

1. ROLL CALL AND GREETING OF VISITORS

The meeting was called to order by the Chair Billy DeBerry at 3:31 p.m.

Commissioners Present: Chair Billy DeBerry, Vice Chair Joe Watson, Sandy Fuerte, Fabian Barrera, Kay Kirkland, Carlos Martinez and Elliott Robinson.

Commissioners Absent: Eric Lauritzen

Staff and Guests Present: Equal Opportunity Officer Irma Ramirez-Bough, Administrative Secretary-Confidential Elisa Cantu, Equal Opportunity Specialist-Confidential Michelle Gomez, Associate Analyst Sonje Dayries, Deputy County Counsel Janet Holmes, Director of Human Resources James May, Helen Rucker and Lavonne Stone.

2. PUBLIC COMMENTS

None.

3. REVIEW AND APPROVAL OF MINUTES

Commissioner Watson made a motion to approve the minutes of January 15, 2014; seconded by Commissioner Barrera; motion carried.

4. REMOVAL OF COMMISSIONER

Equal Opportunity Officer Irma Ramirez-Bough reported that Commissioner Raras resigned from the Commission on the Status of Women and thus resigning from the Equal Opportunity Advisory Commission. Consequently, there was no need for the Board to take any action on this matter.

5. REPORT ON THE CENTRALIZATION OF HUMAN RESOURCES – JAMES MAY, HUMAN RESOURCES DIRECTOR

Please see attached report from James May, Human Resources Director as presented to the Equal Opportunity Advisory Commission.

6. APPOINTMENT TO STANDING COMMITTEES – CHAIR BILLY DEBERRY

The Chair appointed the following Commissioners to the Standing Committees:

a. Compliance Review of the County's EOP:

- Commissioner Kay Kirkland – temporary Chairperson
- Commissioner Fabian Barrera
- Commissioner Elliott Robinson
- Commissioner Sandy Fuerte

b. Compliance Review of Department's EOP:

- Commissioner Joe Watson
- Commissioner Carlos Martinez
- Commissioner Eric Lauritzen – temporary Chairperson

7. ACTION ITEM: RECEIVE AND APPROVE ANNUAL REPORT OF THE COMPLIANCE REVIEW OF DEPARTMENT'S EOP COMMITTEE

The Chair of the Committee was absent and Equal Opportunity Officer Irma Ramirez-Bough reported that Staff and Commissioner Lauritzen had worked on the annual report. Ms. Ramirez-Bough indicated that the Committee developed Criteria to be used in evaluating the Department's Equal Opportunity Plan. The Committee reviewed the Equal Opportunity Plans of the Resource Management Agency, Treasurer-Tax Collector, Elections, Probation, Sheriff's Office, County Counsel and District Attorney. The Treasurer-Tax Collector and Resource Management Agency both presented their Plans to the Equal Opportunity Advisory Commission. The Committee's goal is to review the 2014 Equal Opportunity Plans and make recommendations of departments to be invited to present before the Equal Opportunity Advisory Commission. Ms. Ramirez-Bough indicated that once both Committees' annual reports have been approved, they will be incorporated into the Annual Report which she will present to the Board.

Commissioner Watson made a motion to approve the Committee's Annual Report; seconded by Commissioner Fuerte; motion carried.

8. EQUAL OPPORTUNITY OFFICER IRMA RAMIREZ-BOUGH REPORT

a. Update on the Equal Opportunity Plan

Ms. Ramirez-Bough reported that the Equal Opportunity Plan for the County of Monterey will go before the Board on March 11, 2014 at 1:30 P.M. That Biddle Consulting Group will be making a presentation on to the Board. She invited the Commissioners to attend.

b. Action Item: Receive and Approve Department's Equal Opportunity Plan template.

Ms. Ramirez-Bough reported the template is basically the same as last year's but with some minor revisions. For clarity, Section 4 Analysis of Progress was amended to include "*COMMENTS MUST be made for every Job Group reflected in your Department.*" Section 7 Discrimination Complaint Report was amended to include *two (2) years of data from 2012-2013*. Ms. Ramirez-Bough stated that once the Board approves, the Equal Opportunity Plan, the template will be distributed to all Department Heads and their Human Resources Analysts.

Commissioner Robinson made a motion to approve the Equal Opportunity Plan template; seconded by Commissioner Watson; motion carried.

c. Ms. Ramirez-Bough reported that Mike Derr- Contracts Purchasing Manager has been invited to present to the Commission on March 19, 2014. She asked if they had any changes or additions to the letter that will be provided to Mr. Derr. Commissioner DeBerry would like for Mr. Derr to provide a list of all local vendors that are doing business with the County. Commissioner Barrera would like to know if "looking at local businesses first" has hurt or benefited the County.

PUBLIC COMMENT: Ms. Helen Rucker stated that the last time Mr. Derr presented, he mentioned a lot of out-of- town businesses. She would like to know the efforts made to contract with local businesses.

Ms. Lavonne Stone of Fort Ord Environmental Justice Network reiterated the same concerns as Ms. Rucker.

Commissioner Kirkland made a motion to approve the letter to Mr. Derr, as modified; seconded by Commissioner Fuerte; motion carried.

9. REPORT FROM DEPUTY COUNTY COUNSEL JAN HOLMES ON ARTICLE 5- c. ORGANIZAITON, PROCEDURES AND ATTENDANCE OF THE BYALAWS

Deputy County Counsel stated that under the Brown Act, the meeting can take place although the Commission may not take action unless a quorum is present. Discussion was had on 5c. which currently reads *“Unexcused absences” are those where 24 hour advance notices was not provided to the Equal Opportunity Office; or when arrival more than 15 minutes after the scheduled meeting impacts the Commission’s ability to establish a quorum.* Ms. Dayries indicated that if the Commissioner is marked “unexcused absence” therefore he/she cannot be counted towards a quorum. Commissioner Barrera’s understanding is that Commissioner would be unexcused if he/she arrived 15 minutes after the scheduled meeting **only** if it impacts the Commission’s ability to establish a quorum. Ms. Holmes further clarified that if a Commissioner arrives late to a meeting the Commissioner would be marked on the attendance record as tardy; but would count towards a quorum. The Chair stated that until the Bylaws are revised; the Commission will abide by the opinion of Ms. Holmes.

10. FUTURE AGENDA ITMES

Annual Report

Presentation of Mike Derr – Contracts Purchasing Manger

11. ANNOUNCEMENT AND EVENTS

None

12. DATE TIME OF NEXT MEETING

March 19, 2014.

13. ADJOURNMENT

There being no further business to attend, meeting was adjourned.