

**Action Minutes of the
Compliance Review of the County's
Equal Opportunity Plan Committee**

Tuesday, December 8, 2015

I. CALL TO ORDER

The meeting was called to order by Chair Elliott Robinson at 3:05 p.m.

Commissioners Present: Elliott Robinson, Billy DeBerry, Jerry Teeter and Jess Barreras

Commissioners Absent: Kay Kirkland

Staff Present: Equal Opportunity Officer Irma Ramirez-Bough, Equal Opportunity Analyst Elisa Cantu and Administrative Secretary-Confidential Rocio Quezada

II. PUBLIC COMMENTS AND PETITIONS

None

III. APPROVAL OF MINUTES

Commissioner DeBerry made a revision to the Minutes of November 19, 2015 V. under Chapter 7, to read *Chapter 7, Page 20 Separation and Termination language has been revised and approved by the Committee on October 13, 2014.* Commissioner DeBerry made a motion to approve the Minutes of November 19, 2015 as revised; seconded by Commissioner Barreras; motion carried.

IV. APPROVE THE COMMITTEE'S 2015 ANNUAL REPORT

The Chair revised the Annual Report. Commissioner Teeter made a motion to approve the Compliance Review of the County's Equal Opportunity Plan Committee Annual Report; seconded by Commissioner Barreras; with Commissioner DeBerry voting nay; motion carried.

V. DISCUSS AND APPROVE REVISIONS TO CHAPTERS 5, 6, AND 7 OF THE EQUAL OPPORTUNITY PLAN

The Chair went over the revisions, as suggested by the Committee at their meeting on November 19, 2015 and the Committee agreed on the following:

- Chapter 5, page 15 number 9, was revised to read as follows: *Provide the Equal Opportunity Officer the prior year Applicant Data from Neo.gov by January 30th of every year.*
- Chapter 6, was revised to read where indicated the County is underutilized for minorities in 3(three) of the 20 Job Groups; and in nine (9) of the 20 Job Groups for females.
- Chapter 7, Page 20, number 12 was revised to add the following sentence to read as follows: *The Equal Opportunity Officer recommends changes where necessary to eliminate artificial barriers to employment and promotion.*
- Chapter 7, Page 22 Separation and Terminations language has been revised and approved by the Committee. The Committee revised the language to read:

Separations

1. Departments will use the County's Progressive Discipline Model before terminating employees, where appropriate. The Equal Opportunity Officer will monitor and conduct adverse impact analyses so that women, minorities and employees with disabilities do not leave the County at rates substantially dissimilar to those of men, non-minorities, and employees without disabilities.
2. The Human Resources Department will submit an annual report in March of each year to the Equal Opportunity Advisory Commission detailing the demographics of separating employees for the previous calendar year. If trends or adverse impacts are identified, the Equal Opportunity Office and Human Resources Department will work collaboratively to address the issue(s).
3. A standard exit interview form has been developed and will be disseminated as a tool for departments in conducting exit interviews. Each department will be responsible for reviewing information collected and reporting any areas of concern impacting equal opportunity to the Equal Opportunity Officer.

Commissioner Teeter made a motion to approve the revisions to Chapters 5, 6 and 7 and to present to the full Commission for their approval; seconded by Commissioner DeBerry; motion carried.

The Committee discussed inviting the Interim Human Resources Director to come before the full Commission to present and answer questions they have on: Their procedures for exit interviews, monitoring of on-line applications and discuss the County's Progressive Discipline Model.

Commissioner Barreras suggested using acronyms where possible, i.e. Equal Opportunity Officer (Officer).

VI. DISCUSS CHAPTER 8 OF THE EQUAL OPPORTUNITY PLAN

Chapter 8 was tabled until the Compliance Review of Department's Equal Opportunity Plan Committee makes its report to the Equal Opportunity Advisory Commission.

VII. FUTURE AGENDA ITEMS

Discuss Chapter 8 of the Equal Opportunity Plan

Discuss Part II of the Equal Opportunity Plan

Invite Interim Human Resources Director to Define Limited Term employees

VIII. ADJOURNMENT

The meeting was adjourned at 4:10 p.m.