

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, Eric Lauritzen, and Jess Barreras.

Commissioners Absent: Sandy Fuerte and Jerry Teeter

Staff Present: Equal Opportunity Officer Irma Ramirez-Bough, Equal Opportunity Analyst Elisa Cantu, Equal Opportunity Analyst Cynthia Juarez, Deputy County Counsel Jan Holmes, Purchasing/Contracts Officer Mike Derr, Management Analyst Debra Wilson.

2. PUBLIC COMMENTS

There were no public comments.

3. REVIEW AND APPROVAL OF MINUTES

Commissioner DeBerry made a correction to the minutes of January 21, 2015, 6. a. Vice Chair James Bogan appointed the following Commissioners to the Compliance Review of the County's Equal Opportunity Plan Committee Elliott Robinson, Chair should read "Elliott Robinson, Temporary Chair" and 6. b. Vice Chair James Bogan appointed the following Commissioners to the Compliance Review of the Department's County's Equal Opportunity Plan Committee Carlos Martinez, Chair should read "Carlos Martinez, Temporary Chair." Commissioner DeBerry also had a correction to the Retreat Minutes of February 18, 2015 under V. Adjournment should read "Before adjourning Commissioner Bogan announced the Groundbreaking of the Veterans Cemetery." Commissioner DeBerry asked for an explanation regarding the "inclusionary language" contained in the Draft Revision of the Diversity Policy. Deputy County Counsel Jan Holmes advised that no amendments could be made to the minutes as that is what was actually stated at the Retreat. She suggested this item be agendaize for review and discussion.

Commissioner Watson made a motion to approve the minutes of January 21, 2015 and the Retreat Minutes of February 18, 2015 as amended; motion seconded by Commissioner Lauritzen, motion carried.

4. Irma Ramirez-Bough Equal Opportunity Officer – Introduction of Presenter

Ms. Ramirez-Bough, Equal Opportunity Officer introduced Mike Derr, Purchasing/Contract Officer.

Mr. Mike Derr reported that there has been an increase in the overall number of active registered vendors from approximately 3,000 to 3,5000. He did state that during the same reporting period, there has been a decrease in the number of registered vendors in one or more of the following: Disabled Veteran Business Enterprise, Local Small Business, Minority Business Enterprise, Small-Local Business and Woman-Owned Business Enterprise. Mr. Derr reported that since the implementation of the County's new Advantage Financial System in 2009, the Vendor Self Service Module has been active and available for vendors to perform a self-registration process. This is not mandatory at this time, it is an optional offering. Mr. Derr stated all County solicitations are advertised with local approved publications and are also posted on the department's webpage. Mr. Derr indicated that his department regularly attends local Business Expos, Business Matchmaking Events and special interest group events, when invited. During these events, they offer guidance on "How to do Business with the County", they assist vendors with navigating their way through the vendor registration process and offer

information on how to locate their department's website and check solicitations webpage on a regular basis. Mr. Derr stated that they reach out to small business, as an example, the Office recently did outreach for janitorial services. Unfortunately, they have not heard from those small businesses.

Commissioner DeBerry asked Mr. Derr "can you from where you are now, tell us where we must go to do better and how would be the best way to get there." He also asked Mr. Derr to provide the Commission with the procurement totals, by city, for calendar year 2014.

Public Comment: Ms. Lavonne Stone of Ft Ord Environmental Justice Network addressed the Commission. She stated she is not happy to hear about the decrease for the Disabled Veterans, Local Small Business and Woman Owned business. She stated the community needs to be part of it. She stated she would like to have the names of the local vendors who are trying to register.

Mr. Mike Derr stated they are always looking on ways for improvement. Mr. Derr stated they are continually looking at their processes and how they outreach to the local community; ensuring that at the same time, they maintain the policies and procedures that are mandated by the federal and local ordinances. He stated they need the help of other local public groups, the Chambers or agencies who meet with the local vendors, they know who they are. Mr. Derr indicated he is willing to come and speak at the Chambers, if invited.

The Chair thanked Mr. Derr for his report.

5. Discuss Commissioner's Attendance

Ms. Ramirez-Bough, Equal Opportunity Officer indicated the Commissioners were provided with a copy of the Attendance for 2014 for their review. Commissioner DeBerry asked that the attendance sheet be provided monthly. Commissioner Barreras inquired into the process for those Commissioners who have more than two excused absences. He wanted to know if the Bylaws were being implemented. Ms. Ramirez-Bough stated that staff usually writes a letter to that Commissioner's organization letting them know of their absences.

6. Comments and discussion on the following:

- Monthly report from the two Standing Committees
Ms. Ramirez-Bough reported that it is the desire of the Chair Sandy Fuerte that the two Standing Committees provide a monthly report to the full Commission.
- Code of Ethics Training
Ms. Ramirez-Bough Equal Opportunity Officer reported that all Commissioners are due to take the Ethics Training. Staff will provide the Commissioners with the link to the training.
- Commissioner's responsibility with regards to recruitment material
Ms. Ramirez-Bough Equal Opportunity Officer asked stated that all Commissioners please carefully review the recruitment material provided by Human Resources and encourage qualified applicants to apply for positions.

7. Future Agenda Items

District Attorney – Equal Opportunity Plan presentation
Clerk of the Board – Equal Opportunity Plan presentation
Elections – Equal Opportunity Plan presentation
Auditor’s – Equal Opportunity Plan presentation

Commissioner DeBerry provided the Commission with a list that shows when departments last presented their Equal Opportunity Plan. He asked that staff provide a copy to the Commissioners.

8. Announcement and Events

Ms. Ramirez-Bough Equal Opportunity Officer announced that Commissioner Maryellen Aisenberg has resigned from the Commission. Staff will write the Commission on the Status of Women asking them to appoint a new representative.

Commissioner Robinson announced Commission on the Status of Women reception and award ceremony to celebrate this year’s Outstanding Women honorees will be held on Sunday, March 22, 2015 from 2:00 P.M. to 4:00 PM in the Irvine Auditorium, McCone Building, Middlebury Institute of International Studies, 499 Pierce Street, Monterey CA.

Commissioner Watson announced that the NAACP will hold its Membership Gala on Saturday, March 21, 2015 at the Embassy Suites from 6:00 – 10:00 p.m.

9. Date and Time of Next Meeting

April 15, 2015 at 3:30 p.m.

10. Adjournment

There being no further business, meeting was adjourned.