

Equal Opportunity Advisory Commission
Action Minutes of

December 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, Jess Barreras, Jerry Teeter, Maria Castillo and Andrea Monroe

Commissioners Absent: Carlos Martinez and Elliott Robinson

Staff Present: Equal Opportunity Officer Irma Ramirez-Bough, 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. Mary Claypool provided public comment.

3. Action Item: Review and approval of Minutes

Commissioner Lauritzen made a motion to approve the minutes of November 16, 2015; seconded by Commissioner Teeter; motion passed by the following vote:

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

4. Department Head's Equal Opportunity Plan Presentation – David Chardavoyne – Water Resources Agency

David Chardavoyne, General Manager of the Water Resources Agency and Wini Chambliss, Administrative Assistant presented the Water Resources Agency Equal Opportunity Plan.

5. Receive Oral Report from the Nominating Committee on Nominees for Chair and Vice Chair – Commissioner Teeter

Commissioner Teeter reported that Commissioner Bogan expressed interest in continuing to serve as Chair and Commissioner Monroe expressed interest to serve as Vice Chair to the Commission for 2016.

Action Item: Nomination and Election of Chair and Vice Chair for 2016

Commissioner DeBerry made a motion to approve Commissioner Bogan to serve as Chair and Commissioner Monroe to serve as Vice Chair to the Commission for 2016; seconded by Commissioner Castillo; motion passed by the following vote:

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

6. Receive Oral Report from the Compliance Review Committee of the Department's Equal Opportunity Plan – Commissioner Martinez
Commissioner Lauritzen, Vice Chair to the Compliance Review Committee of the Department's Equal Opportunity Plan reported that the Committee met on December 7, 2015. The Committee discussed, reviewed and approved the 2016 Department Equal Opportunity Plan template with the following changes:

- Section 1 – Modified the title to read as follows: *Department Head's Acknowledgment & Commitment to the County's Equal Opportunity Plan and Non-Discrimination and Diversity Policy*

The Committee also reviewed and approved the Committee's 2015 Annual Report.

7. Action Item: Review, discuss and approve 2015 Annual Report from the Compliance Review of the Department's Equal Opportunity Plan Committee – Commissioner Martinez
Commissioner Lauritzen, Vice Chair to the Compliance Review Committee of the Department's Equal Opportunity Plan presented the 2015 Annual Report.

Commissioner Lauritzen made a motion to approve the 2015 Annual Report; seconded by Commissioner Monroe; passed by the following vote:

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

8. Action Item: Review, discuss and approve the Department Equal Opportunity Plan Presentation Sign-Up Sheet – Commissioner Martinez
Commissioner Lauritzen, Vice Chair to the Compliance Review Committee of the Department's Equal Opportunity Plan presented the Department Equal Opportunity Plan Presentation Sign-up sheet. Department Head's will voluntarily select a date they wish to present their Equal Opportunity Plan to the Commission during the next three (3) years.

Commissioner Lauritzen made a motion to approve the Sign-up sheet; seconded by Commissioner Kirkland; passed by the following vote:

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

9. Action Item: Review, discuss and approve the 2016 Department Equal Opportunity Plan template – Chair Bogan
Commissioner Lauritzen, Vice Chair to the Compliance Review Committee of the Department's Equal Opportunity Plan presented the 2016 Department Equal Opportunity Plan template and the Commission recommended the following changes/additions:

1. Adding the following language to Section 1:

As Department Head my signature below confirms my acknowledgement and commitment to Equal Opportunity as outlined in County policies and ordinance, and verifies the accuracy of the report.

2. *Changing unrepresented to under represented in Section 5 and Section 6.*

Commissioner Lauritzen made a motion to approve the 2016 Department Equal Opportunity Plan template; seconded by Commissioner Castillo; passed by the following vote:

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

10. Action Item: Review, discuss and approve 2015 Annual Report from the Compliance Review of the County's Equal Opportunity Plan Committee – Commissioner Robinson
Commissioner Barreras, Vice Chair to the Compliance Review of the County's Equal Opportunity Plan Committee presented the 2015 Annual Report.

Commissioner Barreras made a motion to approve the 2015 Annual Report; seconded by Commissioner Kirkland; passed by the following vote:

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

11. Discuss meeting locations – Chair Bogan
Chair Bogan suggested changing the Commission meeting time to 3:00 p.m. and also to conduct the meetings at different locations throughout Monterey County.

The Equal Opportunity Office will present the 2016 Meeting Schedule to the Commission for approval at the January meeting.

12. Announcements
None.

13. Future Agenda Items
 - Appoint Commissioners to the Standing Committees (January)
 - Clerk of the Board – Equal Opportunity Plan presentation (January)
 - Approve 2016 meeting schedule (January)
 - Review, discuss and approve amended Bylaws (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 interviews & selection process, limited term employees, on-line application monitoring, the County's

Progressive Discipline Model, identify Merit departments, succession plan in place and centralizing the HR Dept.

- Contracts Purchasing report of procurement totals by City

14. Date of time of Next Meeting
Wednesday, January 20, 2016 at 3:00 p.m.
15. Adjournment
The meeting was adjourned at 4:42 p.m.