

MERAMEC REGIONAL PLANNING COMMISSION
EIGHT COUNTIES | 36 CITIES | ONE REGION

Title VI Program 2024



APPROVED BY THE MRPC BOARD ON JUNE 13, 2024

EFFECTIVE JUNE 22, 2024

Meramec Regional Planning Commission
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(573) 265-2993

This TEMPLATE is provided by the Missouri Department of Transportation (MoDOT) Transit Section, as a resource for producing the triennial Title VI Program document for Federal Transit Administration recipients and subrecipients. FTA Circular 4702.1B, dated October 1, 2012, “Title VI Requirement and Guidelines for Federal Transit Administration Recipients” was the primary source of material for this template. Use of this template does not override each agency’s responsibility to interpret the requirements as expressed in FTA Circular 4702.1B, or as amended in the future.

This template is available online under Presentations – Title VI Presentation Template at the following link:

<http://www.modot.org/othertransportation/transit/transitapplicationsreportsprograms.htm>

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Template revision date: November 2023

2024 PUBLIC COMMENT-APPROVAL PROCESS

Meramec Regional Planning Commission (MRPC) accepted public comment on its revised Title VI Plan from May 21, 2024, to June 21, 2024. MRPC conducted a three-year review and update of the plan, consistent with the requirements outlined by the Federal Transit Administration.

The purpose of the plan is to describe the non-discrimination efforts undertaken by MRPC to ensure its programs, policies, services and other activities are available to all interested individuals. The plan provides a process for submitting complaints. The draft plan was posted on MRPC’s website and shared with the MRPC Transportation Advisory Committee and the MRPC Board. A press release was issued on May 21, 2024, on the availability of the plan for public comment, and Facebook posts were made and shared. MRPC Executive Director Bonnie Prigge made a presentation on Title VI plan at the June 13, 2024, TAC meeting and the June 13, 2024, MRPC meeting. The MRPC approved the Title VI plan, pending public comments. The comment period ended June 21, 2024, and no comments were received, therefore the plan is approved as of June 22 2024, as written and posted. MRPC staff were also briefed on the plan at the June17, 2024, full staff meeting.

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A. Title VI Assurances

Meramec Regional Planning Commission (MRPC) agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d *et seq.*, and with U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21.

MRPC assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. MRPC further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

MRPC meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including MRPC and its third-party contractors by promoting actions that:

- A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- B. Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
- C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

Signed:

Bonnie H. Prigge

Title:

Executive Director

Date:

June 12, 2024

B. Agency Information

1. Mission of Meramec Regional Planning Commission

The Mission of MRPC is to enhance the quality of life for residents of the Meramec Region. In pursuit of this mission, MRPC will bring about results in these areas:

- Cleaner, healthier, and safer communities.
- Greater socio-economic and cultural wealth through community and economic development, and
- A stronger, unified voice in the legislative process.

The Meramec Region includes the counties of Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington counties in Missouri and their respective cities.

To enhance the quality of life in the Meramec Region, MRPC works in the area of transportation planning. While no transportation services are provided, MRPC carries out MoDOT's planning framework process, ensures the region has up-to-date Coordinated Public Transit Human Services Plan and also is a partner in district and state level coalitions for Roadway Safety and looks for opportunities for public engagement and education.

The Coordinated Public Transit Human Services Transportation Plans Federal transit law requires that projects selected for funding under the Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program be "included in a locally developed, coordinated public transit-human services transportation plan," and that the plan be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private and nonprofit transportation and human services providers and other members of the public" utilizing transportation services. These coordinated plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs and prioritize transportation services for funding and implementation.

2. History (including year started)

In 1965 the Missouri legislature adopted the State and Regional Planning and Community Development Act. The act created the Missouri Department of Community Affairs (now called the Missouri Department of Economic Development) and authorized the governor to create regional planning commissions upon the petition of local governments. State statutes say that if the governor finds a need for a regional planning commission in an area, and if the petitioning cities and counties in that area comprise more than half of the proposed region's total population, then the governor may create a regional planning commission in that area. (Revised Statutes of Missouri, 1969, ed., Sec. 251.010, Sec. 251.030)

Birth of an RPC

On Jan. 23, 1969, the MRPC officially came into being. That day, Gov. Warren E. Hearnes signed the documents creating the MRPC and the commission elected its first officers:

Salem Mayor Jack Masters as chairman; Leon Camillo, representative for Potosi, as vice chairman; Cuba Mayor John Brummet as secretary and Vienna Mayor Travis John as treasurer.

What Planning Is

Gov. Hearnes' proclamation explained regional planning as "a means whereby municipalities and counties may work cooperatively to solve problems and to plan the future development of human, natural, and economic resources of a region" and called it "an indispensable guide to local units in accomplishing a coordinated and efficient development of the region which will best promote the public health, safety, general welfare and economic prosperity in accordance with existing and future needs." According to state statutes, regional planning commissions "may conduct all types of research studies, collect and analyze data, prepare maps, charts and tables and conduct all necessary studies for the accomplishment of its other duties. In matters relating to comprehensive planning, a regional planning commission...may enter into a contract and cooperate with any federal, state or local unit including other planning commissions or organizations within this or other states under laws of Missouri." (RSMo. 1969, Sec. 251.300,250.380.)

The Early Days

In the early days, the commission was run without a staff and without an office. The board members handled the business of organizing, and Chairman Jack Masters handled most of the administrative work out of his office in Salem. Monthly meetings were held at the Cuba City Hall. Funding came from the dues of member governments, which was set at 10 cents per capita. Eventually, the commission received federal planning grants and then needed to hire staff to do the work. In March of 1971, the commission hired its first director, Harold Bray, and a few months later rented its first office, a temporary office located in the Holloway House in Rolla, 1008 Holloway St. By the Feb. 10, 1972, meeting, the MRPC staff had moved into an office at 1203 E. 10th St. in Rolla. In May of 1976, the MRPC board voted to purchase a new building to better accommodate the growing organization, and soon thereafter the MRPC's headquarters was moved to 101 W. 10 St. in Rolla. In July 1979, the MRPC hired its second director, Richard Cavender. The board voted to purchase a newer and more accommodating building in 1999, and the office moved to its current location at 4 Industrial Drive, St. James. On June 30, 2011, Richard Cavender retired after 32 years of service. The board named Bonnie Prigge executive director, starting July 1, 2011. Prigge had 20 years' experience with MRPC and had served 15 years as assistant director under Cavender's leadership.

Economic Development

A federal law, the Public Works and Economic Development Act, enacted in 1965, makes the Meramec Region eligible for federal aid because of the area's relatively high unemployment and low family income levels. The law is designed to help stimulate the area's economy by providing funding for community services. But the region was not certified as a bona fide federal Economic Development District until 1975. Once the certification was made, the MRPC member governments became eligible for more public

assistance to improve the local economy.

Addition of Osage County

On Nov. 13, 1997, Gov. Mel Carnahan signed Executive Order 9714 that officially realigned MRPC's boundaries to include Osage County. This was the first boundary change in the organization's 28-year history. In 1998, the U.S. Department of Commerce Economic Development Administration admitted Osage County to the Meramec Economic Development District, making it eligible for economic development assistance like other Meramec communities and counties.

Addition of Pulaski County

On August 22, 2005, Governor Matt Blunt signed an executive order making Pulaski County a part of the Meramec Region - the second boundary change for MRPC.

3. Regional Profile (regional population; growth projection)

The Meramec Region is an eight-county area located in the southeast-central portion of Missouri. The area covers over 5,154 square miles and includes eight counties and 36 municipalities. The region is marked with gently rolling hills, deep valleys and plateaus. Numerous rivers and streams transverse the region, creating a natural draw for outdoor enthusiasts. Many of the small towns are industrial havens, yet the small farmer is still prevalent. Many wineries dot the countryside, making it a popular draw for tourists.

In 2023, the eight-county Meramec Region was home to 196,599 people based on 2023 ACS 5-year estimates, a decrease of 2.3 percent since 2010. The region increased at a slower pace from 2010-2023 than the state, which posted a .31 percent increase in population. Individual 2023 county populations range from a low of 8,430 in Maries County to 53,812 in Pulaski County. All counties, except Gasconade, Maries and Pulaski, demonstrated individual growth from 2010 to 2023, ranging from a high of 1.1 percent in Dent County to - 0.45 percent in Gasconade County. Gasconade County's population decreased by .6 percent from 2000 to 2023. The largest city in the region continues to be Rolla, the county seat of Phelps County. It has 20,522 people. The smallest city is Morrison in Gasconade County with 98 residents.

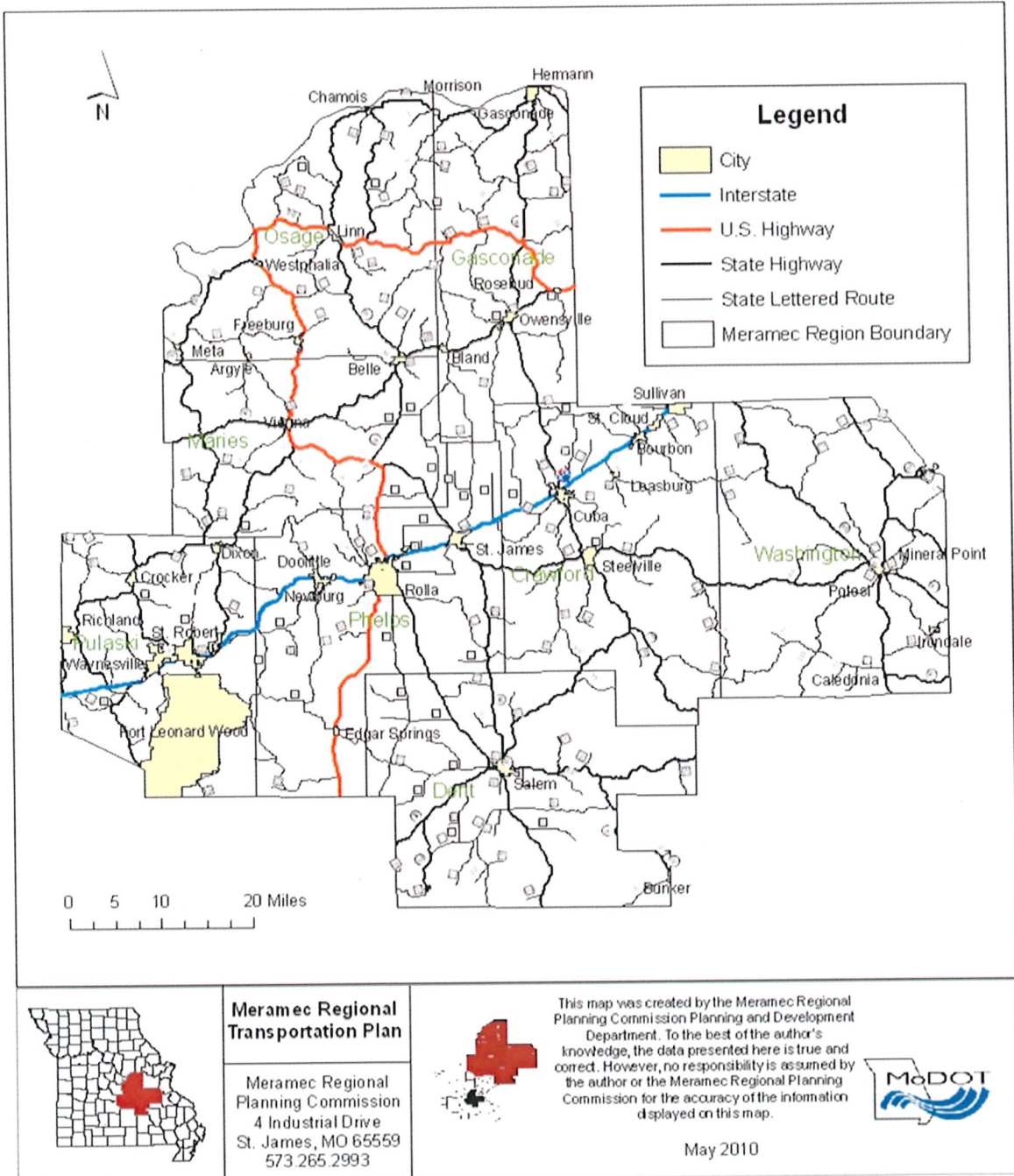
4. Population served (in relation to regional population)

The Meramec Region is made up of eight counties (Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington) and 35 cities with a total population of 196,084 people according to the US Census 2020 Census, and 196,310 by the 2022 ACS 5-Year Estimate. The 2023 ACS estimate is 196,599.

Demographic data by county is attached in the appendixes.

5. **Service area (include map, with any routes utilized)** MRPC Study Area (map below) includes Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington Counties and all the municipalities within those counties.

Study Area



6. Governing body make-up (include terms of office)

MRPC is governed by a 60-member board. Of these, 40 are local elected officials (city mayors and county presiding commissioners) or their representatives, 20 are non-government representatives 8 from private sector and 12 representing interest areas of importance within the region. Elected officials serve for as long as they hold the public office of mayor or presiding commissioners. Non-governmental members are recommended by MRPC board members and confirmed by the full MRPC board for staggered, three years terms.

The MRPC bylaws covering the governing board are attached in the appendixes.

C. Notice to the Public

Notifying the Public of Rights under Title VI

MRPC posts Title VI notices on our agency's website (www.meramecregion.org), in public areas of our agency, in our board room, and on our buses and/or paratransit vehicles.

MRPC operates its programs and services without regard to race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964.

For more information on the MRPC's Title VI program, and the procedures to file a complaint, contact Bonnie Prigge at (573) 265-2993; bprigge@meramecregion.org; or visit our administrative office at 4 Industrial Drive, St. James, MO 65559. For more information visit www.meramecregion/publications.org.

If you believe you have been discriminated against on the basis of race, color, or national origin by MRPC, you may file a Title VI complaint by completing, signing, and submitting the agency's Title VI Complaint Form.

To obtain additional information about your rights under Title VI, contact: Bonnie Prigge, MRPC Executive Director, at 573-265-2993, or by email at bprigge@meramecregion.org.

How to file a Title VI/ADA complaint with MRPC:

1. A copy of the Complaint Form and the Complaint Procedures can be obtained by downloading the documents from MRPC's website at www.meramecregion.org/publications/ and/or by requesting a copy from the Title VI Contact Bonnie Prigge at 573-265-2993 or bprigge@meramecregion.org.
2. In addition to the complaint process at MRPC, complaints may be filed directly with the Federal Transit Administration, Office of Civil Rights, East Building, 5th Floor – TCR 1200 New Jersey Ave., SE Washington, DC 20590.
3. Complaints must be filed within 180 days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
4. The form must be signed, dated, and include your contact information.

If information is needed in another language, contact Bonnie Prigge at 4 Industrial Drive, St. James, MO 65559, or at (573) 265-2993.

This Notice is posted on our agency's website, in public areas of our agency.

D. Procedure for Filing a Title VI Complaint

Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of MRPC's programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by MRPC may file a Title VI complaint by completing and submitting the agency's **Title VI Complaint Form**. Title VI complaints must be received in writing within 180 days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency's website at www.meramecregion.org, in public areas of our agency.

You may download the MRPC's Title VI Complaint Form at www.meramecregion.org or request a copy by writing to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559. Information on how to file a Title VI complaint may also be obtained by calling Bonnie Prigge at (573) 265-2993.

You may file a signed, dated complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address, and telephone number.
- Specific, detailed information (how, why, and when) about the alleged act of discrimination.
- Any other relevant information, including the names of any persons, if known, the agency should contact for clarity of the allegations.

Please submit your complaint form to bprigge@meramecregion.org or by mail.

Meramec Regional Planning Commission
ATTN: Bonnie Prigge
4 Industrial Drive
St. James, MO 65559
Email address: bprigge@meramecregion.org

COMPLAINT ACCEPTANCE: MRPC will process complaints that are complete. Once a completed Title VI Complaint Form is received, MRPC will review it to determine if MRPC has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by MRPC.

INVESTIGATIONS: MRPC will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, MRPC may contact the complainant. Unless a longer period is specified by MRPC, the complainant will have ten (10) days from the date of the letter to send requested information to the MRPC investigator assigned to the case.

If the requested information is not received within that timeframe the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

LETTERS OF CLOSURE OR FINDING: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a closure letter or letter of finding (LOF).

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- A Letter of Finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant disagrees with MRPC's determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. MRPC will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, MRPC will issue a determination letter to the complainant upon completion of the reconsideration review.

-A Determination Letter for cases where reconsideration is granted summarizes the allegations, the original finding, the basis for reconsideration, the final findings, and what remedial action(s) are necessary disciplinary action, additional training of the staff member, or other action will occur.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, East Building, 5th Floor - TCR 1200 New Jersey Avenue SE, Washington, DC 20590.

MRPC will notify the Missouri Department of Transportation of all Discrimination complaints within **72 hours** by contacting the MoDOT Title VI Coordinator via the External Civil Rights main line at (573) 526-2978; or via e-mail at TitleVI@modot.mo.gov.

If information is needed in another language, contact MRPC at 4 Industrial Drive, St. James, MO 65559, or at (573) 265-2993.

E. Monitoring Title VI Complaints, Investigations, Lawsuits *and* Documenting Evidence of Agency Staff Title VI Training

Documenting Title VI Complaints/Investigations

All Title VI complaints will be entered and tracked in MRPC's complaint log. Active investigations will be monitored for timely response on the part of all parties. The agency's Title VI Coordinator shall maintain the log.

During the reporting period, MRPC had no Title VI Complaints.

Agency Title VI Complaint Log

Date complaint filed	Complainant	Basis of complaint R-C-NO	Summary of allegation	Pending status of complaint	Actions taken	Closure Letter (CL)	Letter of Finding (LOF)	Date of CL or LOF

Documenting Evidence of Agency Staff Title VI Training

MRPC's staff are given Title VI training, and agency can answer affirmatively to all the following questions:

1. Are new employees made aware of Title VI responsibilities pertaining to their specific duties? **Yes**
2. Do new employees receive this information via employee orientation? **Yes**
3. Is Title VI information provided to all employees? **Yes**
4. Is Title VI information prominently displayed in the agency and on any program materials distributed, as necessary? **Yes**

The following Title VI training will be provided to MRPC's staff:

1. Information on Title VI such as the requirements of Title VI, the protections afforded, and MRPC's obligations under Title VI.
2. Information regarding displayed Title VI information and program materials such as the Title VI Nondiscrimination Notice to the Public.
3. Information on MRPC's Title VI Complaint Procedures, Title VI Complaint Form, and the complaint investigation process.
4. Information on MRPC's outreach efforts from the Public Participation Plan and the agency's efforts to engage minority and LEP populations.

MRPC will identify staff that are likely to routinely encounter or have frequent contact with members of the public and/or customers, as well as their supervisors and all management staff. MRPC will include the Title VI training as part of the orientation for new employees. Existing employees, especially those who frequently encounter the public and/or customers, will take part in re-training or new training sessions to keep up to date on their Title VI responsibilities on an annual basis.

The Title VI training will be administered in conjunction with training on MRPC's Language Assistance Plan and a summary of the agency's LEP responsibilities as discussed in the later Section G. "Language Assistance Plan."

F. Public Engagement Plan

Goal

The goal of the Public Engagement Plan is to have significant and ongoing public involvement, by all identified audiences, in the public participation process for major agency outreach efforts. The Public Engagement plan describes the proactive strategies, procedures and desired outcomes that underpin MRPC's public participation activities.

Objectives

- To understand the service area demographics and determine what non-English languages and other cultural barriers exist to public participation.
- To provide general notification of meetings and forums for public input, in a manner that is understandable to all populations in the area.
- To hold public meetings in locations that are accessible to all area stakeholders, including but not limited to minority and low-income members of the community.
- To provide methods for two-way communication and information and input from populations which are less likely to attend meetings.
- To convey the information in various formats to reach all key stakeholder groups.

Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by an outreach effort, system or service plan or recommendations of that plan. Stakeholders include but are not limited to the following:

- Board of Directors – the governing board of the agency. The role of the Board is to establish policy and legislative direction for the agency. The Board defines the agency's mission, establishes goals and approves the budget to accomplish the goals.
- Advisory Bodies – non-elected advisory bodies review current and proposed activities of the agency and are encouraged to be active in the agency's public engagement process. Advisory bodies provide insight and feedback to the agency.
- Agency Transit riders and clients
- Minority and low-income populations, including limited English proficient persons.
- Local jurisdictions and other government stakeholders

- Private businesses and organizations
- Employers
- Partner agencies

Elements of the Public Engagement Plan

It is necessary to establish a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations.

Elements of the Public Engagement Plan include:

1. Public Notice

- a. Official notification of intent to provide opportunity for members of the general public to participate in public engagement plan development, including participation in open Board/council meetings and advisory committees.

2. Public Engagement Process/Outreach Efforts

- a. Public meetings
- b. Open houses
- c. Rider forums
- d. Rider outreach
- e. Public hearings
- f. Focus groups
- g. Surveys
- h. Services for the Disabled (Notices of opportunities for public involvement include contact information for people needing these or other special accommodations.)

Events such as public meetings and/or open houses are held at MRPC's main office and other non-profit, local government locations, easily accessible to public transit and compliant with the Americans with Disabilities Act.

3. Public Comment

- a. Formal public comment periods are used to solicit comments on major public involvement efforts around an agency service or system change.
- b. Comments are accepted through the following various means:
 - i. Dedicated email address at bprigge@meramecregion.org
 - ii. Website at www.meramecregion.org/publications
 - iii. Regular mail at 4 Industrial Drive, St. James, MO 65559
 - iv. Forms using survey tool for compilation
 - v. Videotaping, which is submitted to 4 Industrial Drive, St. James, MO 65559
 - vi. Phone calls to MRPC management staff at (573) 265-2993

4. Response to Public Input

All public comments are provided to the Board of Directors prior to decision-making. A publicly available report is compiled, including all individual comments.

Title VI Outreach Best Practices

MRPC ensures all outreach strategies, communications and public involvement efforts comply with Title VI. MRPC's Public Engagement Plan proactively initiates the public involvement process and makes concerted efforts to involve members of all social, economic and ethnic groups in the public involvement process. Aligned with the above referenced communication tactics, MRPC provides the following:

- a. Public notices published in non-English publications (if available) that serve LEP populations.
- b. Title VI Non-Discrimination Notice to the Public posted at the following locations:
 - a. The agency's website (www.meramecregion.org);
 - b. Public areas of the agency's office(s) such as 4 Industrial Drive, St. James, MO 65559;
 - c. Agency communication materials in languages other than English (subject to Safe Harbor parameters).
 - d. Services for Limited English Proficient persons. Upon advance notice, translators may be provided.

Additional Best Practices Include:

- a. The distribution of agency materials and information such as brochures, newsletters, booklets, flyers, outreach and recruitment information and other materials routinely disseminated to the public.
- b. Advertised public announcements through newspapers, fliers, or radio stations.
- c. Partnering with local agencies and community-based organizations such as local nonprofits, libraries, religious organizations and/or other community-based organizations to advertise services provided.
- d. Added public content to agency's webpage to communicate schedule changes and/or outreach activities at www.meramecregion.org.
- e. Public Content added to agency's social media to communicate schedule changes and/or outreach activities www.meramecregion.org.
- f. Hosting an information booth at community events.
- g. Comment Forms
- h. Use of community liaisons.

2022 – 2024 Title VI Program Public Engagement Process

MRPC will conduct a Public Engagement Process for the 2022-2024 Title VI Program. This process includes a public comment portion of the MRPC board meeting on June 13, 2024, at MRPC's office at 4 Industrial Drive, St. James, MO and social media post to seek input, provide education and highlight key components of the Title VI Plan. Materials have been created to explain Title VI policies as well as provide education on how they relate to minority populations.

MRPC will provide briefings to the MRPC Board of Directors and the MRPC Transportation Advisory Committee. Information will also be shared via email with these groups and other known stakeholders.

MRPC will conduct a 30-day public comment period to provide opportunities for feedback on the 2022-2024 Title VI Program.

Comments are accepted during the public outreach period via:

- a. Email
- b. Mail
- c. Phone
- d. In person

Three-Year Summary of Public Outreach Efforts

MRPC has undertaken the following public outreach efforts within the last three calendar years:

- Monthly updates to the MRPC Board of Directors on all transportation-related activities and developments.
- MRPC provides updates to the MRPC Transportation Advisory Committee (TAC) on all transportation related activities and developments.
- Transportation information regarding MRPC's planning, and development efforts are published in its annual report and directory.
- Transportation information regarding MRPC planning, and development efforts are published on MRPC's website at www.meramecregion.org and shared through social media and with local print media.

G. Language Assistance Plan

MRPC's Limited English Proficiency Plan

This limited English Proficiency (LEP) Plan has been prepared to address MRPC's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964; Federal Transit Administration Circular 4702.1B, dated October 1, 2012, which states that the level and quality of transportation service is provided without regard to race, color, or national origin.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discriminations do not take place. This order applies to all state and local agencies which receive federal funds.

Service Area Description:

The Meramec Region consists of Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington Counties.

MRPC has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to seek meaningful access to services provided by MRPC. Meaningful access is language assistance that results in accurate, timely and effective communication at no cost to the LEP individual. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, and the ways in which assistance may be provided.

In order to prepare this plan, MRPC undertook the **four-factor LEP analysis** which considers the following factors:

Four Factor Analysis

1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area:

The "Safe Harbor Provision" stipulates a recipient is to provide written translation of vital documents for each eligible Limited English Proficient (LEP) language group that constitutes five

percent (5%) or 1,000 persons, whichever is less, of the total population five years of age and older eligible to be served or likely to be affected or encountered.

The U.S. DOT Language Access Plan defines “vital documents” as “paper or electronic written material that contains information that is critical for accessing a component’s programs, services, benefits, or activities; directly and substantially related to public safety; or required by law.” The FTA Circular 4702.1B specifies the Title VI Notice to the Public, Title VI Complaint Procedures and Title VI Complaint Form are vital documents.

Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Safe Harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Based on the 2022 5-Year American Community Survey data for Table C16001 for MRPC’s service area consisting of Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington Counties, 175,412 persons or 94.85% of the total population five years of age and older of 184,943 speak only English. A total of 98 persons or .05% of the total population speak English “less than very well” – a definition of Limited English Proficiency.

Of the LEP Language group(s) that speak English “less than very well,” Spanish had the highest population at 4,357 or 2.35%, German or other West Germanic languages had the second highest population at 1,385 or .75% and Chinese (incl. Mandarin, Cantonese) had the third highest population at 624 or .34%. Currently, no LEP language group(s) meet the Safe Harbor threshold. However, efforts will be made to reasonably accommodate any language access requests that arise.

LEP Population in City Transit's Service Area Language Spoken at Home for the Population 5 Years and Over Source: 2022: ACS 5-Year Estimates Detailed Table, U.S. Census Bureau, Table C16001										
Population 5 years and over by language spoken at home and ability to speak English	Crawford Co.	Dent Co.	Gasconade Co.	Maries Co.	Osage Co.	Phelps Co.	Pulaski Co.	Washington Co.	Service Area Total	Percentage of Total Population 5 Years and Older
Total Population 5 Years and Over	21,713	13,703	14,036	8,062	12,659	42,484	50,012	22,274	184,943	100.00%
Speak only English	21,342	13,510	13,817	7,880	12,543	40,387	44,082	21,851	175,412	94.85%
Total Speak English less than "very well"	0	5	0	0	0	27	66	0	98	0.05%
Spanish:	254	76	123	108	23	334	3,298	141	4,357	2.36%
Speak English less than "very well"	83	11	55	66	5	72	536	39	867	0.47%
French, Haitian, or Cajun:	22	2	18	0	5	197	235	103	582	0.31%
Speak English less than "very well"	0	0	0	0	0	24	80	0	104	0.06%
Germanic languages:	62	13	36	74	78	162	844	116	1,385	0.75%
Speak English less than "very well"	0	0	0	17	31	38	179	26	291	0.16%
Russian, Polish, or other Slavic languages:	5	0	0	0	2	53	52	0	112	0.06%
Speak English less than "very well"	0	0	0	0	0	9	14	0	23	0.01%
Other Indo-European languages:	0	46	0	0	0	175	260	57	538	0.29%
Speak English less than "very well"	0	0	0	0	0	143	0	0	143	0.08%
Korean:	0	0	0	0	1	70	520	0	591	0.32%
Speak English less than "very well"	0	0	0	0	0	22	221	0	243	0.13%
Chinese (incl. Mandarin, Cantonese):	0	0	0	0	0	587	37	0	624	0.34%
Speak English less than "very well"	0	0	0	0	0	206	2	0	208	0.11%
Vietnamese:	5	45	0	0	0	104	5	0	159	0.09%
Speak English less than "very well"	0	15	0	0	0	67	0	0	82	0.04%
Tagalog (incl. Filipino):	9	2	24	0	0	5	272	6	318	0.17%
Speak English less than "very well"	0	0	24	0	0	0	20	0	44	0.02%
Other Asian and Pacific Island languages:	11	0	0	0	2	196	303	0	512	0.28%
Speak English less than "very well"	11	0	0	0	0	19	122	0	152	0.08%
Arabic:	0	0	0	0	0	157	0	0	157	0.08%
Speak English less than "very well"	0	0	0	0	0	126	0	0	126	0.07%
Other and unspecified languages:	3	9	18	0	5	57	104	0	196	0.11%

2. Frequency of Contact by LEP Persons with MRPC's Services:

The MRPC staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons. To date, MRPC has, on average, zero per month for an interpreter. MRPC averages zero phone calls per month.

LEP Staff Survey Form	
MRPC is studying the language assistance needs of its customers so that we can communicate better with them if needed.	
1. How often do you come into contact with customers who do not speak English or have trouble understanding you when you speak English to them?	
DAILY WEEKLY MONTHLY LESS THAN MONTHLY	
2. What languages do these customers speak?	
3. What languages (other than English) do you understand or speak?	
4. Would you be willing to serve as a translator when needed?	

Frequency of Contact with LEP Persons	
Frequency	Language Spoken by LEP Persons
Daily	0
Weekly	0
Monthly	0
Less frequently than monthly	0

Language Assistance Requests Log

Date	Language Spoken by Individual (If Available)	Name	Phone Number or Email (If Available)	Service(s) Requested	Staff Member Providing Aid	Notes and Follow-Up

3. The importance of programs, activities or services provided by MRPC to LEP persons:

Outreach activities, summarized in MRPC's Title VI Public Engagement Plan, include events such as public meetings held at MRPC and other local government locations and include specific outreach to LEP persons to gain understanding of the needs of the LEP population, and the manner (if at all) needs are addressed.

Outside Organization LEP Survey

Organization: _____

1. What language assistance needs are encountered?
2. What languages are spoken by persons with language assistance needs?
3. What language assistance efforts are you undertaking to assist persons with language assistance needs?
4. When necessary, can we use these services?

4. The resources available to MRPC and overall cost to provide LEP assistance:

Strategies for Engaging Individuals with Limited English Proficiency include:

1. Language line. Upon advance notice, qualified interpreters and translators can be provided.
2. Language identification flashcards and/or "I speak" Cards
3. Written translation of vital documents (identified via the safe harbor provision)
4. Bilingual Staff (If available, willing and qualified)
5. Website information
6. Taglines on vital documents informing LEP persons of the availability of translation upon request and how to obtain them.
7. Automated translation technology (such as Google Translate)

Based on our demographic analysis (Factor 1) MRPC has determined that no language group(s) within its service area meets the Safe Harbor threshold requiring written translated "vital documents" by language group(s). Should Factor 1 in the Four Factor analysis indicate in the future that an LEP group reaches the safe harbor threshold, MRPC will evaluate its vital documents and provide translations.

MRPC will provide assistance and direction to LEP persons upon request.

Overall Costs:

This cost is not known, or reasonably estimated based on experience. It has not yet been required by our member governments, stakeholders, or program beneficiary groups.

Staff LEP Training

The following training will be provided to MRPC staff:

1. Information on MRPC 's Title VI Procedures and Title VI responsibilities pertaining to their specific duties.
2. Information on MRPC's Language Assistance Plan and LEP Responsibilities.
3. Information on the written and oral language assistance services available and instructions on how agency staff can access these products and services.
4. Information on how to respond to LEP callers, written communications from LEP persons, how to respond to in-person contact from LEP persons and how to arrange providing language assistance services.
3. Use of Language Identification Flashcards such as "I Speak" Cards.
4. Documentation of language assistance requests by maintaining a Language Assistance Requests Log

MRPC will identify staff that are likely to routinely encounter or have frequent contact with LEP persons, as well as their supervisors and all management staff in order to target training to appropriate staff. MRPC will include the LEP training as part of the orientation for new employees. Existing employees, especially those who frequently encounter the public and/or customers, will take part in re-training or new training sessions to keep up to date on their responsibilities to LEP persons on an annual basis.

Monitoring and Updating the LEP Plan

The LEP Plan is a component of MRPC's Title VI Plan requirement.

MRPC will update the LEP plan as required. The plan will be reviewed and updated on a triennial basis, at minimum, or when it is clear that higher concentrations of LEP individuals are present in the MRPC service area. Updates include the following:

1. How the needs of LEP persons have been addressed.
2. Determine the current LEP population in the service area.
3. Determine whether the need for and/or extent of translation services has changed.
4. Determine whether local language assistance programs have been effective and sufficient to meet the needs.
5. Determine whether MRPC's financial resources are sufficient to fund language assistance resources as needed.
6. Determine whether MRPC has fully complied with the goals of this LEP Plan.
7. Determine whether complaints have been received concerning MRPC's failure to meet the needs of LEP individuals.

H. Advisory Bodies

Table Depicting Membership of Non-Elected Committees, Councils, By Race

Committee [examples]	Caucasian	Latino	African American	Asian American	Native American	Total
MRPC Board	85.71%	0	9.5%	0	4.8%	100%
Transportation Advisory Committee	95.8%	0	4.2%	0	0	100%
						100%

Description of efforts made to encourage minority participation on committees:

- MRPC board members are mostly elected officials, either the mayor or presiding county commissioner elected by the population of the jurisdiction in which they serve. These elected officials are members of the board based on their position within their community and our county. Twenty-One of the board positions are appointed. When a vacancy occurs, MRPC board members, including the minority board members, are encouraged to consider all persons within their jurisdiction/region, including minorities and nominate them for positions.
- TAC members are appointed by the county commission of the jurisdiction in which they serve (24 primaries, 42 including alternatives); the counties identify elected officials and stakeholders involved in transportation. Selections are made based on the experience and needs of the committee in regard to transportation. MRPC actively encourages membership jurisdictions to best reflect the demographic diversity of our communities and region by encouraging jurisdictions to consider minorities, women and economically disadvantaged persons when making appointments, but ultimately has no control over a jurisdiction's selection of representation.

MRPC's policy is unlawful discrimination in any form is a serious offense that will not be tolerated. If any person believes they are a victim of unlawful discrimination, they are encouraged to follow the state, Federal and Title VI complaint processes.

I. Subrecipient Assistance

Subrecipient Assistance

MRPC does not have any subrecipients.

J. Subrecipient Monitoring

Subrecipient Monitoring

MRPC does not have any subrecipients.

K. Equity Analysis of Facilities

A Title VI equity analysis will be completed when MRPC constructs facilities, such as storage facilities, maintenance facilities, or operations centers. The term “facilities” does not include bus shelters, transit stations, or power substations. The equity analysis will be conducted during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin.

The equity analysis is conducted to determine whether the location of the project will result in a disparate impact on minority communities on the basis of race, color, or national origin. The Title VI equity analysis will compare the equity impacts of various siting alternatives and the analysis will occur before the selection of the preferred site.

MRPC has not constructed any storage facilities, maintenance facilities, or operations centers in the last three years.

L. Fixed Route Transit Providers

MRPC is not a transit provider that operates fixed route service, or transit provider that operates fifty (50) or more fixed route vehicles in peak service and are in an urbanized size area with a population of 200,000 or more.

Thus, the requirements to set system-wide service standards and policies, collect and report demographic data, monitor transit service and to evaluate service and fare changes, are not applicable to MRPC.

M.Attachments

Attachment 1: DEMOGRAPHIC DATA BY COUNTY



USA Counties in Profile

Demographics for Crawford County, MO

Population over Time	Number	Rank in U.S.	Percent of Missouri	Missouri
2023	22,719	1,680	0.4%	6,196,156
2020	23,056	1,666	0.4%	6,154,913
2010	24,696	1,608	0.4%	5,988,927
2000	22,804	1,647	0.4%	5,595,211
1990	19,173	1,715	0.4%	5,116,901
2010 to 2020 % Change	-6.6%	2,523		2.8%
2000 to 2020 % Change	1.1%	1,633		10.0%
1990 to 2020 % Change	20.3%	1,169		20.3%

Source: U.S. Census Bureau

Components of Population Change (1-year change ending in 2022)	Number	Rank in U.S.	Percent of Missouri	Missouri
Net Domestic Migration	0	1,890	0.0%	4,614
Net International Migration	3	2,136	0.0%	10,127
Natural Increase (births minus deaths)	-152	2,407	2.2%	-6,878
Births	241	1,703	0.4%	68,857
Deaths	393	1,521	0.5%	75,735

Source: U.S. Census Bureau

Population Estimates by Age in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Preschool (0 to 4)	1,310	1,646	5.7%	5.7%
School Age (5 to 17)	3,831	1,667	16.6%	16.4%
College Age (18 to 24)	1,715	1,762	7.4%	9.4%
Young Adult (25 to 44)	5,261	1,689	22.9%	26.6%
Older Adult (45 to 64)	6,235	1,650	27.1%	25.3%

Older (65 plus)	4,671	1,640	20.3%	16.5%
Median Age	42.3	1,263		Median Age = 38.5

Sources: U.S. Census Bureau; Median age calculated by the IBRC.

Population Estimates by Race and Hispanic Origin in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
American Ind. or Alaskan Native Alone	34	2,172	0.1%	0.8%
Asian Alone	59	2,098	0.3%	5.8%
Black Alone	119	2,310	0.5%	12.5%
Native Hawaiian and Other Pac. Isl. Alone	57	685	0.2%	0.2%
White Alone	21,704	1,545	94.3%	65.9%
Two or More Race Groups	929	1,716	4.0%	8.8%
Hispanic or Latino (can be of any race)				
Non-Hispanic or Latino	22,500	1,615	97.7%	81.3%
Hispanic or Latino	523	2,155	2.3%	18.7%

Sources: U.S. Census Bureau

Hispanic or Latino Population in 2022 (can be of any race)	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Hispanic	523	2,155	100%	100%
Mexican	393	1,963	75.1%	60.1%
Cuban	20	1,472	3.8%	3.9%
Puerto Rican	0	2,618	0.0%	9.6%
Other	110	2,112	21.0%	26.4%
White, Not Hispanic (reporting white alone)	21,387	1,501	N/A	N/A

Source: U.S. Census Bureau, American Community Survey, 5-Year Estimates



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USA Counties in Profile

Demographics for Dent County, MO

Population over Time	Number	Rank in U.S.	Percent of Missouri	Missouri
2023	14,647	2,092	0.2%	6,196,156
2020	14,421	2,106	0.2%	6,154,913
2010	15,657	2,057	0.3%	5,988,927
2000	14,927	2,083	0.3%	5,595,211
1990	13,702	2,065	0.3%	5,116,901
2010 to 2020 % Change	-7.9%	2,674		2.8%
2000 to 2020 % Change	-3.4%	1,989		10.0%
1990 to 2020 % Change	5.2%	1,815		20.3%

Source: U.S. Census Bureau

Components of Population Change (1-year change ending in 2022)	Number	Rank in U.S.	Percent of Missouri	Missouri
Net Domestic Migration	158	1,106	3.4%	4,614
Net International Migration	-2	2,952	0.0%	10,127
Natural Increase (births minus deaths)	-123	2,239	1.8%	-6,878
Births	150	2,139	0.2%	68,857
Deaths	273	1,864	0.4%	75,735

Source: U.S. Census Bureau

Population Estimates by Age in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Preschool (0 to 4)	806	2,087	5.6%	5.7%
School Age (5 to 17)	2,476	2,062	17.1%	16.4%
College Age (18 to 24)	1,010	2,218	7.0%	9.4%
Young Adult (25 to 44)	3,097	2,180	21.3%	26.6%
Older Adult (45 to 64)	3,985	2,090	27.5%	25.3%

Older (65 plus)	3,135	2,065	21.6%	16.5%
Median Age	43.7	927		Median Age = 38.5

Sources: U.S. Census Bureau; Median age calculated by the IBRC.

Population Estimates by Race and Hispanic Origin in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
American Ind. or Alaskan Native Alone	39	2,095	0.3%	0.8%
Asian Alone	133	1,613	0.9%	5.8%
Black Alone	87	2,443	0.6%	12.5%
Native Hawaiian and Other Pac. Isl. Alone	14	1,201	0.1%	0.2%
White Alone	13,491	1,973	93.0%	65.9%
Two or More Race Groups	638	2,044	4.4%	8.8%
Hispanic or Latino (can be of any race)				
Non-Hispanic or Latino	14,216	2,050	98.0%	81.3%
Hispanic or Latino	293	2,531	2.0%	18.7%

Sources: U.S. Census Bureau

Hispanic or Latino Population in 2022 (can be of any race)	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Hispanic	293	2,531	100%	100%
Mexican	244	2,289	83.3%	60.1%
Cuban	0	2,067	0.0%	3.9%
Puerto Rican	40	1,868	13.7%	9.6%
Other	9	2,911	3.1%	26.4%
White, Not Hispanic (reporting white alone)	13,411	1,912	N/A	N/A

Source: U.S. Census Bureau, American Community Survey, 5-Year Estimates



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USA Counties in Profile

Demographics for Gasconade County, MO

Population over Time	Number	Rank in U.S.	Percent of Missouri	Missouri
2023	14,705	2,088	0.2%	6,196,156
2020	14,794	2,079	0.2%	6,154,913
2010	15,222	2,083	0.3%	5,988,927
2000	15,342	2,052	0.3%	5,595,211
1990	14,006	2,042	0.3%	5,116,901
2010 to 2020 % Change	-2.8%	1,941		2.8%
2000 to 2020 % Change	-3.6%	2,011		10.0%
1990 to 2020 % Change	5.6%	1,785		20.3%

Source: U.S. Census Bureau

Components of Population Change (1-year change ending in 2022)	Number	Rank in U.S.	Percent of Missouri	Missouri
Net Domestic Migration	99	1,314	2.1%	4,614
Net International Migration	-1	2,824	0.0%	10,127
Natural Increase (births minus deaths)	-103	2,099	1.5%	-6,878
Births	148	2,149	0.2%	68,857
Deaths	251	1,941	0.3%	75,735

Source: U.S. Census Bureau

Population Estimates by Age in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Preschool (0 to 4)	765	2,138	5.2%	5.7%
School Age (5 to 17)	2,292	2,137	15.5%	16.4%
College Age (18 to 24)	1,055	2,183	7.1%	9.4%
Young Adult (25 to 44)	3,105	2,178	21.0%	26.6%
Older Adult (45 to 64)	4,233	2,028	28.6%	25.3%

Older (65 plus)	3,351	1,989	22.6%	16.5%
Median Age	46.3	520		Median Age = 38.5

Sources: U.S. Census Bureau; Median age calculated by the IBRC.

Population Estimates by Race and Hispanic Origin in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
American Ind. or Alaskan Native Alone	33	2,187	0.2%	0.8%
Asian Alone	24	2,474	0.2%	5.8%
Black Alone	129	2,286	0.9%	12.5%
Native Hawaiian and Other Pac. Isl. Alone	62	642	0.4%	0.2%
White Alone	14,042	1,926	94.9%	65.9%
Two or More Race Groups	511	2,202	3.5%	8.8%
Hispanic or Latino (can be of any race)				
Non-Hispanic or Latino	14,681	2,025	99.2%	81.3%
Hispanic or Latino	120	2,872	0.8%	18.7%

Sources: U.S. Census Bureau

Hispanic or Latino Population in 2022 (can be of any race)	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Hispanic	120	2,872	100%	100%
Mexican	27	2,980	22.5%	60.1%
Cuban	14	1,579	11.7%	3.9%
Puerto Rican	0	2,618	0.0%	9.6%
Other	79	2,283	65.8%	26.4%
White, Not Hispanic (reporting white alone)	13,977	1,862	N/A	N/A

Source: U.S. Census Bureau, American Community Survey, 5-Year Estimates



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USA Counties in Profile

Overview for Maries County, MO

People & Income Overview (By Place of Residence)	Value	Rank in U.S.	Industry Overview, 2022 (By Place of Work)	Value	Rank in U.S.
Population (2023)	8,430	2,520	Covered Employment	1,270	2,854
Growth (%) since 2020 Census	0.0%	1,635	Avg Wage per Job	\$37,510	2,983
Households (2022)	3,602	2,465	Manufacturing - % All Jobs in County	14.3%	1,022
Labor Force (persons) (Ann. Avg. 2023)	3,860	2,265	Avg Wage per Job	\$51,581	1,976
Unemployment Rate (Ann. Avg. 2023)	3.2	1,599	Transportation & Warehousing - % All Jobs in County	7.2%	325
Per Capita Personal Income (2022)	\$40,939	2,758	Avg Wage per Job	\$57,128	1,095
Median Household Income (2022)	\$54,815	2,149	Health Care, Social Assist. - % All Jobs in County	9.3%	1,644
Poverty Rate (2022)	15.5	1,143	Avg Wage per Job	\$32,793	2,410
High School Diploma or More - % of Adults 25+ (2022)	87.0%	2,064	Finance and Insurance - % All Jobs in County	7.7%	38
Bachelor's Degree or More - % of Adults 25+ (2022)	18.4%	2,014	Avg Wage per Job	\$46,991	2,467



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USA Counties in Profile

Demographics for Osage County, MO

Population over Time	Number	Rank in U.S.	Percent of Missouri	Missouri
2023	13,468	2,172	0.2%	6,196,156
2020	13,274	2,179	0.2%	6,154,913
2010	13,878	2,172	0.2%	5,988,927
2000	13,062	2,210	0.2%	5,595,211
1990	12,018	2,202	0.2%	5,116,901
2010 to 2020 % Change	-4.4%	2,194		2.8%
2000 to 2020 % Change	1.6%	1,591		10.0%
1990 to 2020 % Change	10.5%	1,564		20.3%

Source: U.S. Census Bureau

Components of Population Change (1-year change ending in 2022)	Number	Rank in U.S.	Percent of Missouri	Missouri
Net Domestic Migration	8	1,808	0.2%	4,614
Net International Migration	0	2,487	0.0%	10,127
Natural Increase (births minus deaths)	0	787	0.0%	-6,878
Births	165	2,044	0.2%	68,857
Deaths	165	2,327	0.2%	75,735

Source: U.S. Census Bureau

Population Estimates by Age in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Preschool (0 to 4)	715	2,198	5.3%	5.7%
School Age (5 to 17)	2,365	2,104	17.7%	16.4%
College Age (18 to 24)	1,244	2,027	9.3%	9.4%
Young Adult (25 to 44)	3,055	2,191	22.8%	26.6%
Older Adult (45 to 64)	3,651	2,172	27.3%	25.3%

Older (65 plus)	2,344	2,293	17.5%	16.5%
Median Age	41.4	1,542		Median Age = 38.5

Sources: U.S. Census Bureau; Median age calculated by the IBRC.

Population Estimates by Race and Hispanic Origin in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
American Ind. or Alaskan Native Alone	61	1,852	0.5%	0.8%
Asian Alone	0	2,914	0.0%	5.8%
Black Alone	21	2,779	0.2%	12.5%
Native Hawaiian and Other Pac. Isl. Alone	0	1,736	0.0%	0.2%
White Alone	13,089	1,997	97.9%	65.9%
Two or More Race Groups	189	2,788	1.4%	8.8%
Hispanic or Latino (can be of any race)				
Non-Hispanic or Latino	13,240	2,112	99.0%	81.3%
Hispanic or Latino	134	2,848	1.0%	18.7%

Sources: U.S. Census Bureau

Hispanic or Latino Population in 2022 (can be of any race)	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Hispanic	134	2,848	100%	100%
Mexican	37	2,943	27.6%	60.1%
Cuban	1	2,014	0.7%	3.9%
Puerto Rican	80	1,503	59.7%	9.6%
Other	16	2,825	11.9%	26.4%
White, Not Hispanic (reporting white alone)	12,979	1,937	N/A	N/A

Source: U.S. Census Bureau, American Community Survey, 5-Year Estimates



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USA Counties in Profile

Demographics for Phelps County, MO

Population over Time	Number	Rank in U.S.	Percent of Missouri	Missouri
2023	45,284	1,079	0.7%	6,196,156
2020	44,638	1,080	0.7%	6,154,913
2010	45,156	1,063	0.8%	5,988,927
2000	39,825	1,115	0.7%	5,595,211
1990	35,248	1,122	0.7%	5,116,901
2010 to 2020 % Change	-1.1%	1,636		2.8%
2000 to 2020 % Change	12.1%	885		10.0%
1990 to 2020 % Change	26.6%	955		20.3%

Source: U.S. Census Bureau

Components of Population Change (1-year change ending in 2022)	Number	Rank in U.S.	Percent of Missouri	Missouri
Net Domestic Migration	350	747	7.6%	4,614
Net International Migration	214	444	2.1%	10,127
Natural Increase (births minus deaths)	-160	2,446	2.3%	-6,878
Births	432	1,174	0.6%	68,857
Deaths	592	1,101	0.8%	75,735

Source: U.S. Census Bureau

Population Estimates by Age in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Preschool (0 to 4)	2,359	1,132	5.3%	5.7%
School Age (5 to 17)	7,042	1,115	15.7%	16.4%
College Age (18 to 24)	7,374	726	16.4%	9.4%
Young Adult (25 to 44)	10,232	1,110	22.8%	26.6%
Older Adult (45 to 64)	10,454	1,176	23.3%	25.3%

Older (65 plus)	7,382	1,198	16.5%	16.5%
Median Age	36.0	2,757		Median Age = 38.5

Sources: U.S. Census Bureau; Median age calculated by the IBRC.

Population Estimates by Race and Hispanic Origin in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
American Ind. or Alaskan Native Alone	214	1,117	0.5%	0.8%
Asian Alone	1,508	593	3.4%	5.8%
Black Alone	940	1,500	2.1%	12.5%
Native Hawaiian and Other Pac. Isl. Alone	9	1,340	0.0%	0.2%
White Alone	39,335	1,022	87.7%	65.9%
Two or More Race Groups	2,480	1,055	5.5%	8.8%
Hispanic or Latino (can be of any race)				
Non-Hispanic or Latino	43,551	1,028	97.1%	81.3%
Hispanic or Latino	1,292	1,525	2.9%	18.7%

Sources: U.S. Census Bureau

Hispanic or Latino Population in 2022 (can be of any race)	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Hispanic	1,292	1,525	100%	100%
Mexican	674	1,605	52.2%	60.1%
Cuban	85	859	6.6%	3.9%
Puerto Rican	94	1,423	7.3%	9.6%
Other	439	1,248	34.0%	26.4%
White, Not Hispanic (reporting white alone)	38,673	987	N/A	N/A

Source: U.S. Census Bureau, American Community Survey, 5-Year Estimates



StatsAmerica is a service of the [Indiana Business Research Center](#) at Indiana University's Kelley School of Business. This initiative is funded in part by the U.S. Commerce Department's [Economic Development Administration](#).



USA Counties in Profile

Demographics for Pulaski County, MO

Population over Time	Number	Rank in U.S.	Percent of Missouri	Missouri
2023	53,812	962	0.9%	6,196,156
2020	53,955	942	0.9%	6,154,913
2010	52,274	948	0.9%	5,988,927
2000	41,165	1,076	0.7%	5,595,211
1990	41,307	977	0.8%	5,116,901
2010 to 2020 % Change	3.2%	1,006		2.8%
2000 to 2020 % Change	31.1%	334		10.0%
1990 to 2020 % Change	30.6%	843		20.3%

Source: U.S. Census Bureau

Components of Population Change (1-year change ending in 2022)	Number	Rank in U.S.	Percent of Missouri	Missouri
Net Domestic Migration	-300	2,759	-6.5%	4,614
Net International Migration	59	861	0.6%	10,127
Natural Increase (births minus deaths)	259	296	-3.8%	-6,878
Births	718	807	1.0%	68,857
Deaths	459	1,349	0.6%	75,735

Source: U.S. Census Bureau

Population Estimates by Age in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Preschool (0 to 4)	3,714	813	6.9%	5.7%
School Age (5 to 17)	7,979	1,007	14.9%	16.4%
College Age (18 to 24)	12,553	503	23.4%	9.4%
Young Adult (25 to 44)	15,714	831	29.2%	26.6%
Older Adult (45 to 64)	8,762	1,339	16.3%	25.3%

Older (65 plus)	5,004	<u>1,559</u>	9.3%	16.5%
Median Age	27.7	<u>3,118</u>		Median Age = 38.5

Sources: U.S. Census Bureau; Median age calculated by the IBRC.

Population Estimates by Race and Hispanic Origin in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
American Ind. or Alaskan Native Alone	389	<u>793</u>	0.7%	0.8%
Asian Alone	1,369	<u>614</u>	2.5%	5.8%
Black Alone	5,419	<u>779</u>	10.1%	12.5%
Native Hawaiian and Other Pac. Isl. Alone	255	<u>251</u>	0.5%	0.2%
White Alone	39,647	<u>1,016</u>	73.8%	65.9%
Two or More Race Groups	5,721	<u>621</u>	10.6%	8.8%
Hispanic or Latino (can be of any race)				
Non-Hispanic or Latino	47,495	<u>957</u>	88.4%	81.3%
Hispanic or Latino	6,231	<u>734</u>	11.6%	18.7%

Sources: U.S. Census Bureau

Hispanic or Latino Population in 2022 (can be of any race)	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Hispanic	6,231	<u>734</u>	100%	100%
Mexican	3,018	<u>821</u>	48.4%	60.1%
Cuban	85	<u>859</u>	1.4%	3.9%
Puerto Rican	1,745	<u>339</u>	28.0%	9.6%
Other	1,383	<u>711</u>	22.2%	26.4%
White, Not Hispanic (reporting white alone)	37,019	<u>1,026</u>	N/A	N/A

Source: U.S. Census Bureau, American Community Survey, 5-Year Estimates



StatsAmerica is a service of the [Indiana Business Research Center](#) at Indiana University's Kelley School of Business. This initiative is funded in part by the U.S. Commerce Department's [Economic Development Administration](#).



USA Counties in Profile

Demographics for Washington County, MO

Population over Time	Number	Rank in U.S.	Percent of Missouri	Missouri
2023	23,534	1,653	0.4%	6,196,156
2020	23,514	1,647	0.4%	6,154,913
2010	25,195	1,593	0.4%	5,988,927
2000	23,344	1,621	0.4%	5,595,211
1990	20,380	1,650	0.4%	5,116,901
2010 to 2020 % Change	-6.7%	2,541		2.8%
2000 to 2020 % Change	0.7%	1,659		10.0%
1990 to 2020 % Change	15.4%	1,356		20.3%

Source: U.S. Census Bureau

Components of Population Change (1-year change ending in 2022)	Number	Rank in U.S.	Percent of Missouri	Missouri
Net Domestic Migration	135	1,176	2.9%	4,614
Net International Migration	3	2,136	0.0%	10,127
Natural Increase (births minus deaths)	-128	2,276	1.9%	-6,878
Births	268	1,598	0.4%	68,857
Deaths	396	1,504	0.5%	75,735

Source: U.S. Census Bureau

Population Estimates by Age in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Preschool (0 to 4)	1,306	1,647	5.5%	5.7%
School Age (5 to 17)	4,232	1,562	17.9%	16.4%
College Age (18 to 24)	1,714	1,763	7.3%	9.4%
Young Adult (25 to 44)	5,706	1,626	24.2%	26.6%
Older Adult (45 to 64)	6,652	1,591	28.2%	25.3%

Older (65 plus)	3,970	<u>1,803</u>	16.8%	16.5%
Median Age	39.8	<u>2,032</u>		Median Age = 38.5

Sources: U.S. Census Bureau; Median age calculated by the IBRC.

Population Estimates by Race and Hispanic Origin in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
American Ind. or Alaskan Native Alone	0	<u>2,949</u>	0.0%	0.8%
Asian Alone	22	<u>2,506</u>	0.1%	5.8%
Black Alone	393	<u>1,844</u>	1.7%	12.5%
Native Hawaiian and Other Pac. Isl. Alone	35	<u>841</u>	0.1%	0.2%
White Alone	21,942	<u>1,533</u>	93.1%	65.9%
Two or More Race Groups	1,086	<u>1,615</u>	4.6%	8.8%
Hispanic or Latino (can be of any race)				
Non-Hispanic or Latino	23,183	<u>1,590</u>	98.3%	81.3%
Hispanic or Latino	397	<u>2,346</u>	1.7%	18.7%

Sources: U.S. Census Bureau

Hispanic or Latino Population in 2022 (can be of any race)	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Hispanic	397	<u>2,346</u>	100%	100%
Mexican	201	<u>2,395</u>	50.6%	60.1%
Cuban	0	<u>2,067</u>	0.0%	3.9%
Puerto Rican	2	<u>2,563</u>	0.5%	9.6%
Other	194	<u>1,732</u>	48.9%	26.4%
White, Not Hispanic (reporting white alone)	21,692	<u>1,484</u>	N/A	N/A

Source: U.S. Census Bureau, American Community Survey, 5-Year Estimates

EDA

Attachment 2: MRPC BYLAWS

MERAMEC REGIONAL PLANNING COMMISSION

BYLAWS

ARTICLE I

Name and Location of Principal Office

- 1.1 The Commission shall be known as the Meramec Regional Planning Commission (MRPC).
- 1.2 The Commission shall maintain its principal office at 4 Industrial Drive, St. James, Missouri, and may establish temporary field offices at other locations within the region as required.

ARTICLE II

Purpose and Mission

- 2.1 Purpose: In accordance with its state charter, herein attached to these bylaws, the Meramec Regional Planning Commission undertakes programs and activities that assist, promote and/or encourage the coordinated and efficient development of the region which will best promote then public health, safety, general welfare and economic prosperity in accordance with existing and future needs, and possesses all other legal powers afforded to regional planning commissions. The organization is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501(c)3 of the Internal Revenue code.
- 2.2 The mission of MRPC is to enhance the quality of life for residents of the Meramec Region. In pursuit of this mission, MRPC will bring about results in these areas:
 - Cleaner, healthier and safer communities,
 - Greater socio-economic and cultural wealth through community and economic development, and
 - A stronger, unified voice in the legislative process.
- 2.3 Inurement of Income: No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

- 2.4 Operational Limitations: Notwithstanding any other provisions of these bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United State Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United State Internal Revenue Law).

ARTICLE III

Powers and Duties Generally

- 3.1 The Commission shall exercise and discharge its power and duties as provided by the State and Regional Planning and Community Development Act of 1966 as set forth in Chapter 251, RSMo 1986 (The Act) and accordingly shall:
- a. Adopt, amend and repeal bylaws, as well as rules and regulations governing the conduct of its business and the performance of its functions;
 - b. Provide for the internal organization and administration of the Commission;
 - c. Appoint and fix the salary of an Executive Director, provided, however, that such appointment shall be with the recommendation of the Executive Committee and approval of a two-thirds majority of the Commission membership present and voting;
 - d. Accept, use and dispose of gifts or donations of service or property (real, personal or mixed, tangible or intangible), under the guidelines of proper accountability and the exercise of good business practices;
 - e. Enter into and perform such contracts, leases, agreements or other transactions as may be necessary in carrying out its functions;
 - f. Take such other action and incur such other expenses as may be necessary or appropriate to carry out its purposes under the Act and are consistent with the stated mission of the MRPC.
- 3.2 The Commission may provide at the request of local units of government special planning, development and administrative services to those local units. Such services may also be offered without a request at the direction of the commissioners.

ARTICLE IV

Organization of the Commission

4.1 The membership of the Commission shall be composed of representatives from the municipal and county governments which are now or which may be found in the future within the counties of Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington. Each of the municipal or county governing bodies shall be entitled to one representative who shall have one vote. Member county governing bodies are entitled to one additional at-large representative of for-profit entities appointed by the presiding commissioner with concurrence from the MRPC board.

Membership is obtained by resolution or other appropriate action of the relevant governing body and by payment of dues.

There shall also be at large representatives on the Commission in accordance with EDA Section 303.4-1 of Economic Development Administration Regulations.

No member shall control more than 10 percent of the vote.

At no time shall there be less than 25 members.

Each of the following constituencies shall be represented by one "at large" representative:

- Education (Higher Education Preferred)
- Emergency Management
- Farming/Ag-Business
- Industry
- Labor
- Minorities
- People with Disabilities
- Private Sector Lending Institutions
- Seniors
- Small Business
- Tourism
- Unemployed
- Transportation
- Healthcare

In addition, each member county governing body shall appoint one at-large representative from a for-profit entity from his/her respective county, for a total of eight at-large, for-profit representatives.

The Commission will strive to maintain minority representation on the board that is equal to or greater than the minority population in the region, based on the latest decennial census.

Each at large commissioner shall have one vote.

At least 35 percent of the membership of the Commission shall be persons who are non-government affiliated in accordance with the provisions of EDA regulations.

The board must include at least one member to represent the following areas: private sector, post-secondary education, workforce development, and labor and chamber executive director.

The Commissioners for Farming/Ag-Business, Industry and Small Business shall be elected at the regular meeting of the Commission in May 1979 and every three years thereafter.

The Commissioners for Education, Minorities, and Unemployed shall be elected at the regular meeting of the Commission in May 1979, in May 1981 and thence every third year.

The Commissioners for Seniors and Labor will be elected at the regular meeting of the Commission in May 1979, again in May 1980 and thence every third year.

The Commissioners for Tourism and People with Disabilities shall be elected at the regular meeting of the Commission in May 1986 and thence every third year.

The Commissioner for Private Sector Lending Institutions will be elected at the regular meeting of the Commission in July 1993, again in May 1996 and thence every third year.

The Commissioner for Emergency Management will be elected at the regular meeting of the Commission in August 1996, again in May 1999 and thence every third year.

The Commissioner for Transportation will be elected at the regular meeting of the Commission in March 2003, again in May 2006 and thence every third year.

The Commissioner for Healthcare will be elected at the regular meeting of the Commission in December 2012 with the first appointee to serve a 16-month term and all terms thereafter will be three-year terms to be elected every third year.

The eight Commissioners for For-Profit Entities shall be appointed by each of the eight member presiding commissioners, one representing each member county, made effective December 2012 and serving one-year terms with the first appointees serving 16-month terms.

Beginning in May 2014 the For-Profit At-Large Commissioners from Crawford, Dent and Gasconade counties will serve one-year terms and then in May 2015 those terms will go to three-year terms to be elected every third year.

Beginning in May 2014 the For-Profit At-Large Commissioners from Maries, Osage and Phelps counties will serve two-year terms and then in May 2016 those terms will go to three-year terms to be elected every third year.

Beginning in May 2014 the For-Profit At-Large Commissioners from Pulaski and Washington counties will serve three-year terms to be elected every third year. Each presiding commissioner will be responsible for nominating an at-large, for-profit member to represent his/her respective county, with concurrence from the MRPC board, beginning in December 2012.

At large representatives will be elected in accordance with the provisions of Article VII, Section 2-- Conduct of Elections.

At large representatives shall have the same rights and privileges as any other members of the Commission.

Commissioners at large accumulating three consecutive unexcused absences from regularly scheduled meetings shall be removed from the board and the board will nominate and elect a new member to fulfill the remainder of the term and to represent that segment of the community. To request an excused absence, the chairman must be contacted in writing.

- 4.2 The Commission representative from the municipalities shall be the Mayor or their designee. The Commission representative from the counties shall be the Presiding Commissioner or their designee. Mayors and Presiding Commissioners shall retain their positions as Commission members under this section only so long as they shall hold the required office in their respective governments.

A Designee of the Mayor or Presiding Commissioner shall be announced in writing to the Chairman of the Commission. Withdrawal of the Designee as a representative of the respective local governing body shall be similarly announced. The term of a Designee on the Commission shall expire when their sponsor no longer holds the office which permitted them to name a Designee.

- 4.3 City and county officials may appoint temporary alternates to represent them when they find it necessary to miss a meeting. The alternate will have the same voting privileges as the city or county official so long as they have the written permission of the board member to act on behalf of the local jurisdiction. At-large commissioners may also appoint alternates to represent them at meetings that they must miss, in order to present and gather information; however, those alternates will not have voting privileges.

- 4.4 The Commissioner of the Office of Administration, or their designee, shall be an ex-officio nonvoting member of the Commission.

- 4.5 State Senators and Representatives whose districts include any part of the eight-county area served by the Commission shall be ex-officio nonvoting members of the Commission.

ARTICLE V

Meetings

- 5.1 Written notice stating the day, place, hour and purposes for any meeting of the Commission shall be postmarked not less than seven days before the date of the meeting. Such notice may be personally delivered or posted by mail, FAX or electronic media to each member of the Commission. Neither the business to be transacted at, nor the purpose of, any regular or special meeting need be specified in the notice or waiver of notice of such meeting.

Public notice of meetings shall be given at least twenty-four hours prior to the commencement of the meeting by posting such notice as is required by Chapter 610 of the Revised Statutes of Missouri in a prominent place which is easily accessible to the public in the office of the Commission, unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. Copies of the notice shall be made available to any representative of the news media who requests notice of a particular meeting.

The building located at 4 Industrial Drive, St. James, Missouri shall be the principal office of MRPC. All notices shall be posted on the front door of the main entrance of the principal office.

- 5.2 The Commission shall meet regularly on the second Thursday of each month, except July, at its office in St. James. No meeting is held in July. Meetings may be held at other locations as agreeable to the membership.

Matters of urgency which must be handled before the next regular meeting will be decided by the Executive Committee composed of the Commission officers, the immediate past chair, the at-large commissioner for minorities and one other at-large commissioner elected by the board.

- 5.3 Each member of the Commission, except where specifically noted as "nonvoting," will have one vote. A quorum shall consist of a majority of voting members present and voting but not less than ten members.

In the case of an emergency or when action needs to be taken between board meetings to meet a deadline, the Executive Director may poll the Executive Committee and then confirm such action at the next regular Commission meeting.

- 5.4 The minutes of each meeting shall be prepared and distributed to the Commissioners not later than one week prior to the next regular meeting. Minutes of the previous meeting will be approved by the membership and then signed by the Secretary.

The custodian for all MRPC records, MRB records and all programs operated under MRPC and MRB shall be the Executive Director of MRPC. Request for access to public records shall be acted upon no later than the end of the third business day following the date the request is received by the custodian. If access cannot be granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the time and place that the records will be available for inspection. This period to produce documents may exceed three days for reasonable cause.

No original records shall be removed without the written permission of the custodian. Any person requesting copies of documents shall be charged for the actual cost of staff time and materials for document searches and duplication of records whether the requested record be kept on paper, computer, video, electronic recording or any other format. This fee may only be waived by the custodian of such records or a representative appointed by the custodian. Payment of such fees may be requested prior to making the copies.

- 5.5 Meetings will be conducted in accordance with commonly accepted procedures and civilized custom. Matters which cannot be settled under the preceding guidelines will be referred on the spot to a commissioner or staff member appointed immediately by the Chair for this one occasion. This Appointee will in turn make a binding rule based on his interpretation of Roberts Rules of Order.

- 5.6 Open Meeting and Records Policy: It shall be the policy of MRPC to adhere to Missouri's Sunshine Law and conduct business in accordance with the law.

ARTICLE VI

Officers

- 6.1 Officers of the Commission are:

Chair
Vice Chair

Secretary

Treasurer

- a. The four officers, the immediate past chairman, the at-large commissioner for minorities and one other at-large commissioner shall comprise the Executive Committee.
- b. At least three of the officers shall be non-at-large representatives.

6.2 Duties of Officers:

Chair shall:

Preside at all meetings of the Commission.

Execute instruments for and on behalf of the Commission.

Appoint committees.

Appoint check signatories.

Represent the Commission on official business.

Perform other duties normally associated with the office of Chair.

Vice Chair shall:

Perform the duties and exercise the powers of the Chair in the absence of the person holding that office.

Should the office of Chair become vacant, the Vice Chair will serve as Chair until the next regularly scheduled election of officers.

Secretary shall:

Cause to be kept a record of proceedings of the Commission:

Attest to the validity of the minutes of each meeting of the Commission;

Assure that interested parties have adequate notice of Commission meetings; and

Assure safe custody of Commission documents.

Treasurer shall:

Have constructive custody of the funds of the Commission and cause to be kept full and accurate accounts of receipts and disbursements in books belonging to the Commission.

Shall cause to be deposited all money in the name and to the credit of the Commission in such depositories as may be designated by the Commission;

Disburse the funds of the Commission as approved by the Commission, taking proper vouchers for such disbursements; and

Render to the members an account of his transactions and of the financial condition of the Commission as required by the members.

- 6.3 Officers may have other duties as directed by vote of the members.
- 6.4 Officers may be elected to serve two consecutive one-year terms in any office: provided, however, that no member may serve more than eight consecutive years as an officer. A one-year break in service as an officer qualifies the member to serve in any office to which elected.
- 6.5 Officers may be removed from office at any regular Commission meeting following a motion properly made and twice seconded, if there is a two-thirds majority vote for removal by those present and voting; provided that a quorum is established for the vote.
- 6.6 Vacancies occurring in any office except the office of chairman or the at-large Commission membership will be filled at the next regular meeting of the Commission by direct nomination from the floor. Paper ballots will be used for the vote unless there is only one candidate for the position. Those elected will take their positions immediately after the results are announced.
- 6.7 The Executive Committee may designate other commissioners and staff to sign checks as needed when time is of the essence and the respective officer is unavailable.
- 6.8 All officers, members and staff who handle money will be bonded.

ARTICLE VII

Conduct of Elections

- 7.1 The External Relations/Membership Committee shall be responsible for the nomination of officers and at-large commissioners as required. The committee will:
 - a. Solicit nominations for officers and at large Commissioners as required.
 - b. Verify the availability and willingness of nominees to serve.

- c. Select from among the nominees one person to be presented to the Commission as the Committee's recommendation for each of the positions to be filled.
- d. The Chair of the Committee will report the Committee's recommendations to the Commission at the May meeting. Additional nominations from the floor will be solicited and accepted by the Commission Chair.
- e. Paper ballots will be distributed at the May meeting for a closed vote and will be tallied during the course of the meeting. (This step will not be required if there is only one candidate for the position). The person receiving the highest number of votes for each position will be elected.
- f. Those elected at the May meeting will take office at the June meeting.

ARTICLE VIII

Staff Personnel

- 8.1 The ranking Staff employee of the Commission shall be the Executive Director. He shall be responsible for professional planning, development and administration of the Staff; subject to policy guidance and general supervision by the Commission.

The executive director shall be evaluated annually according to procedures set out in the personnel policies.

He shall direct and be responsible for the work of the Staff.

He may be authorized to testify before public bodies on policies and recommendations adopted by the Commission; and may consult and confer with public officials on behalf of the Commission in connection with programs of the Commission.

He may be authorized by vote of the Commission to execute instruments for and on behalf of the Commission.

The Executive Director will recommend to the Commission the number of persons to be employed on the Staff to meet the requirements of contracts and funding agencies and will provide an organizational chart delineating the positions and duties of each employee. He will take care to be reasonably certain that the budget will support the salaries resulting from his recommendations.

All members of the Staff will be subject to personnel policies established by the Commission.

- 8.2 A new Executive Director will be selected in the following way:

- a. The Chair will appoint a temporary search committee of not less than five commission members.
- b. This committee may plan and conduct a strategic planning session for the entire board, particularly if the current plan is more than two years old. The committee may engage the services of an outside consultant to conduct the strategic planning session.
- c. The board may engage the services of a consultant to assist in coordinating a search for the new executive director. In-house applicants will be encouraged.
- d. If hired, the consultant will consult with the search committee regarding:
 - (1) Traits, qualifications and experience that the board would like to see in the new Executive Director
 - (2) Issues the board would like to see addressed in the organization, e.g., new programs or activities, elimination or changes in existing programs or activities, staffing structure, communications, board involvement, etc.
 - (3) The results of the most recent strategic planning session and of the surveys conducted of MRPC's partners and staff
 - (4) The consultant will provide a plan for advertising the position, screening the résumés, conducting the interviews and recommending the top candidate. Upon approval, the search committee will implement the plan with the assistance of the consultant.
- e. Surveys of MRPC's partners and of the MRPC staff seeking opinions on performance, and leadership expectations, will be developed and conducted during the search process.
- f. The search committee will submit the résumés of the top three candidates and their recommendation to fill the position. The candidate recommended by the search committee must be approved by a two-thirds vote of the Commission present and voting.
- g. Should the candidate fail to obtain the necessary two-thirds vote, one of the remaining candidates will be presented to the Commission or the Executive Committee may, at its discretion, ask the search committee to recommend additional candidates.

ARTICLE IX

Committees

- 9.1 There shall be an Executive Committee composed of the officers of the Commission, the immediate past chair, the at-large representative for minorities and one other at-large commissioner elected by the board. In addition to duties specifically spelled out in these Bylaws, the Executive Committee will act for the full Commission when there is not time or it is not practical to assemble the Commission. Emergency actions of the Executive Committee will be affirmed by the Commission at the next regular meeting of the Commission.

The Executive Committee will be responsible for setting the salary of the executive director after reviewing the performance appraisals submitted by the full board and ascertaining conformance with the projected budget.

- 9.2 There shall be a Planning Committee of no less than one-third of the Commission membership, appointed by the Chair, responsible for identifying future directions and issues for the Commission; how well the Commission is addressing the needs of its member local governments; and how similar organizations are addressing those needs. Specific functions of the committee will include, but not be limited to:
- (1) Plan and conduct a periodic board retreat, as budgeted.
 - (2) Maintain, update and monitor progress on the region's Comprehensive Economic Development Strategy (CEDS).
 - (3) Consider new and existing programs and projects to ensure the implementation of the CEDS.
- 9.3 There shall be an Operations Committee of no less than one-third of the Commission membership, appointed by the Chair, responsible for the overall operations and management of the organization. These include reviewing and upgrading all management systems including budgeting, fiscal procedures and personnel policies, reviewing, from a fiscal perspective, all current programs and identifying fiscal strengths and weaknesses. Specific duties will include, but not be limited to:
- (1) Review of budget and budget revisions and recommendations to the Commission.
 - (2) Fiscal review of programs, identifying fiscal strengths and weaknesses.
 - (3) Review of administrative policies and procedures and recommendations to Commission.
- 9.4 There shall be an External Relations/Membership Committee of no less than one-third of the Commission membership appointed by the Chair, responsible for the organization's methods of communicating outside the organization and responsible for board and committee membership recruitment. Specific duties would include but not be limited to:
- (1) Overseeing the design of the Commission's communication program, looking at target audiences and methods to achieve best communication.
 - (2) Review Commission's current and future external relationships, e.g., partnerships, funding resources and client groups.

- (3) Oversee board and committee membership and recommend leadership positions to full board or chairman as appropriate.
 - (4) Conduct new board member orientations.
 - (5) Reviewing and recommending updates to the bylaws.
 - (6) Serve as the nominating committee for MRPC officers and at-large positions and MRB officers.
- 9.5 The chair of a standing committee may appoint subcommittees as deemed appropriate and/or necessary.
- 9.6 The Chair of the Commission may appoint ad hoc committees as deemed appropriate and/or necessary.

ARTICLE X

Fiscal Year

- 10.1 The fiscal year of the Commission shall be from July 1 to June 30.

ARTICLE XI

Annual Report

- 11.1 By January 1 of each year, the Executive Director will present to the Commission an Annual Report for the previous fiscal year setting forth the activities and work of the Commission.

Each member of the Commission will receive a copy of the Report as will each state legislator whose district includes any part of the area covered by the Commission. Copies will also be available to the press and general public.

ARTICLE XII

General

- 12.1 The law authorizing Regional Planning Commissions and the Resolutions and Agreements establishing the Meramec Regional Planning Commission shall govern in the event of conflict with these Bylaws.
- 12.2 The Commission shall indemnify all Directors, Officers, Agents and Employees from any threatened, pending or completed action, whether civil, criminal, administrative or investigative, by reason of the fact that he/she is or was a Director, Officer, Agent or Employee of the Commission, against expenses, including attorney's fees, judgments, fines and any amount paid in settlement actually and reasonably incurred by him/her in connection with that proceeding to the fullest extent authorized by law; provided, however, that no indemnity shall be given to any person from or on account of any conduct which is finally adjudged to have been knowingly fraudulent, grossly negligent or deliberately dishonest.
- 12.3 Legislative or political activities: No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.
- 12.4 Conflict of Interest: When any matter comes before the Commission or the Executive Committee in which any member or a member of his family has a personal or pecuniary interest as defined by Missouri's Statute Chapter 105 or as defined by the laws, rules and guidelines of the federal or state law in question, said member shall announce a conflict and abstain from voting.

ARTICLE XIII

Bidding and Purchasing

- 13.1 The Executive Director is expected to make the necessary purchases of supplies, services and equipment as authorized by the budget for both MRPC and MRB Corp. The Executive Director will oversee all expenditures and will seek bids as outlined by MRPC/MRB procurement manual, as reviewed, updated and approved by the appropriate boards.

ARTICLE XIV

Accounting Controls

- 14.1 The Commission shall adopt and ensure the implementation of an accounting policy that conforms to generally accepted accounting principles as promulgated by the American Institute of Certified Public Accountants and the United States General Accounting Office. The Commission shall further institute a system of internal controls to organize and define the responsibility and authority of each employee, provide an adequate system of records and method of record keeping, and safeguard the assets of the Commission.
- 14.2 The fiscal records of the Commission shall be audited annually by a Certified Public Accountant.

ARTICLE XV

Amendments and Adoption

- 15.1 The Bylaws of the Commission may be amended in the following way: The proposed amendment will be presented in writing to the full Commission at any regular meeting. The proposed amendment will be on the agenda for discussion and vote at the next regular Commission meeting. A simple majority of those constituting a quorum present and voting will secure passage.
- 15.2 These Bylaws become effective by majority vote of Commission members constituting a quorum present and voting with the vote totals for and against recorded in the minutes of the meeting; and by the signatures of the Chair and Secretary attesting thereto showing the date of ratification.

ARTICLE XVI

Dissolution

- 16.1 Upon the dissolution of the corporation, the Board shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so

disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.

RECORD OF AMENDMENTS

4/11/89

Section 4.1 - The at-large commissioner for "Vocational Rehabilitation" was changed to "Handicapped."

Table of Contents - A "Record of Amendments" section which lists changes to the Bylaws was added.

2/13/92

The restructuring of MRPC's committees resulted in bylaws changes to the following sections:

Section 3.1 (c)

Section 5.2

Section 6.1 (a)

Section 7.1 (replaces old 7.1 and 7.2)

Section 8.1

Section 8.2 (b)

Section 8.2 (c)

Section 8.2 (e)

Section 9.1

Section 9.2

Section 9.3

Section 9.4 - addition

Section 9.5 - addition

Section 9.6 - addition

Section 12.2

5/14/92 - Sections affected by adding the immediate past chairman to the executive committee.

Section 5.2 Paragraph 2

Section 6.1 Paragraph (a)

Section 9.1 Paragraph 1

October 8, 1992

Section 4.1 - A new paragraph was added to the end of the section which limits the number of consecutive meetings an at-large commissioner may miss and remain on the board.

5/13/93 - Sections changed to meeting guidelines of SBA for the formation of a new Certified Dev. Corp. and to bring bylaws in compliance with the Open meeting and Right to Know Laws.

Section 1.2 - new paragraph added.

Section 4.1 - added at-large commissioner for Private Sector Lending Institution and other minor additions in wording.

Section 5.1 - changed to meet Open Meetings Law compliance.

Section 5.3 - changes to quorum section.

Section 5.4 - changes to request for access to public records.

Section 8.1 - minor changes in wording.

6/10/1993

Section 4.1 - added section on schedule for election of Private Sector Lending Institution representative which was inadvertently omitted at the May 13, 1993 meeting.

7/10/97

- All references to chairman/vice chairman have been changed to chair.
- All references to presiding judge has been changed to presiding commissioner.
- Minor word changes throughout bylaws.

Section 2.2 - A new mission statement was added.

Section 4.1 - At large position for emergency management was added; at large for handicapped was changed to at large for disabled.

Section 5.1 - electronic media added to wording.

Section 6.2 - Co-sign checks deleted; appoint check signatories added.

Section 9.2 - Annual board retreat changed to biennial retreat.

Section 12.3 - Indemnification statement changed.

Section 13.1 - Changes to section on bidding and purchasing.

2/10/2000

Section 1.2 – Address change.

Section 4.1 – Adding Osage County.

Section 4.4 – Change six-county to seven-county.

Section 5.1 – Address Change.

Section 5.2 – Change Rolla to St. James.

Section 5.3 – Delete paragraph 2 - “In the event a quorum is not present, the Commission will act on all matters and the absent members will be polled by telephone until a quorum is reached. All absent members will then confirm the action of the commission in writing with forms provided by the Executive Director. The telephone poll is to occur on the first working day after the meeting with the written confirmation to follow as soon as possible.”

Section 6.1b – Delete “No more than one representative may serve from each county as an officer at any given time.”

Section 9.3 - Delete the words “and bylaws,” insert “and” before personnel policies.

Section 9.4 – Add (5) Reviewing and recommending updates to the bylaws.

Section 12.2 – Delete entire section.

Section 12.3 – Becomes Section 12.2 after deletion of Section 12.2.

9/12/2002

Section 2.2 – Changed mission statement as developed by board at 2001 Board Retreat.

Section 5.2 – Changed to reflect no meetings in July.

2/13/2003

Article V, Section 5.1 - Added the at-large transportation representative; the election date of the at-large transportation representative; added the minority representation based on 2000 Census.

March 13, 2003

Article II, Section 2.1 – Clarified purpose and added language to meet Section 501(c)3 of the Internal Revenue Code.

Article II, Section 2.3 – Added new section to address inurement of income.

Article II, Section 2.4 – Added new section to address operational limitations.

Article XII, Section 12.3 – Added new section to address legislative or political activities.

Article XVI, Section 16.1 – Added new article and section to address dissolution and disposal of assets language.

August 12, 2004

Article V, Section 5.4 – Remove wording “A copy of the minutes will be sent to the Office of Administration.”

Article IX, Section 9.2 – Changed wording on functions of the committee:

Replaced “biennial” with “periodic”, added “as budgeted” at end.

Deleted existing language and changed to: “Maintain, update and monitor progress on the region’s Comprehensive Economic Development Strategy (CEDS).”

Added “Consider new and existing programs and projects to ensure the implementation of the CEDS.

Article IX, Section 9.3 – Changed wording to include “reviewing, from a fiscal perspective, all current programs, identifying fiscal strengths and weaknesses.”

Article IX, Section 9.3 – Expand and clarify wording “Specific duties would include, but not be limited to:

_____ (2) Fiscal review of programs, identifying fiscal strengths and weaknesses.”

Article IX, Section 9.4 – Add responsibility #6

_____ (6) Serve as the nominating committee for MRPC officers and at-large positions and MRB officers.

November 10, 2005

Article IV, Section 4.1 – Add Pulaski County to the membership counties.

October 10, 2006

Article IV, Section 4.1 – The at-large representative for Aging was changed to “Seniors” and the at-large representative for Disabled was changed to “People with Disabilities.”

Membership for persons who are non-government was changed from 20 to 35 percent.

(New) At least one member to represent private sector, post-secondary education, workforce development, labor and chamber executive director.

Section 4.3 (new) city and county officials may appoint temporary alternates to represent them when they find it necessary to miss a meeting. The alternate.....

Section 4. 3 (old) became Section 4.4 and (old) Section 4.4 became Section 4.5.

April 9, 2009

Article IV, Section 4.1: Wording for At-Large representative for Education was changed from (Primary and Secondary) to Higher Education Preferred.

Article V, Section 5.6: An Open Meeting and Records Policy was added.

Article XII, Section12.4: A Conflict of Interest Section was added.

Sept. 09, 2010

Article VIII, Section 8.2: Made changes to Section 8.2, which addresses the procedure to use when hiring a new executive director.

April 14, 2011

Section 13.1 – Amended to comply with MRPC's Procurement Policy

December 13, 2012

Article IV, Section 4.1: Made changes to Section 4.1, which addresses the organization of the commission. The changes addresses compliance issues with EDA, adding eight at-large for-profit representatives appointed by the presiding commissioner for each of the eight counties to the board. Adding a Commissioner for Healthcare. Each new appointee will serve a one year term with the exception of the first term of 16 months.

Article IV, Section 4.5: Corrected the number of counties in the region from seven to eight.

March 13, 2014

Article IV, Section 4.1: Made changes to Section 4.1, which addressed the term limits For-Profit At-Large Commissioners. Commissioners from Crawford, Dent and Gasconade counties will serve one-year terms and then in May 2015 those terms will go to three year terms to be elected every third year. Maries, Osage and Phelps will serve two-year terms and then in May 2016 those terms will go to three year terms to be elected every third year. Pulaski and Washington will serve three year terms to be elected every third year.

May 14, 2015

Article IV, Section 4.1: changed at-large Farming to Farming/Ag-Business.

March 10, 2016

Article V, Section 5.3: changed quorum from five to ten members.

Attachment 3: MRPC TITLE VI/ADA COMPLAINT FORM

“No person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please let us know.

Please mail or return this form to:

Bonnie Prigge, Executive Director
Meramec Regional Planning Commission
4 Industrial Drive
St. James, MO 65559
P: (573) 265-2993 * F: (573) 265-3550

PLEASE PRINT

1. Complainant's Name:		
a. Address:		
b. City:	State:	Zip Code:
c. Telephone (include area code): Home () or Cell ()		Work
() -		() -
d. Electronic mail (e-mail) address:		
Do you prefer to be contacted by this e-mail address? () YES () NO		
2. Accessible Format of Form Needed? () YES specify: _____ () NO		
3. Are you filing this complaint on your own behalf? () YES If YES, please go to question 7. () NO If no, please go to question 4		
4. If you answered NO to question 3 above, please provide your name and address.		
a. Name of Person Filing Complaint:		
b. Address:		
c. City:	State:	Zip code:
d. Telephone (include area code): Home () or Cell ()		Work
() -		() -
e. Electronic mail (e-mail) address:		
Do you prefer to be contacted by this e-mail address? () YES () NO		
5. What is your relationship to the person for whom you are filing the complaint?		
6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. () YES, I have permission. () NO, I do not have permission.		
7. I believe that the discrimination I experienced was based on (check all that apply): () Race () Color () National Origin (classes protected by Title VI) () Disability (class protected by ADA) () Other (please specify)		

Continued

TITLE VI COMPLAINT FORM – PAGE 2

8. Date of Alleged Discrimination (Month, Day, Year):
9. Where did the Alleged Discrimination take place?
10. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). <i>Use the back of this form or separate pages if additional space is required.</i>
11. Please list any and all witnesses' names and phone numbers/contact information. <i>Use the back of this form or separate pages if additional space is required.</i>
12. What type of corrective action would you like to see taken?
13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? () YES If yes, check all that apply. () NO a. () Federal Agency (List agency's name) b. () Federal Court (Please provide location) c. () State Court d. () State Agency (Specify Agency) e. () County Court (Specify Court and County) f. () Local Agency (Specify Agency)
14. If YES to question 14 above, please provide information about a contact person at the agency/court where the complaint was filed. Name: _____ Title: _____ Agency: _____ Telephone: () _____ - _____ Address: _____ City: _____ State: _____ Zip Code: _____

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required:

Signature Date

If you completed Questions 4, 5 and 6, your signature and date is required:

Signature Date

If information is needed in another language, contact Bonnie Prigge at 4 Industrial Drive, St. James, MO 65559, or at (573) 265-2993.

Attachment 4: TRANSLATED MRPC TITLE VI/ADA COMPLAINT FORM

Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda):

15. Complainant's Name:
e. Nombre del demandante:
f. Dirección:
g. Ciudad: Estado: Código Postal:
() - () -
h. Teléfono (incluya el código de área): Casa () o Celular () Trabajo
Dirección de correo electrónico (e-mail):
16. ¿Prefiere ser contactado por esta dirección de correo electrónico? () Sí () NO
17. ¿Se necesita un formato de formulario accesible? () Sí especifique: _____
() NO
() NO If no, please go to question 4
18. ¿Está presentando esta queja en su propio nombre? () Sí En caso afirmativo, pase a la pregunta 7.
a. () NO En caso negativo, pase a la pregunta 4
b. Si respondió NO a la pregunta 3 anterior, proporcione su nombre y dirección.
c. Dirección:
d. Ciudad: Estado: Código postal:
() - () -
e. Teléfono (incluya el código de área): Casa () o Celular () Trabajo
Dirección de correo electrónico (e-mail):
19. ¿Prefiere ser contactado por esta dirección de correo electrónico? () Sí () NO
20. ¿Cuál es su relación con la persona por la que presenta la queja?
21. Confirme que ha obtenido el permiso de la parte agraviada si presenta la solicitud en nombre de un tercero. () Sí, tengo permiso. () NO, no tengo permiso.
() Race () Color () National Origin (classes protected by Title VI)
() Disability (class protected by ADA)
() Other (please specify)

Continuado

Ciudad: Estado: Código Postal:

22. Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda):
23. Where did the Alleged Discrimination take place?
24. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). <i>Use the back of this form or separate pages if additional space is required.</i>
25. Please list any and all witnesses' names and phone numbers/contact information. <i>Use the back of this form or separate pages if additional space is required.</i>
26. What type of corrective action would you like to see taken?
27. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? () YES If yes, check all that apply. () NO a. () Federal Agency (List agency's name) b. () Federal Court (Please provide location) c. () State Court d. () State Agency (Specify Agency) e. () County Court (Specify Court and County) f. () Local Agency (Specify Agency)
28. If YES to question 14 above, please provide information about a contact person at the agency/court where the complaint was filed. Name: Title: Agency: Telephone: () - Address: City: State: Zip Code:

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

Se requiere firma y fecha:

Firma Fecha

Si completó las preguntas 4, 5 y 6, se requiere su firma y fecha:

Firma Fecha

Si necesita información en otro idioma, comuníquese con Bonnie Prigge en 4 Industrial Drive, St. James, MO 65559, o al (573) 265-2993.

Attachment 5: TITLE VI SELF SURVEY FORM

Date filed with MoDOT Transit Section:

DATE

Survey Date:

Period Covered:

Name of Program/Grant:

- A. Summary of Complaints:
- B. Number of complaints for the period:
- C. Number of complaints voluntarily resolved:
- D. Number complaints currently unresolved:
- E. Attach a summary of any type of complaint and provide:
 - Name of complainant
 - Race
 - Allegation
 - Findings
 - Corrective Action
 - Identify any policy/procedure changes made as a result of the complaint.
 - Provide the date history (date complaint received through resolution)

Distribution of Title VI Information

1. Are new employees made aware of the Title VI responsibilities pertaining to their specific duties?

YES _____ NO _____

2. Do new employees receive this information via employee orientation?

YES _____ NO _____

3. Is Title VI information provided to all employees and program applicants?

YES _____ NO _____

4. Is Title VI information prominently displayed in the organization and on relevant program materials?

YES _____ NO _____

5. Identify any improvements you have implemented since the last self-survey to support Title VI communication to employees and program applicants.

6. Identify any improvements you plan to implement before the next self-survey to support Title VI communication to employees and program applicants.

7. Identify any problems encountered with Title VI compliance and discuss possible remedies.

Signature: _____

Title: _____

Date: _____