

Equal Opportunity Advisory Commission
Action Minutes of

November 16, 2015

1. Roll Call and Greeting of Visitors

The meeting was called to order at 3:32 p.m. by Chair James Bogan.

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

Commissioners Absent: Jess Barreras

Staff Present: Equal Opportunity Analyst Cynthia Juarez, Associate Equal Opportunity Analyst Michelle Gomez, Administrative Secretary-Confidential Rocio Quezada and Deputy County Counsel Juan Rodriguez

2. Public Comments

Ms. Helen Rucker and Ms. Sheila Ebo provided public comment.

3. Action Item: Review and approval of Minutes

Commissioner Robinson made a motion to approve the minutes of October 21, 2015; seconded by Commissioner Lauritzen; motion passed by the following vote:

AYES: Bogan, Robinson, DeBerry, Kirkland, Teeter, Lauritzen, Martinez,
Monroe and Castillo

NOES: None

ABSENT: Barreras

ABSTAIN: None

4. Department Head's Equal Opportunity Plan Presentation – Elliott Robinson –
Department of Social Services

Elliott Robinson, Director of Social Services, presented the Department of Social Services Equal Opportunity Plan.

5. Presentation regarding expectations of the Nominating Committee – Chair James Bogan

Chair Bogan reported the expectations of the Nominating Committee. The Equal Opportunity Office will coordinate a meeting for the Nominating Committee to be held no later than December 2, 2015.

6. Appointment of Members to the Nominating Committee by the Chairperson – Chair James Bogan

Chair Bogan appointed Commissioner Castillo, Commissioner Teeter and Commissioner Robinson to the Nominating Committee.

7. Review and Approve Amended Bylaws – Commissioner Robinson

Commissioner Robinson presented the revised Bylaws to the Commission. Deputy County Counsel, Juan Rodriguez recommended a few minor edits on page 3 and 4.

Commissioner Monroe suggested updating Article V, 8. – Minutes.

Commissioner Robinson recommended discussing the Commission's suggestions at the next meeting and approving the Bylaws in January.

8. Receive Oral Report from the Compliance Review Committee of the Department's Equal Opportunity Plan – Carlos Martinez

Commissioner Martinez reported the Compliance Review Committee met on November 9, 2015. The Committee reviewed and approved the 2016 Department's Equal Opportunity Plan template with the following changes:

- 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

Commissioner Martinez also reported the Committee reviewed and approved the Department Head's Equal Opportunity Plan presentation sign-up sheet.

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.

Commissioner Monroe suggested changing the title of Section 1 of the Equal Opportunity Plan to read: Department Head's Acknowledgment, Commitment and Policy to Equal Opportunity Plan.

Commissioner Robinson recommended having a consistent statement of commitment to the County's Policy.

The Compliance Review Committee will revise the title of Section 1 of the 2016 Equal Opportunity Plan template and bring back to the Commission for approval.

9. Appointment of Commissioner Andrea Monroe and Commissioner Maria Castillo to the Standing Committees by the Chairperson – Chair James Bogan

Chair Bogan appointed Commissioner Monroe to the Compliance Review of Department's Equal Opportunity Plan Standing Committee. Chair Bogan appointed

Commissioner Castillo to the Compliance Review of the County's Equal Opportunity Plan Standing Committee.

10. Announcements

Next meeting scheduled for Wednesday, December 16, 2015

11. Future Agenda Items

- Annual Committee Reports (December)
- Approved Diversity Policy
- Election of Officers (December)
- Water Resources – Equal Opportunity Plan presentation (December)
- Clerk of the Board – Equal Opportunity Plan presentation (January)
- Library – Equal Opportunity Plan presentation
- Sheriff's Department – Equal Opportunity Plan presentation
- Parks Department – Equal Opportunity Plan presentation
- District Attorney – Equal Opportunity Plan presentation
- Invite Interim Human Resource Director Manny González to present on Exit Interview Procedures & Selection Process
- Contracts Purchasing report of procurement totals by City

12. Date of time of Next Meeting

Wednesday, December 16, 2015 at 3:30 p.m.

13. Adjournment

The meeting was adjourned at 5:10 p.m.