

I. SHARED LUNCHEON

II. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order by Chair Fuerte at 12:47 p.m. and introductions were made.

Commissioners Present: Chair Sandy Fuerte, Vice Chair James Bogan, Billy F. DeBerry, Kay Kirkland, Eric Lauritzen, Elliot Robinson, Carlos Martinez, Jess T. Barreras, Jerry Teeter, and Joe Watson.

Commissioners Absent: Maryellen Aisenberg

Staff Present: Equal Opportunity Officer Irma Ramirez-Bough, Equal Opportunity Analyst Michelle Gomez, Equal Opportunity Analyst Cynthia Juarez and Deputy County Counsel Juan Rodriguez

III. ORIENTATION PRESENTATION TO COMMISSIONERS – EQUAL OPPORTUNITY OFFICER IRMA RAMIREZ-BOUGH

- Code of Ethics

Ms. Ramirez-Bough provided a PowerPoint presentation to the Commissioners on the Code of Ethics. She went over the responsibilities of the Commissioners she stated that Commissioners should attend and actively participate in all meetings, and notify staff of anticipated absences. She stated that Commissioners should serve on at least one committee, to act only with the full Commission, not individually and to respect opinions of other Commissioners.

- Equal Opportunity Advisory Commission Bylaws

Ms. Ramirez-Bough provided an updated copy of the Equal Opportunity Advisory Commission Bylaws. Commissioner DeBerry stated Article V Officers: Duties of Officers: f) “Is Responsible for the establishment of the agenda.” Commissioner DeBerry stated that once the agenda has been established and County Counsel has reviewed it that if any changes are recommended by Counsel that it should be communicated back to the Chair. Both Deputy County Counsel and Ms. Ramirez-Bough agree that the Chair will be notified of any changes to the agenda prior to the posting of the agenda.

- Duties and Responsibilities of the Equal Opportunity Advisory Commission

Ms. Ramirez-Bough went over the Duties and Responsibilities of the Equal Opportunity Advisory Commission as written from the Advisory Commission Bylaws.

- Updating the Diversity Policy

At the request of the Equal Opportunity Advisory Commission Ms. Ramirez-Bough provided a Draft Revision of the current Diversity Policy. The new revised policy includes inclusionary language that reads:

*“The County of Monterey understands that inclusion is a culture that connects each employee to the organization; encourages collaboration, flexibility, fairness, respect and courtesy; and leverages diversity throughout the organization so that all employees are able to participate and contribute to their full potential.”*

She stated this revised policy is work in progress and asked commissioners if they had any recommended changes to provide their comments by e-mail by Friday, February 27, 2015, by noon. Ms. Ramirez-Bough stated that she'll be distributing the proposed Draft Diversity and Inclusion Policy to internal stake holders for their input. Once everyone has had an opportunity to provide feedback she will be bringing it back to the Commission for review.

- County's Mission Statement & Values  
At the Request of the Equal Opportunity Advisory Commission Ms. Ramirez-Bough provided Commissioners a copy of the County's Values and Mission Statement. Commissioner DeBerry stated that he would like the commission to make a recommendation to the Board of Supervisors to include inclusionary language in the County's Values and Mission Statement.
- List of Department Heads who have presented their EO Plan  
Ms. Ramirez-Bough provided a list of Departments that have presented their departments Equal Opportunity Plan. Ms. Ramirez-Bough stated that the Auditor's office and the District Attorney's office both have agreed to present their EO Plan. The Sheriff's Department has also agreed to come and present their departments EO Plan. Commissioner DeBerry suggested to have a schedule for departments to review their plans every two and half years. Ms. Ramirez-Bough stated that the Commission can recommend to the Department Review Committee to focus on the departments that have not yet presented their departments EO Plans.
- Resolution 80-12  
Ms. Ramirez-Bough provided a copy of Resolution No. 80-12 regarding Establishing a Policy Relative to Committees and Commissions adopted by the Board of Supervisors on January 8, 1980. Commissioner Bogan expressed his concerns about having Deputy County Counsel Juan Rodriguez present at the meetings. Deputy County Counsel addressed the Commissioners and encourages them to speak freely and described his role for being present at the meetings. He stated that his presence is just for advisory and for the purposes of the Brown Act. The Board of Supervisors have requested that a County Counsel Representative be present at commission meetings to provide legal counsel and to ensure that the Brown Act is properly adhere to.
- Progress report- Purchasing Department  
Ms. Ramirez-Bough stated that she met with Mike Derr of Contracts Purchasing and he confirmed his attendance for the March 18, 2015, meeting.
- Updating the Equal Opportunity & Non-Discrimination Policy  
Ms. Ramirez-Bough provided a copy of a Draft Proposed Equal Opportunity and Non-Discrimination Policy and directed the Commissioners to the revisions on page 2 IV. Abusive Conduct was added to the policy. She stated that at the beginning of this year by California law the County is required to provide training to managers and supervisors on "Abusive Conduct" and this component will be added to this policy. This draft revision is still in its preliminary stages and further discussions need to be held with Department Heads and other stake holders.

#### IV. LEGAL OVERVIEW OF THE BROWN ACT - DEPUTY COUNTY COUNSEL

Deputy County Counsel Juan Rodriguez presented the following:

- Role of County Counsel's Office
- What is a "Meeting"? and What is not "Meeting"?
- Conducting the Meeting
- Items NOT on Agenda
- Rights of the Public
- Other Legal Obligations/Personal Liability
- Discuss the process for holding "Special Meetings"

Copies of the Brown Act were provided to the Commissioners.

V. Adjournment

Before adjourning Commissioner DeBerry announced the Groundbreaking of the Veterans Cemetery will be March 13, 2015, at 10:30 a.m. at the site. He stated local dignitaries Sam Farr, Jeff Denham, Robert McDonald and Governor Jerry Brown and the new Secretary of the California Department of Veterans Affairs along with local dignitaries will be present.

The meeting adjourned at 3:21 p.m.