

1. CALL TO ORDER

The meeting was called to order by the Vice Chair Joe Watson at 3:35 p.m.

2. ROLL CALL AND GREETING OF VISITORS

The Vice Chair asked that Commissioners introduced themselves. He welcomed the visitors in attendance.

Commissioners Present: Vice Chair Joe Watson, Kay Kirkland, Carlos Martinez, Eric Lauritzen, James Bogan and Elliott Robinson.

Commissioners Absent: Billy DeBerry, Fabian Barrera and Sandy Fuerte.

Staff and Guests Present: Equal Opportunity Officer Irma Ramirez-Bough, Administrative Secretary-Confidential Elisa Cantu, Equal Opportunity Analyst Michelle Gomez, Deputy County Counsel Janet Holmes, Director of Human Resources James May, Helen Rucker and Maryellen Aisenberg from the Commission on the Status of Women.

3. PUBLIC COMMENTS

Ms. Helen Rucker welcomed our new Commissioner James Bogan and thanked him for participating in the Commission.

4. REVIEW AND APPROVAL OF MINUTES

Commissioner Robinson made a motion to approve the minutes of February 19, 2014; seconded by Commissioner Kirkland. Commissioner Lauritzen abstained; motion carried.

5. INTRODUCTION OF MIKE DERR CONTRACTS/PURCHASING OFFICER

Equal Opportunity Officer Irma Ramirez-Bough introduced Ms. Debra Bayard, Contracts/Purchasing Manager who presented on behalf of Mr. Mike Derr. Ms. Bayard provided the Commissioners with copies of a power point presentation, How To Do Business With The County Brochure and a Status Report. Ms. Bayard indicated that The Small/Local Business Outreach Program Policy promotes the County's utilization of Disadvantage Business Enterprises, Woman Business Enterprises, Disabled Veteran Business Enterprises and Small/Local Businesses in all contracting relating to construction, materials and services, professional services, land development-related activities and leases and concession. A preference credit of five percent (5%) is applied to local vendors when evaluating bids. Ms. Bayard reported that all County solicitations are advertised in local publication, i.e. The Salinas Californian, Coast Weekly and the Monterey Herald. They also do outreach specifically to disabled veterans, disabled women, and minority owned business. Ms. Bayard indicated that they have outreached to the Seaside Chamber of Commerce. Ms. Bayard reported that there are approximately 3,000 active vendors registered with the County of Monterey of the 3,000, 637 have identified themselves as DVBE, LOCL, MBE, SMAL or WBE. These designations are identified by the vendors themselves. She also indicated this is an option not utilized by all vendors. Ms. Bayard stated that the Contracts Purchasing Office will continue with their outreach efforts and training vendors on how to register.

Commissioner Kirkland stated that in the Memo to Mr. Derr, the Commission had requested a list of all local vendors that are currently doing business with the County. Ms. Bayard stated she would provide the list to Ms. Ramirez-Bough.

Public Comment:

Ms. Helen Rucker had questions for Ms. Bayard.

- Q. In terms of outreach, where and with whom do you conduct outreach in Seaside?
- A. *Ms. Bayard reported that they do outreach with the Chamber of Commerce in Seaside, however did not have a name.*
- Q. Since the County has implemented the County's Small/Local Business Policy, how has contracting with small businesses and minorities improved?
- A. *Ms. Bayard indicated that prior to 2009 Contracts/Purchasing weren't capturing this information. And we have improved by providing vendors a self-service product so that vendors are able to self-report.*
- Q. What if a person has no way of getting into the systems, is there another way?
- A. *Ms. Bayard stated that if vendors do not have a way to access the system, they come to the Contracts/Purchasing Office and they will set them up.*
- Q. Does the County insurance requirement prevent small businesses from participating; and has this been your experience.
- A. *Ms. Bayard responded no, when we are dealing with local and small businesses we work with them and Risk Management to make sure they are able to have equal opportunity to participate. Depending on the complexity of the service, that is what drives the insurance requirement because of the risks from the County's standpoint; but we work with them so that they are able to meet the requirements.*

Ms. Rucker stated that the Commission be cognizant that there are small businesses that can do good work with the County of Monterey. She also asked the Commission to ensure that contract opportunities with the County of Monterey be available for Monterey County vendors.

Ms. Rucker also stated the Contracts/Purchasing website is not "user friendly." She is aware of an individual who has been trying for some time to access the system and has not been able to do so. Ms. Bayard stated the individual should come to the Contracts/ Purchasing Office and they will work with him.

The Commission thanked Ms. Bayard for her presentation and looks forward to receiving the additional information requested.

6. EQUAL OPPORTUNITY OFFICER IRMA RAMIREZ-BOUGH

Ms. Ramirez-Bough reported that the Equal Opportunity Plan, as approved by the Commission, will be going before the Board of Supervisors for adoption, on March 25, 2014 at 10:30 a.m. She indicated that Biddle Consulting Group will be making a presenting to the Board and that they will be available for questions. She invited the Commissioners to attend.

7. FUTURE AGENDA ITEMS

Ms. Ramirez-Bough reported that the Chair Billy DeBerry had requested the following be announced for future agenda items:

Progress reports from the two (2) Standing Committees

Assign new Commissioner to the Departmental Compliance Committee

Progress report on Exit Interviews

8. ANNOUNCEMENT AND EVENTS

Commissioner Robinson announced the presentation of the 2014 Outstanding Women of Monterey County. Ms. Maryellen Aisenberg from the Commission on the Status of Women provided flyers of the presentation to the Commissioners.

Commissioner Watson announced that on March 29, 2014 NAACP will hold its 42<sup>nd</sup> Annual Life Membership Gala at the Hyatt from 6:00 – 9:00 P.M. He announced that Ben Jealous will be receiving the Medgar Evers Freedom Legacy Award.

9. DATE TIME OF NEXT MEETING

April 16, 2014 at 3:30 p.m.

10. ADJOURNMENT

There being no further business to attend, meeting was adjourned at 4:13 p.m.