

1. ROLL CALL AND GREETING OF VISITORS

The meeting was called to order by the Chair Billy DeBerry at 3:30 p.m.

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

Commissioners Absent: Eric Lauritzen and Fabian Barrera.

Staff and Guests Present: Equal Opportunity Analyst Elisa Cantu, Equal Opportunity Analyst Michelle Gomez and Deputy County Counsel Janet Holmes, Director of Human Resources James May, Helen Rucker and Maryellen Aisenberg.

2. PUBLIC COMMENTS

Ms. Helen Rucker thanked the Commission for the good work they do.

Ms. Maryellen Aisenberg introduced herself and stated the Commission on the Status of Women has appointed her as their representative on the Equal Opportunity Advisory Commission. Her approval is going before the Board of Supervisors on June 3, 2014.

3. REVIEW AND APPROVAL OF MINUTES

Commissioner Lauritzen made a motion to approve the minutes of March 19, 2014; seconded by Commissioner Fuerte; motion carried.

4. CHAIR BILLY DE BERRY

a. Discuss progress reports and guidelines for the two (2) Standing Committees

b. Assign Commissioner Bogan to the Departmental Review Compliance Committee

*These items were deferred to the next meeting of May 21, 2014.*

5. APPOINTMENT OF COMMISSIONERS TO AD HOC COMMITTEE TO REVISE THE BYLAWS – CHAIR DEBERRY

*This item was deferred to the next meeting of May 21, 2014.*

6. TERMINATIONS (VOLUNTARY/INVOLUNTARY) REPORT – IRMA RAMIREZ-BOUGH EQUAL OPPORTUNITY OFFICER

Ms. Ramirez-Bough provided the Commissioners with a spreadsheet that showed the 2012 Voluntary and Involuntary Terminations. She indicated that the statistical information from the spreadsheet could be found in the newly adopted Equal Opportunity Plan Exhibit 7 Personnel Transactions Summary. Ms. Ramirez-Bough reported that in calendar year 2012 there were 4,095 individuals employed with the County of Monterey and of those individuals 331 separated from the County and of the 331 employees 142 were minority. This represents a total turnover rate of 8.08% and a total minority turnover rate of 3.47%. The illustration serves as tool for the Commission as some of this information will be further presented by our next presenter Ms. Kim Moore. Commissioner Robinson asked if the involuntary terminations included probationary employees. Ms. Ramirez-Bough confirmed that probationary employees were included as involuntary terminations.

7. STATUS UPDATE ON EXIT INTERVIEWS –KIM MOORE, ASSISTANT DIRECTOR OF HUMAN RESOURCES

Equal Opportunity Irma Ramirez-Bough introduced Kim Moore, Assistant Director of Human Resources.

Ms. Moore gave a Power Point presentation on Exit Interview Surveys & Out-Boarding Process. Ms. Moore reported that in 2013 a Subcommittee was formed to evaluate, analyze

and recommend a County-wide exit interview process to the Human Resources Director and the Equal Opportunity Officer. She stated that the Subcommittee surveyed the 27 County Departments and reported that 16 do some type of exit interviews; 9 do not conduct exit interviews and 2 departments did not respond. Commissioner Martinez asked if Human Resources is currently involved in any of the exit interviews? Ms. Moore replied that it is done by individual departments. Ms. Moore reported that in 2012, the County employed 4,095 employees; 38% were Caucasian and 62% were minority. She also reported that the County had 331 separations; 57% were Caucasian and 43% were minority. The 43% represents 25% Hispanic, 13% Asian, 4% African American and 1% Native American. Commissioner Lauritzen asked how many of the separations were retirees? Ms. Moore did not have that information available. In addition Ms. Moore stated that the survey results indicated that it appears unusual for organizations to expend money on staff that has already left the organization and instead, organizations view the most prudent and cost effective method is to survey active staff if the desire is to effect change. Ms. Moore indicated the information gathered by the Subcommittee had been shared with the Equal Opportunity Officer and Human Resources Director and is waiting for further direction.

The Commission thanked Ms. Moore for her presentation.

#### PUBLIC COMMENT

Ms. Lavonne Stone questioned whether it would be a conflict of interest to have a vendor paid by the County to conduct exit interviews. She questioned their fairness in conducting the interviews. As for the percentage of African Americans in the workforce, she stated that it seems that changes have to be made. The County should look into all those who lost their employment when Fort Ord was closed.

#### 8. REPORT FROM IRMA RAMIREZ-BOUGH, EQUAL OPPORTUNITY OFFICER

##### a. Overview of the Equal Opportunity Plan

Ms. Ramirez-Bough provided the newly adopted Equal Opportunity Plan to the Commissioners present. Ms. Ramirez-Bough indicated the Plan is a work in progress. She asked the Commissioners that they go over it thoroughly, especially Chapter 7 which speaks to the implementation of the plan.

##### b. Statistical trends overview of the County Workforce

Ms. Ramirez-Bough reported that on March 25, 2014 representatives from Biddle Consulting Group Inc. as part of the approval and adoption of the County's Equal Opportunity Plan provided an overview to the Board of Supervisors on statistical trends of the County's 2011 vs 2013 workforce as it relates to hires, promotions, terminations involuntary and terminations. They reported that the County has made progress in hiring and retaining women and minorities; as well as noting that the County had little to no adverse impact in comparing 2011 with 2013 statistics.

#### PUBLIC COMMENT:

Ms. Lavonne Stone stated she is still looking into how many people from the local impacted Community, who are suffering economically, are being hired by the County.

c. U.S. Department of Labor Section 503 and Vietnam Era Veteran's Readjustment Assistance Act (VEVRAA) of 1974

Ms. Ramirez-Bough reported that the United States Department of Labor made changes to Section 503 of the Rehabilitation Act and Section 4212 of the Vietnam Era Veteran's Readjustment Assistance Act (VEVRAA) to improve hiring and employment of veterans and for people with disabilities. As part of the new regulations the County is required to invite individuals to self-identify as protected veterans at the time of application or following a conditional offer of employment. In addition the County is required to invite current County employees to self-identify as person with a disability. The Equal Opportunity Office will be working with the County Counsel and Human Resources to implement the requirements.

7. FUTURE AGENDA ITEMS

Commissioner Robinson suggested that Staff should look into submitting a Resolution to the Board on the Civil Rights movement.

8. ANNOUNCEMENT AND EVENTS

None

9. DATE TIME OF NEXT MEETING

May 21, 2014 at 3:30 p.m.

10. ADJOURNMENT

There being no further business to attend, meeting was adjourned at 4:16 p.m.