

# Town of Minden Review of Policy Directives

Month/Year	Directive/ Policy Title	Action Taken	Title VI Coordinator's Initials of Review
Mar-23	<b>Review of Directives/ Compliance and Enforcement Procedures</b>	Submitted documentation to FHWA Office of Civil Rights for Review & Audit	RH
May-23	<b>Training</b>	R. Hamer (Title VI Coordinator) completed Annual Title VI Training	RH
Aug-23	<b>Contractor, Consultant and Vendor Reviews</b>	Advertised for bids for construction on the Splash Pad project. Verified Title VI language was on the advertisement and that applicable docs were included in bid package. No bids were received so no contract was awarded at the time.	RH
Apr-24	<b>Training</b>	Verification that training was done by new staff members of the Town of Minden.	RH
Apr-24	<b>Review of Directives/ Compliance and Enforcement Procedures</b>	Title VI Coordinator's annual review of the entire Title VI Plan and update to plan with changes where applicable. Each Policy is looked at.	RH
May-24	<b>Data Collection</b>	Title VI Coordinator's annual review of LEP Assistance and Title VI complaints. The office assisted 4 LEP persons in 2023, and no complaints were filed during this period of time.	RH
May-24	<b>Data Collection</b>	Review of Board meeting demographic sign-in sheets. Very few entries made, but based off of meeting counts. It is believed that 256 people attended meetings in 2023. It appears that 96.88% are white and 3.13% are Native American.	RH
May-24	<b>Town of Minden Title VI Plan</b>	2023 Assurances Signed and sent to NDOT	RH
May-24	<b>Town of Minden Title VI Plan</b>	Updated Website with Updated documents	RH