

1. ROLL CALL AND GREETING OF VISITORS

The meeting was called to order by the Vice Chair James Bogan at 3:30 p.m.

Commissioners Present: Billy DeBerry, Kay Kirkland, Carlos Martinez, Elliott Robinson, Jerry Teeter, Eric Lauritzen, Maryellen Aisenberg and Jess Barreras.

Commissioners Absent: Sandy Fuerte.

Staff and Guests Present: Equal Opportunity Officer Irma Ramirez-Bough, Equal Opportunity Analyst Elisa Cantu, Equal Opportunity Analyst Cynthia Juarez, Deputy County Counsel Juan Rodriguez, Human Resources Director James May, Helen Rucker Lavonne Stone of Ft Ord Environmental Justice Network and Kelly Roberts, Agricultural Commissioner's Office.

2. PUBLIC COMMENTS

Ms. Helen Rucker addressed the Commission stating she appreciates all the recruitment flyers she receives, but wishes more "lower level recruitments" were sent to her. There are a lot of people in lower levels who need jobs.

3. REVIEW AND APPROVAL OF MINUTES

Commissioner Watson made a motion to approve the minutes of December 17, 2014 seconded by Commissioner Robinson; motion carried.

4. Irma Ramirez-Bough Equal Opportunity Officer – Introduced Presenter James May Human Resources Director

Ms. Ramirez-Bough introduced Mr. James May, Human Resources Director. Mr. May indicated he would report on some of the topics the Commission had asked him to. He may not cover everything today and would be willing to come back at another date. Mr. May reported that as part of the Equal Opportunity Plan, the County has several action-oriented programs to ensure that specific steps are taken to address underutilization of women and minorities. The Equal Opportunity Officer, with the assistance of the County Administrative Officer, Director Human Resources, Department Heads and managers, is responsible in ensuring that the programs are implemented.

Mr. May reported that Central Human Resources works closely with thirteen (13) departments, and also provides guidance and assistance to field departments to ensure that recruitment examination processes are defensible and free from adverse impact. This is accomplished through the developing and implementing recruitment and examination plans and materials that take into account the needs and requirements for the positions being filled, and that leverage opportunities for the promotion of qualified employees without regard to their gender, race, disability, age and any other characteristics protected by law. Mr. May indicated that where underutilization of minorities and/or women exists, the recruitment and examination plan must be reviewed by the Equal Opportunity Office prior to the job announcement being posted. The Human Resources Department and/or field department is charged with monitoring external recruitment activities to ensure that they comply with County requirements and equal opportunity guidelines.

Mr. May also stated that the County required to validate exams in conformance with the government's Uniform Guidelines on Employee Selection Procedures. These guidelines apply to all selection procedures used to make employment decisions, including interviews, review of experience or education from application forms, work samples, physical requirements, and evaluations of performance.

In response to the Commission's question regarding nepotism, Mr. May reported that the County has specific policies regarding nepotism, to ensure that individuals cannot influence the hiring, promotion or discipline of a close relative. There are specific policies regarding elected officials, which state that an elected official cannot employ his/her father, mother, brother, sister, spouse or child or the spouse of such relative within his/her department. Appointed Official may employ his/her father, mother, brother, sister, spouse or child or the spouse of such relative within his/her department only upon approval of the Board of Supervisors. Mr. May indicated that in addition to established policies, they recommend that all employees disclose relevant conflicts, such as close personal or business relationships. Commissioner Martinez stated he did not agree with employees having to disclose "personal relationships" with current employees. He thought this was a bad idea.

Mr. May stated that if the Commission so wishes; he can come back and talk about Management Specialist. He indicated that there are approximately twenty (20) Management Specialists. Commissioner DeBerry commented that in reality that is not "limited term" since some employees have been there for over 20 years.

Commissioner DeBerry asked how HR communicates their best practice procedures. Mr. May replied that through their HR Link meetings, staff meetings and task forces that are put together. Commissioner DeBerry stated one department had mentioned that it takes from 3-6 months to fill a position, does HR assist in filling it with a temporary employee. Mr. May stated there are a number of opportunities and options. A staff member of HR will sit down with the departments and give them some options.

The Commission thanked Mr. May for taking the time to come and present to the Commission.

Ms. Lavonne Stone addressed the Commission on the issue of job opportunities for the young people and for those who lost their job when Ft Ord was closed. Ms. Stone stated, we need to look more at vocational training and on the job training.

5. Action Item: Approve EOAC 2015 Meeting Schedule
Commissioner Robinson made a motion to approve the 2015 Schedule as submitted, seconded by Commissioner Teeter, motion carried.
6. Appointment of Commissioners to Standing Committees
 - a. Vice Chair James Bogan appointed the following Commissioners to the Compliance Review of the County's Equal Opportunity Plan Committee
Elliott Robinson, Chair
Kay Kirkland
Billy DeBerry
Jess Barreras
Jerry Teeter

- b. Vice Chair James Bogan appointed the following Commissioners to the Compliance Review of the Department's Equal Opportunity Plan Committee:
Carlos Martinez, Chair
Eric Lauritzen
Maryellen Aisenberg
Joe Watson
James Bogan

7. Action Item: Vote and discuss on having a Retreat on Wednesday, February 18, 2015
Irma Ramirez-Bough Equal Opportunity Officer stated that, if the Commission agreed, she would like to hold a retreat on Wednesday, February 18, 2015 at the Marina Library, from 12:00 – 3:30 p.m. Some of the topics to be addressed would be a presentation on the Brown Act, review of the Bylaws and any other topics the Commissioners wished to discuss.

Commissioner Watson made a motion to hold a Retreat, in place of the regular meeting, on Wednesday, February 18, 2015 at the Marina Library from 12:00 – 3:30 p.m.; motion seconded by Commissioner Kirkland; motion carried. Commissioner DeBerry indicated he would like to address and/or discuss the County's Mission & Values, update of the Diversity Policy, Purchasing Department's Progress and Annual Report, Resolution 80-12 and list of Department Heads and when they presented their department's Equal Opportunity Plan.

Ms. Helen Rucker asked if the Retreat would be open to the public. Ms. Ramirez-Bough replied that the Retreat is open to the public; it will be noticed and published.

8. Future Agenda Items
District Attorney – EO Plan presentation
Clerk of the Board – EO Plan presentation
Elections – EO Plan presentation
Auditor's – EO Plan presentation

9. Announcement and Events
Commissioner Aisenberg announced that the Commission on the Status of Women is in need of nominations. She would like the Commissioners to pick up a nomination form and submit a nominee.

Commissioner Martinez announced that the Veterans has started sending out the Choice Card (VACAA CARD) to the veterans. He stated if you are interested, there is more information on their website <http://www.cacvso.org/county-contacts/>

10. Date and Time of Next Meeting
Retreat, February 18, 2015 at 12:00 p.m.

11. Adjournment
There being no further business, meeting was adjourned.