

**1. ROLL CALL AND GREETING OF VISITORS**

The meeting was called to order by Chair Jayanti Addleman at 3:35 p.m. The Chair welcomed all the Commissioners present.

Commissioners Present: Chair Jayanti Addleman, Vice Chair Kay Kirkland, Fabian Barrera, Louann Raras, Eric Lauritzen, Billy DeBerry, Nancy Valdez, Yvette Padilla and Josie Duque.

Commissioners Absent: Joe Watson and Freda Escobar.

Guests and Staff Present: Equal Opportunity Officer Irma Ramirez-Bough, Administrative Secretary-Confidential Elisa Cantu, and Deputy County Counsel Jan Holmes.

**2. PUBLIC COMMENTS**

None.

**3. REVIEW AND APPROVAL OF MINUTES**

Commissioner Lauritzen made a motion to approve the minutes of December 19, 2012 seconded by Commissioner Barrera; motion carried.

**4. INTRODUCTION OF HUMAN RESOURCE DIRECTOR**

Equal Opportunity Officer Irma Ramirez-Bough introduced James May, Human Resource Director. Mr. May brings over 30 years of experience in the public sector. Mr. May served as Deputy Human Resources Director for the City of Phoenix Arizona. He also served as Assistant to the Director of Personnel for the City of Oakland; and Assistant to the City Manager and Human Resources Manager-EEO/Affirmative Action Officer for the City of Vallejo. Mr. May stated he was pleased to be part of Monterey County and looks forward to working with the Equal Opportunity Office and the Equal Opportunity Advisory Commission.

**5. DEPARTMENT HEAD EO PLAN PRESENTATION**

Natividad Medical Center Chief Executive Officer Harry Weis introduced Janie Bouyea NMC Human Resource Administrator. Ms. Bouyea reported that Natividad Medical Center has 781 permanent employees of which 70% are minorities and 30% are white. For 2011 they had 8.5% turnover. The department also had 54 permanent new hires of which 54% were minorities and 46 whites. They have also increased the number of minorities in Management I and II. It is their goal to work toward meeting the target percentile goals as set forth by the County. Ms. Bouyea also reported on their recruitment process. They have begun advertising in additional areas in an effort to recruit a larger number of minority candidates. They also hold job fairs throughout the County. They encourage local students to get involved in healthcare careers. Commissioner Kirkland asked if they conducted exit interviews. Ms. Bouyea stated that they hire an outside agency to conduct the exit interviews. This allows the

employees to be more candid with their answers. Commissioner DeBerry pointed out that in their Policy Statement, there is no information on filing complaints. Ms. Bouyea stated she will make sure that it is added to their Policy.

The Commission thanked Mr. Weiss and Ms. Bouyea for their well-informed presentation.

**6. Appointment of Nominating Committee**

Commissioner Kirkland stated that the Committee nominates Commissioner Addleman as Chair and Commissioner Watson as Vice Chair for 2013.

**7. Election of Officers**

Commissioner Kirkland made a motion to elect Commissioner Addleman as Chair and Commissioner Watson as Vice Chair for 2013; seconded by Commissioner Lauritzen; motion carried.

**8. Appointment of Ad-Hoc Committee to Revise Bylaws**

Commissioner Raras stated the Committee met and made revisions to the Bylaws. One of the changes was regarding the attendance. Equal Opportunity Officer Irma Ramirez-Bough reported that No. 9. Annual Report was also modified to reflect the changes as required by the Board of Supervisors.

The Commission suggested additional changes as follows:

Article II – Purpose and Duties 2

- i. Each newly appointed Commissioner must attend a Commission orientation provided by the Equal Opportunity Officer, with thirty (30) days of being appointed.
- j. The completion of the ethics training as required under AB1234 (Chapter 700,2005) to be completed within sixty (60) days of being appointed.

Article IV – Terms of Office -5. a.

- 2) when the Board of Supervisors removes a Commissioner due to the Commissioner's violation of the Commission's attendance policy or other reason.

Article V – Organization, Procedures and Attendance 2. B.

"Excused absences" are those due to vacation, family emergencies, personal illness, etc., when 24 hour in advance notice has been given to the Equal Opportunity Office.

Staff will make the additional changes and bring back the Bylaws to the Commission for their approval.

**9. FUTURE AGENDA ITEMS**

Invite H R Director James May to address the Commission on specific issues (list provided to Mr. May beforehand)

Retreat in February

Template for Commissioners to ask questions to Dept. Heads

**10. ANNOUNCEMENTS**

Commissioner Raras announced that the Commission on the Status of Women is holding their annual Outstanding Women Event. She will provide staff with information to be forwarded to Commissioners.

**11. DATE AND TIME OF NEXT MEETING**

February 20, 2013 –

Discussion was had on having a retreat or a regular meeting. Staff to poll commissioners as to what they prefer.

**12. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.