

Equal Opportunity Advisory Commission  
Action Minutes of

October 21, 2015

1. Roll Call and Greeting of Visitors

The meeting was called to order at 3:35 p.m.

Commissioners present: Chair James Bogan, Jess Barreras, Elliott Robinson, Jerry Teeter, Kay Kirkland, Billy DeBerry, Eric Lauritzen, Carlos Martinez, Andrea Monroe and Maria Castillo.

Staff present: Equal Opportunity Officer Irma Ramirez-Bough, Equal Opportunity Analyst Elisa Cantu, Equal Opportunity Analyst Cynthia Juarez, Equal Opportunity Analyst Michelle Gomez, Administrative Secretary-Confidential Rocio Quezada and Deputy County Counsel Juan Rodriguez

2. Public Comments

Public comments by Ms. Helen B. Rucker.

3. Action Item: Review and approval of Minutes

It was moved by Commissioner Lauritzen; seconded by Commissioner Robinson, to approve the minutes of September 16, 2015 with the following changes:

1. Clarification whether Ms. Monroe's absence was excused or unexcused (excused).
2. Add the following language to Item No. 7: Commissioner Robinson provided recommended changes of the Bylaws. He requested permission from the Chair to meet again or convene the Ad Hoc Committee for further review of the Bylaws. "Chair Bogan agreed to convene the Ad Hoc Committee."

Passed by the following vote:

AYES: Robinson, Kirkland, Bogan, Teeter, Lauritzen, Martinez and Barreras  
NOES: DeBerry  
ABSENT: None  
ABSTAIN: Monroe and Castillo

4. Department Head's Equal Opportunity Plan Presentation – Claudio Valenzuela – Registrar of Voters

Mr. Claudio Valenzuela, Registrar of Voters, presented the Elections Department Equal Opportunity Plan.

5. Receive Oral Report from the Ad Hoc Committee – Commissioner Robinson  
Commissioner Robinson reported the Ad Hoc Committee met on October 5<sup>th</sup> and 19<sup>th</sup> to review the Bylaws. A redline with recommended changes was provided to the Commissioners. Commissioner Robinson discussed the recommended changes and asked Commissioners to review the Bylaws and submit in writing any additional suggestions/recommendations to Rocio Quezada at the Equal Opportunity Office to incorporate into Bylaws. The Commission will review the recommendations in November and agendaize for approval in December.
  
6. Receive Oral Report from the Compliance Review Committee of the Department’s Equal Opportunity Plans – Carlos Martinez  
Commissioner Martinez reported the Compliance Review Committee met on October 2<sup>nd</sup> and discussed the methodology for Department’s Equal Opportunity Plan presentations. It was recommended to create a three year schedule for Department Heads to voluntarily select a date when they wish to present their department’s Equal Opportunity Plan to the Commission.  
  
Commissioner Martinez also reported the Committee reviewed the 2016 Department’s Equal Opportunity Plan template and will be making revisions. The Equal Opportunity Office will email the revised template to Commissioners for review and input after revisions have been made by the Committee. The Committee will meet again in November.
  
7. Discuss vacancies on the Commission – Irma Ramirez-Bough  
Mrs. Ramirez-Bough, Equal Opportunity Officer reported the Commission has the following vacancies: Supervisor Armenta, District 1; Supervisor Phillips, District 2; Commission on the Status of Women; Filipino Community; LULAC; and Bi-Sexual, Gay & Lesbian Community. The Equal Opportunity Office has sent letters to the different organizations and will continue to reach out to fill the vacant positions. In accordance with the Bylaws the Commission would need to approve the organizations and suggest them to the Board of Supervisors for approval.
  
8. Announcements
  - Next meeting scheduled for Monday, November 16, 2015
  - Seaside American Legion Post 591 – Remember Our Fallen: Traveling war memorial honoring service members who have lost their lives since 9/11 on display until October 30<sup>th</sup>
  - November 7<sup>th</sup> – Veteran of the Year Award Luncheon at the Monterey Elks
  - November 14<sup>th</sup> – Heroes Open Monterey Golf Tournament

9. Future Agenda Items

- Expectations for Nominating Committee (November)
- Chairperson appoint Nominating Committee (November)
- Social Services – Equal Opportunity Plan presentation (November)
- Water Resources – Equal Opportunity Plan presentation (December)
- Clerk of the Board – Equal Opportunity Plan presentation (January)
- County Administrative Office – Equal Opportunity Plan presentation
- District Attorney – Equal Opportunity Plan presentation
- Invite Interim Human Resource Director Manny Gonzalez to present on Exit Interviews Procedures & Selection Process
- Diversity Policy Board of Supervisors' approval
- Contracts Purchasing report of procurement totals by city

10. Date of time of Next Meeting

Monday, November 16, 2015 at 3:30 p.m.

11. Adjournment

The meeting was adjourned at 5:04 p.m.