



Town of Minden
2020 Title VI Annual Compliance Review
Update Report for the Year Ending 2020

April 20, 2021

Agency Administrator

JD Frisby

Minden Town Manager

Title VI Coordinator

Rachel Hamer

Administrative Services Manager

Public Works

Jolene Polish

Engineering Technician

2020 Title VI Annual Compliance Report

As stated in the Town of Minden Title VI Plan, the Town will actively seek to prevent Title VI deficiencies or irregularities. As part of the annual review of the plan, the Title VI Coordinator and designated Staff will compile data for the Town Managers review. The following are the items that Staff will compile each year.

Title VI complaints for the 2020 calendar year:

None.

Inventory of requests for language assistance:

None.

Inventory of public meetings held and community outreach efforts:

The Town Board has held a public meeting each month except in April of 2020. Due to COVID-19 restrictions, video conference meetings were also held. All meetings were publicly noticed. Noticing consists of public displays of the agenda in various locations within Town boundaries, printed copies being mailed to a list of requestees, emailed, located on the Town of Minden website, and meeting information being uploaded to the Nevada Public Notice website. Due to the restrictions in place, and with video conference meetings, it is difficult to collect data for Title VI at these meetings.

Verifying that bidding and contract documents contained the appropriate Title VI language and information:

The Town of Minden has been diligently working to ensure that the Title VI documents are included in bid documentation to stay in compliance once we were notified of the requirement. The Town only went out to bid once in the calendar year 2020. The bidding process was held before the Town was notified of the requirements, and subsequently the documents were not included in that bid. Moving forward, the Town anticipates going out to bid in 2021 and the Title VI Coordinator will work with the Town Engineering Technician to ensure that all vital Title VI documents and language are included in bids going forward.

Review Title VI training compliance for all Town of Minden Staff:

The Town of Minden is in full compliance with yearly training of all of the Town's Staff on Title VI. JD Frisby, Jolene Polish, and Rachel Hamer attended an extensive training from Lexicon in March of 2020. All other Staff completed an on-line version of the training by Lexicon. All training was completed by the end of May of 2020.

userid	fullname	email	lastlogin	joined_at	Certificate Issued
37671473	Lester Hinkey	lhinkey@douglasnv.us	5/29/2020	5/1/2020	5/29/2020
36862508	Bob Camara	bcamara@douglasnv.us	5/22/2020	4/22/2020	5/22/2020
36862408	Mike Scerri	mscerri@douglasnv.us	5/22/2020	4/22/2020	5/22/2020
36862511	Joe Stamps	jstamps@douglasnv.us	5/22/2020	4/22/2020	5/22/2020
36862299	Judge Smith	jsmith@douglasnv.us	5/20/2020	4/22/2020	5/20/2020
36862409	Jason Parke	jparke@douglasnv.us	4/30/2020	4/22/2020	4/29/2020
36862414	Kasey Kyler	kkyler@douglasnv.us	4/29/2020	4/22/2020	4/23/2020
36862402	Dan Kistler	dkistler@douglasnv.us	4/29/2020	4/22/2020	4/29/2020
36862512	Saul Alvarez	salvarez@douglasnv.us	4/29/2020	4/22/2020	4/28/2020
33380089	Alex Brown	abrown@douglasnv.us	4/28/2020	3/12/2020	3/31/2020
36862510	Chris Murphy	cmurphy@douglasnv.us	4/22/2020	4/22/2020	4/22/2020
33380087	Seth Altamirano	saltamirano@douglasnv.us	4/21/2020	3/12/2020	4/21/2020
36759214	Jeff Cady	jcady@douglasnv.us	4/20/2020	4/20/2020	4/21/2020
33380039	Michelle Brown	mibrown@douglasnv.us	4/20/2020	3/12/2020	4/14/2020
33380202	Fred Sitterley	fsitterley@douglasnv.us	4/17/2020	3/12/2020	4/16/2020
33380201	Brian Aspenleiter	baspenleiter@douglasnv.us	4/15/2020	3/12/2020	4/14/2020