

1. ROLL CALL AND GREETING OF VISITORS

The meeting was called to order by the Chair Billy DeBerry at 3:30 p.m. The Chair thanked the Vice Chair Joe Watson for conducting the meetings while he was out.

Commissioners Present: Vice Chair Joe Watson, Kay Kirkland, Carlos Martinez, Sandy Fuerte James Bogan 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 and stated she will continue to attend the meetings.

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 Watson made a motion to approve the minutes of April 16, 2014; seconded by Commissioner Robinson; motion carried.

4. CHAIR BILLY DE BERRY

a. Assign Commissioner Bogan to the Departmental Review Compliance Committee
The Chair assigned Commissioner Bogan to the Departmental Review Compliance Committee.

b. Appoint Ad Hoc Committee to revise Bylaws

The Chair stated that he would like to agendize the revisions of the Bylaws, instead of appointing an Ad Hoc Committee. He feels the Commission can make the revisions and approve the Bylaws at the same time. Staff to place on agenda for the June meeting.

5. REPORT FROM THE DEPARTMENTAL REVIEW COMPLIANCE COMMITTEE

This item was deferred to the June meeting.

6. DISCUSS THE MEANING OF "WORKPLACE DIVERSITY" – IRMA RAMIREZ-BOUGH EQUAL OPPORTUNITY OFFICER

This item was deferred to the June meeting.

7. RECEIVE REPORT FROM THE COUNTY REVIEW COMPLIANCE COMMITTEE

Commissioner Robinson reported the Committee met on May 14, 2014 and he was elected Chair of the Committee. Ms. Irma Ramirez-Bough informed the Committee of new regulations regarding Section 503 of Rehabilitation Act of 1963 and Vietnam Era Veteran's Readjustment Assistance Act (VEVRAA) requiring the County to ask employees to voluntarily self- identify as an individual with disability or as a veteran. The Committee was provided copies of the Voluntary Veteran Self-Identification and the Voluntary Self-Identification of Disability forms. It was suggested that George Dixon Military & Veterans Affairs Officer have some

input in the form. Commissioner Robinson reported that Ms. Ramirez-Bough will be working with Human Resources and County Counsel on how best to distribute these forms.

The Committee revised the language on Chapter 7, Exit Interviews. The wording now reads as follows:

2. Departments will, whenever possible, offer regular and seasonal separating employees an exit interview. Where there is underutilization for a job group in the department, exit interviews will be offered.

Commissioner Robinson indicated one of things he is concerned about is having a policy and not have departments comply with the policy.

The Chair stated exit interviews are important and should be offered. He also stated that the Equal Opportunity Office should monitor the exit interviews. The process should enable the exiting employee to be frank and honest in a non-threatening environment.

8. ACTION ITEM: APPROVE RESOLUTION CELEBRATING THE 50TH ANNIVERSARY OF THE CIVIL RIGHTS ACT OF 1964 AND THE CIVIL RIGHTS MOVEMENT

The Chair asked if the Commissioners had any changes and or suggestions on the Resolution. Deputy County Counsel commented on behalf of Equal Opportunity Officer Irma Ramirez-Bough, who could not attend the meeting; this is a cause that Ms. Ramirez-Bough has championed and feels strongly about. The Commission, as a whole, was extremely appreciative that this Resolution is going before the Board. Some of the Commissioner shared their experience with the civil rights movement. All feel that the younger generation needs to be educated and made aware of the struggles they went through; and to continue with the struggle.

PUBLIC COMMENT:

Ms. Helen Rucker thanked the Commission for bringing this Proclamation forward. She, too, feels the younger generation needs to be made aware of the struggles they went through and that the struggle needs to continue.

Commissioner Kirkland made a motion to approve the Resolution, seconded by Commissioner Watson; motion carried.

9. FUTURE AGENDA ITEMS

The Chair had the following future agenda items:

- 1) Progress report or update on the office of Military and Veterans Officer (outreach programs)
- 2) Discussion of the Small/Local Business Outreach Program in accordance with the vetted County's Equal Opportunity Plan Chapter 10. (We need a copy of the minutes of the County Review of the Monterey Plan Compliance Standing Committee, of Wednesday December 12, 2012).
- 3) Recruitment - Examples and Discussions
 - a) Examples of notices to recruiters/employment agencies
 - b) Job advertisements (where underutilization is present a recruitment outreach plan must be submitted to and approved by the Equal Opportunity Officer. Can we see and discuss an example
 - c) Notification letters sent to applicants

- d) Applicant voluntary self-identification forms
- e) Testing validations – who monitors
- 4) Human Resources Department – progress report in the creation of HR Department and status of centralization (they were given three years to complete) will the requirements change now because of budget concerns county-wide
- 5) Develop a list of department's presentation for the remainder of this year and next year We should be one year ahead of ourselves; no department should go beyond two years before appearing before the Commission
- 6) Diversity Awareness – discussed during employee orientation – is there a follow-up
 - a) What does workforce diversity look like?
 - b) What does the grouping of minorities tell us?
- 7) Discuss a follow-up plan or procedures for things asked of departments by us
- 8) An update regarding complaints received by the Equal Opportunity Office from jail inmates
- 9) Develop a Retreat Agenda for the year 2015
- 10) Copies of the publication of the approved brochure (approved 9/18/2013)
- 11) How have the various County departments implemented the Monterey County Mission Statement and Values (emphasize honesty, integrity, customer service, teamwork, collaboration) provide specific examples in practical terms how they are modeling the commitment.

10. ANNOUNCEMENT AND EVENTS

Commissioner Robinson announced that there will be a community forum, regarding the shooting incident; on Wednesday, May 28, 2014 from 6-8 p.m.; location to be determined.

Commissioner Bogan announced that the Monterey County 2014 Homeless Veterans Stand Down from August 1-3, 2014, free transportation will be provided. He announced Military & Veterans have a van for those who wish to attend the Veterans Cemetery in Gustine. He also announced that the clinic is now being built in Marina and the cemetery will start in November.

Commissioner Watson announced that the NAACP will have a representative from Natividad Medical Center talk about the Trauma Center, at their meeting on Thursday, May 22, 2014 at 7:00 P.M.

11. DATE TIME OF NEXT MEETING

June 18, 2014 at 3:30 p.m.

12. ADJOURNMENT

The meeting was adjourned in Memory of Ms. Ramirez-Bough's mother who passed away this afternoon.