually.

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*Southeast Missouri*  
**REGIONAL PLANNING & ECONOMIC  
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December 31, 2014

Membership of the  
Southeast Missouri Regional Planning  
and Economic Development Commission  
1 West St. Joseph Street, P. O. Box 366  
Perryville, Missouri 63775

Ladies and Gentlemen:

With this letter, I am transmitting a copy of the updated *Affirmative Action Program for the Southeast Missouri Regional Planning and Economic Development Commission*. The Affirmative Action Program is required as a part of our responsibilities in ensuring that the civil rights of the persons who apply for positions with the Commission are upheld and also in protecting the existing staff's civil rights.

We do our utmost to advertise positions available for employment with the Commission, when such opportunities arise, and our procedures are delineated in the enclosed Affirmative Action Program. Our interviewing process and reference checks are aimed at hiring the best qualified individual regardless of race, creed, color, religion, sex, age, disability, national origin, political affiliation, or familial status. Our intent is to be able to provide the most effective staff possible that can be hired under the fiscal and other constraints within which the Commission operates.

I respectfully request your review of the enclosed Affirmative Action Program, as I will be requesting that it be adopted at the next Regional Planning Commission meeting.

Thank you for your attention to the enclosed.

Respectfully yours,

Chauncy Buchheit  
Executive Director

CB/kh



**SOUTHEAST MISSOURI REGIONAL PLANNING AND  
ECONOMIC DEVELOPMENT COMMISSION  
AFFIRMATIVE ACTION PROGRAM  
December 31, 2014**

***Southeast Missouri Region***

The Southeast Missouri Region encompasses the Counties of Bollinger, Cape Girardeau, Iron, Madison, Perry, St. Francois, and Ste. Genevieve. The area is predominantly rural in character. The economy of the area is composed chiefly of agricultural, mining and quarrying, manufacturing, health care and commercial activities.

The latest comprehensive census information available for the Region is that provided in the 2010 census of population.

In 1980, the Region had a total population of 165,511 persons. Of this total population, some 3,257 were non-white. Within the non-white category, 2,455 were Black and 802 were other non-whites. Thus, the total minority population of the Region composed 1.968% of the total population.

The final 1990 census data, released by the U. S. Census Bureau, indicated a population for the Region of 175,694 persons. Of this total population, some 5,428 were non-white; 4,078 were Black; 345 were American Indian, Eskimo and Aleut; 767 were Asian and Pacific Islanders; and 849 were Hispanic. The total minority population of the Region represented 3.089% of the total population, an increase of 2,171 persons.

According to the 2000 census data, the Region had a total population of 194,834 persons, exhibiting a 10.9% growth for the Region and the addition of 19,140 persons. The non-white population totaled 7,196, or 3.693% of the total population. This amounted to an increase in non-white population of 1,768 people. There were 1,492 people of Hispanic origin, 5,118 were Black, 692 were American Indian or Alaska Natives, 906 Asian, 35 Native Hawaiian or Pacific Islander, and 446 of other races.

The 2010 census data shows that the Region's total population had grown to 213,368, an increase of 18,534 persons or 9.52%. The non-white population totaled 14,665, or 6.88% of the total population. This amounted to an increase in non-white population of 7,469 people. There were 8,502 people of Black or African American origin, 718 were American Indian or Alaska Natives, 1,355 were Asian, 66 Native Hawaiian or Pacific Islander, and 1,167 of other races. Hispanic populations were not enumerated in the 2010 census; however, 2,857 persons were counted as being of two or more races.

## ***The Commission***

The Southeast Missouri Regional Planning and Economic Development Commission was officially designated under Chapter 251, RSMo., on March 12, 1968. The Commission initiated its operation without the benefit of staff and carried out limited activities until October, 1970, when it initiated the hiring of staff.

The Commission is composed of the counties and cities in the Southeast Missouri Region that elect to become dues-paying members. In addition, representation to the general membership, on a non-paying basis, is provided by East Missouri Action Agency, the official human resource agency in the Region and is also involved in workforce development programs. A representative of the minority population was also selected for a non-dues-paying position on the Commission's membership by virtue of a caucus of minority organizations in January, 1981. Minority representation to the Commission changed with the Commission's elections in June, 1991; April, 1996; October, 2003; and September, 2005. Also, all state senators and representatives who reside within the Southeast Missouri Region have a vote in the general membership's activities. Four other entities have become associate members of the Commission—Ameren Missouri and Citizens Electric Corporation, both electrical utilities; another utility, the Leopold Water System; and the Southeast Missouri Regional Port Authority.

The Commission's official governing board is its Board of Directors. The Board of Directors is composed of two members from each county, normally the presiding commissioner and a mayor selected from within the county; a representative of East Missouri Action Agency; the minority representative; and a representative of the associate members. The Board of Directors is currently composed of 17 individuals

## ***Affirmative Action Program***

The following Affirmative Action Program has been prepared in accordance with the Civil Rights Guidelines issued in April, 1979, by the Office of Civil Rights, Economic Development Administration. The Southeast Missouri Regional Planning and Economic Development Commission has had a long-standing commitment to ensure that it complies with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and Section 112 of Public Law 92-65.

During 1985, an extensive review of the Commission's *Personnel Policy Manual for Employees of the Southeast Missouri Regional Planning and Economic Development Commission* was undertaken by the Commission's Personnel Committee. Input into the revisions to the personnel policy manual



was provided by all of the employees of the agency. The Commission officially adopted a revised and updated personnel policy manual on June 24, 1985, with subsequent amendments made in June, 1985; January 2001; and May, 2005. Contained within the personnel manual is an equal employment opportunity and affirmative action statement. In the following paragraphs, the official equal opportunity and affirmative action statement will be cited.

## ***Equal Opportunity and Affirmative Action***

### ***General Policy***

In the execution of any project, the Southeast Missouri Regional Planning and Economic Development Commission will not discriminate against any employee or applicant for employment because of race, creed, color, religion, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. The Commission will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, race, creed, color, religion, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Commission will, in all solicitations or advertisements for employment placed by or on behalf of the Southeast Missouri Regional Planning and Economic Development Commission, state that all qualified applicants will receive consideration for employment without regard race, creed, color, religion, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. The Commission will insert a similar provision in all contracts for services performed under other projects.

### ***Responsibility***

The Executive Director shall be responsible for ensuring compliance with the Equal Opportunity policies. The Executive Director may designate an Equal Opportunity Officer with the responsibility of coordinating the efforts of the Commission to ensure that no discriminatory practices are being conducted.

### ***Dissemination of Policy***

Every effort shall be made to make it clear that non-discrimination **is** a policy of the Commission and that failure to adhere to such policy may be dealt with by disciplinary action.

As required by Title VII of the 1964 Civil Rights Act, the **official poster** and a **statement of Commission policy** shall be conspicuously posted in places where notices to employees and job applicants are usually posted and displayed.

The Commission policy on Equal Employment Opportunity shall be made an integral part of the Personnel Policy Manual.

All advertisements for employment with the Commission shall state that the Commission is an Equal Opportunity Employer.

All contracts executed by the Commission will include a non-discrimination provision for services performed under the contract.

New employee orientation and management training programs shall include an explanation of the Commission policy on Equal Employment Opportunity.

### ***Non-Discrimination in Personnel Practices***

Personnel policies of the Commission shall be examined periodically to ensure that no inherent form of discrimination exists. Further, the Executive Director shall be responsible for ensuring that discrimination is avoided in implementing the Personnel Policy Manual.

***Recruitment.*** In order to assure non-discriminatory recruitment of staff, the Commission shall take appropriate steps, such as:

- Placing employment advertisements in newspapers which serve the largest number of people who are minorities in the recruiting area.
- Recruiting through schools and universities having substantial proportions of minority students.
- Maintaining systematic contacts with minority and human relations organizations and spokesman to encourage referral of qualified minority applicants.
- Encouraging present employees to refer minority applicants.
- Making it known to all recruitment sources that qualified minority members are being sought for consideration for professional, technical and clerical positions with the Commission.

***Hiring.*** In order to assure non-discriminatory hiring, the Commission shall take appropriate steps, such as:

- Ensuring that employment applications do not refer to race, creed, color, religion, sex, age, disability, national origin, or political affiliation, since such factors are not bona fide occupational qualifications.
- Ensuring that references during employment interviews are not made with regards to race, creed, color, religion, sex, age, disability, national origin, or political affiliation, since such factors are not bona fide occupational qualifications.
- Eliminating educational and/or experience qualifications which are not, in fact, essential to a particular job and which thereby restrict application and selection of minorities.
- Instructing personally those of the staff who make hiring decisions that minority applicants for all jobs are to be considered without discrimination.

***Sub-Professional Internships and Other Training Programs.*** The Commission shall, in order to help equalize opportunity for minority persons, assure that maximum use will be made of sub-professional internships and other programs, such as:

- Sponsoring and assisting minority youths, as well as others, to enter sub-professional and professional training, and making such training available to the maximum extent within the Southeast Missouri Region.
- Actively encouraging minority employees, as well as others, to increase their skills and job potential through participation in available training and education programs.

***Placement and Promotion.*** The Commission will assure non-discriminatory placement and promotion by methods such as:

- Instructing personally those of the staff who make placement and promotion decisions that minority employees are to be considered without discrimination.
- Encouraging the promotion of minority employees who have increased their skills, in accordance with the Commission's affirmative action policies.

***Pay, Other Compensation and Working Conditions.*** In order to assure non-discriminatory pay, other compensation and working conditions, the Commission shall take appropriate steps, such as:

- Examining rates of pay and fringe benefits for present employees with equivalent duties and adjusting any inequities found within the context of available funding.
- Not reducing the compensation of existing employees who have been converted to on-the-job training status.

***Contracting.*** The Commission shall encourage non-discriminatory contracting, taking appropriate steps, such as encouraging minority group contracts and contractors with minority representation among their employees, to submit proposals for contract work.

### ***Equal Opportunity Committee***

The Executive Director shall appoint a staff committee to deal with and make recommendations on issues relating to the Commission's equal opportunity policy. Such recommendations shall be in writing and are to be submitted to the Executive Director and the Commission's Personnel Committee. The staff committee may consider such factors as:

- Individual staff problems and grievances in the areas of promotion, demotion, and discrimination (overt and covert).
- Minority subcontractors.
- Recruitment and hiring of minorities for staff positions.
- Commission program areas as they relate to equal opportunity.
- Commission personnel policies and practices.

### ***Annual Report***

The Commission shall report annually on its affirmative action program to promote Equal Opportunity Employment for the staff and potential staff. Such reports shall specify actions that have been or will be taken, and the dates of such actions, to secure equal opportunity employment without regard to race, color, religion, disability, sex, age, or national origin.

### ***Amendments***

The Commission shall, when necessary, follow through on this Equal Opportunity Employment Program by questioning, verifying or making whatever changes or additions to this program that may be necessary in order to assure its effectiveness.

## ***Advertising of Staff Vacancies***

It is the policy of the Executive Director to advertise broadly when positions become available within the Southeast Missouri Regional Planning and Economic Development Commission's staff. Recruitment efforts have included listing professional positions with the Missouri Division of Workforce Development, with its Career Center offices in Cape Girardeau and Park Hills and on-line at [www.MissouriCareerSource.com](http://www.MissouriCareerSource.com), and the placement offices at Southeast Missouri State University at Cape Girardeau and Mineral Area College at Park Hills. Additionally, professional positions are periodically advertised in national professional publications and with universities known to have a curriculum related to the particular position. Non-professional positions are listed with the Missouri Division of Workforce Development/Missouri Career Center offices and advertised in area newspapers. Most clerical positions are advertised in the Perry County newspapers due to the fact that rates of pay most often do not allow for relocation of individuals and commuting from some of the counties served by the Commission is not economical.

Selection of personnel is based only upon job-related requirements. These requirements are not discriminatory in nature. Professional employees are selected on the basis of education, past experience pertinent to the position to be filled, and information provided in confidential reference reports which give a basis for judging the individual's ability to perform in the position for which they are applying. Clerical candidates are asked questions relating to their clerical capabilities, and are requested to provide information concerning their experience for the particular job for which they are applying and their capabilities to perform the described responsibilities. Applicants for positions within the Commission's GIS (Geographic Information System) Department are requested to provide examples of their past drafting work and asked a short series of questions with regard to pertinent factors related directly to drafting and computer-aided drafting.

## ***Activities Related to Equal Opportunity***

At the direction of representatives of the U. S. Economic Development Administration's Denver Regional Office, this report has been modified to eliminate the information from previous fiscal years, with the exception of the present year and the two previous years. Activity information for those previous years is on file at the Commission's office should someone desire to review this information. It is considered an integral part of the Affirmative Action Program, although not printed in this year's annual plan.

### ***Summarization of 2011 Changes***

The Commission's Secretary/Receptionist, Mrs. Amanda Rhyne, left her position in January of 2011.

A clerical position was advertised and a number of applications were received by the Commission. After review of those applications, interviews were conducted. Ms. Erica (Ramer) Palmer was hired on March 1, 2011 to fill the position of Secretary/Receptionist.

One temporary internship position was authorized and filled by Mr. Gregory Winkler, a student at the University of Missouri-Columbia. Mr. Winkler was hired effective May 31, 2011 to re-organize the Commission's library and also worked on organization of the inactive files. He left his position to return to college on August 12, 2011.

The 2011 pool of applicant information follows:

POSITION	NO. OF APPLICANTS		
	MALE	FEMALE	APPLICATION MAILED & NOT RETURNED OR INQUIRY MADE
Clerical	0	26	4
Summer Intern	1		
Miscellaneous Applications	2	1	

### ***Summarization of 2012 Changes***

No changes in staff were made during 2012, with the exception of the retirement of Mr. Brian J. Balsman, the Commission's Director of Planning, effective November 1, 2012. Mr. Balsman will be leaving full-time employment; however, he will continue on a part-time basis in order to assist staff who will be assuming his duties. No positions were advertised during 2012.

The 2012 pool of applicant information follows:

POSITION	NO. OF APPLICANTS		
	MALE	FEMALE	APPLICATION MAILED & NOT RETURNED OR INQUIRY MADE
Miscellaneous Applications		2	2

**Summarization of 2013 Changes**

No changes in staff were made during 2013, with the exception that several staff received promotions and their titles changed effective October 1, 2013. No positions were advertised during 2013.

The 2013 pool of applicant information follows:

POSITION	NO. OF APPLICANTS		
	MALE	FEMALE	APPLICATION MAILED & NOT RETURNED OR INQUIRY MADE
Miscellaneous Applications		2	2
Environmental Planner	1		1

**Summarization of 2014 Changes**

During 2014, two long-time staff notified the Commission they would be retiring effective January 1, 2015. As a result, Erica Palmer, who was promoted from Secretary/Receptionist to Fiscal Assistant, was in training during the year to take over Marilyn Hennemann’s position as Fiscal Officer. Rebecca Forchee (Pecaut) was hired and began work on September 8, 2014 as Administrative Assistant to take over part of Mrs. Palmer’s duties and to be trained to take over the majority of Executive Assistant Kathleen Hall’s work.

The Administrative Assistant position was advertised in the Perry and Ste. Genevieve County newspapers and was also posted with the Missouri Career Center offices.

No other changes in staff were made during 2014.

The 2014 pool of applicant information follows:

POSITION	NO. OF APPLICANTS		
	MALE	FEMALE	APPLICATION MAILED & NOT RETURNED OR INQUIRY MADE
Administrative Assistant	2	28	2

**Status of Any Legal Actions Concerning Civil Rights against the Commission**

Currently, no known actions are pending against the Commission concerning any complaints, lawsuits, or other charges of discrimination against the Southeast Missouri Regional Planning and Economic Development Commission. The Commission does have provisions in its bylaws for minority representation, and a minority representative was appointed to the Commission

in January, 1981. Reverend John Magee, the Commission's Minority Representative, left the area to accept a pastoral assignment in Omaha, Nebraska, and he was replaced by Larry Wade, formerly a Detective Sergeant of the Jackson Police Department, with his election to this position in June, 1991.

Shortly after his retirement from the Jackson Police Department, Larry Wade resigned his position as minority representative. Subsequently, Reverend William Bird of Cape Girardeau was appointed to the minority representative position on April 23, 1996. Reverend Bird continued to serve on the Commission's Board of Directors representing minority persons in the Region until October 28, 2003. Reverend Bird had contacted the Commission prior to that date to indicate that he was retiring as the minority representative on the Board. Reverend Howard McGee, also of Cape Girardeau was elected to fill this position. Because Reverend McGee had been unable to attend the Commission's monthly meetings for some time, Mr. Steve Williams, Housing Assistance Coordinator with the City of Cape Girardeau was elected to the Commission's Board of Directors at the September 27, 2005 annual meeting to fill the position of minority representative.

### ***Other Agency Activities***

The Commission has made sincere endeavors to involve persons from all backgrounds, including females and minorities, in its various subcommittees. It will continue to strive to involve minority persons and females in all of its endeavors and planning and implementation efforts.

### ***Current Staff Composition***

The following table presents the current staff composition of the Southeast Missouri Regional Planning and Economic Development Commission. The table lists all persons that were employed full-time as of December 31, 2014.



**SOUTHEAST MISSOURI REGIONAL PLANNING AND  
ECONOMIC DEVELOPMENT COMMISSION**  
Full-Time Staff, December 31, 2014

EMPLOYEE	TITLE	DATE OF EMPLOYMENT	SEX	RACE
<b>Administrative Staff</b>				
Chauncy Buchheit	Executive Director	09-01-80	M	Cauc.
David P. Grimes	Deputy Director	03-31-08	M	Cauc.
Kathleen M. Hall	Executive Assistant	09-10-73	F	Cauc.
Rebecca Pecaut	Administrative Assistant	9-08-14	F	Cauc.
Marilyn K. Hennemann	Fiscal Officer	09-28-77	F	Cauc.
Erica M. Palmer	Fiscal Assistant	03-01-11	F	Cauc.
<b>Planning &amp; Economic Development Staff</b>				
A. Drew Christian	Director of Planning	09-03-09	M	Cauc.
Leslie D. Seabaugh	Regional Planner	08-02-10	F	Cauc.
<b>Grant Administration Staff</b>				
Margaret M. Yates	Grant Administrator	11-02-01	F	Cauc.
<b>GIS Staff</b>				
Stan W. Balsman	GIS Director	07-08-74	M	Cauc
Jeremy D. Tanz	GIS Specialist & IT Director	05-26-99	M	Cauc.

**Race and Sex Composition**

CATEGORY	TOTAL POPULATION	TOTAL MINORITY	PERCENT MINORITY	TOTAL FEMALE	PERCENT FEMALE
SEMO RPC Membership	48	1	2.00	6	13.00
SEMO RPC Staff	11	0	0.00	6	55.00
Clerical	2	0	0.00	2	100.00
Professional	9	0	0.00	4	45.00
SEMO Region	213,368	14,665	6.88	105,887	49.63

**SOUTHEAST MISSOURI REGIONAL PLANNING & ECONOMIC DEVELOPMENT COMMISSION**  
**STAFF ORGANIZATIONAL CHART**

