

**Minutes of the
Compliance Review Committee of Department's
Equal Opportunity Plan
Meeting –
Monday, November 9, 2015**

I. CALL TO ORDER

The Chair Carlos Martinez called the meeting to order at 10:40 a.m.

Commissioners Present: Eric Lauritzen and Carlos Martinez

Commissioners Absent: James Bogan

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

II. PUBLIC COMMENTS

None.

III. ACTION ITEM: APPROVAL OF MINUTES OF OCTOBER 2, 2015

Commissioner Lauritzen made a motion to approve the minutes of October 2, 2015; seconded by Commissioner Martinez; motion carried.

IV. ACTION ITEM: REVIEW AND APPROVE 2016 EQUAL OPPORTUNITY PLAN TEMPLATE:

Commissioner Lauritzen made a motion to approve the 2016 Equal Opportunity Plan template with additional recommended changes; seconded by Commissioner Martinez; motion carried.

The Committee recommended the following changes to the Equal Opportunity Plan template:

- Section 1 – Adding a statement affirming commitment to Equal Opportunity
- Combining Section 4-Department Head Responsibility with Section 9-Comments
- Changing the title of Section 4 to read: Department Specific Activities (In accordance with the County's Equal Opportunity Plan Chapter 5: Designation of Responsibility)
- Combining Section 5-Action Oriented Programs with Section 7a-Recruitment – Overview

The Equal Opportunity Office will update the template with the recommended changes.

V. ACTION ITEM: REVIEW AND APPROVE THE DEPARTMENT HEAD'S EQUAL OPPORTUNITY PLAN PRESENTATION SIGN-UP SHEET:

Commissioner Lauritzen made a motion to approve the Department Head's Equal Opportunity Plan Presentation Sign-up Sheet; seconded by Commissioner Martinez; motion carried.

The Committee reviewed the Equal Opportunity Plan Presentation Sign-up Sheet. Department Head's will voluntarily sign up to present their Equal Opportunity Plan within the next three years.

VI. ACTION ITEM: REVIEW AND APPROVE THE DEPARTMENT HEAD'S EQUAL OPPORTUNITY PLAN POWERPOINT PRESENTATION TEMPLATE

Commissioner Lauritzen made a motion to make a recommendation to Department Head's to prepare a PowerPoint Presentation and ask the Equal Opportunity Office to provide samples for reference; seconded by Commissioner Martinez; motion carried.

The Committee reviewed the Elections Department Equal Opportunity Plan PowerPoint Presentation. The Committee recommended that the Equal Opportunity Office provide the plan to Departments to use as a reference/sample if needed.

VII. ADJOURNMENT

Meeting was adjourned at 10:52 a.m.