

EQUAL OPPORTUNITY ADVISORY COMMISSION

RETREAT MINUTES

February 13, 2013

Location: Monterey County Government Center
Monterey Conference Room, 2nd Floor
168 W. Alisal Street
Salinas, California 93901

I. Call to Order

The meeting was called to order by Chair Addleman at 1:05 p.m.

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

Commissioners Absent: Fabian Barrera and Carlos Martinez.

Staff Present: Equal Opportunity Officer Irma Ramirez-Bough, Administrative Secretary-Confidential Elisa Cantu, Equal Opportunity Specialist-Confidential Michelle Gomez, and Deputy County Counsel Janet Holmes.

II. Presentation on The Brown Act

Deputy County Counsel Janet Holmes gave an oral presentation on The Brown Act.

Commissioners were provided with copies of the The Brown Act for their reference. Ms. Holmes stated that because the Commission is an advisory commission to the Board, it has to comply with the Brown Act. Ms. Holmes went over the Brown Act as it applies to this Commission. She cautioned the Commissioners on “serial meetings”, as that is a violation of the Brown Act. Ms. Holmes responded to the Commissioner’s questions and stated she is always available to work with the Commission and staff should they have any questions.

The Chair thanked Ms. Holmes for her presentation.

III. Overview of the Equal Opportunity Plan

All Commissioners presented were provided with the newly adopted Equal Opportunity Plan for the County of Monterey. Equal Opportunity Officer Irma Ramirez-Bough thanked the Commission and the Committee (DeBerry, Duque and Kirkland) for their hard work. Ms. Ramirez-Bough went over some of the chapters in the Plan. Ms. Bough stated that Biddle has advised her that the new census for 2013 should be out by June or July. She hopes to update the Plan with the new data sometime in August. She stated that she is working closely with Human Resources in establishing “essential job functions”; making sure no artificial barriers are being set up. She also directed the Commissioners to the four (4) policies that were

recently adopted and are part of the Plan. She reported that the Department of Social Services is developing new procedures for veterans to self-identify and hopes that Human Resources will soon do the same.

Commissioner Lauritzen suggested that perhaps the Plan should be in a binder or loose leaf, which will make it easier to update with new data. Commissioner DeBerry asked that Mike Derr be invited to the March meeting. He would also like to invite the Human Resource Director.

IV. Review of Binders

Equal Opportunity Officer Irma Ramirez-Bough announced that the Commissioners were provided with new binders that included new material, i.e. the power point presentation of the Plan, the new Ordinance and Policies. Commissioner DeBerry suggested that this item be agendaized so that certain material in the binder can be reviewed thoroughly.

V. Discussion and approval of Bylaws

Equal Opportunity Officer Irma Ramirez-Bough went over the suggested changes from the meeting of January 16, 2013. Ms. Ramirez-Bough pointed out, that after consultation with County Counsel, the second and third paragraphs under County Staff were removed. These components are not appropriate as the Bylaws are specifically for the Commission and not for the Equal Opportunity Office. Commissioner Kirkland had a question regarding the Ethics Training. Deputy County Counsel Jan Holmes reported that County Counsel cannot provide the training as they have to be sanctioned by the State. She reported that County Counsel will be reviewing the requirements in its entirety particularly, since the Commissioners do not receive a stipend for their services. In the meantime, Commissioners are required to take the Ethics Training. Commissioner DeBerry stated that in Article V, "d." is included in both 1. Meetings and 2. Attendance. Staff will remove "d" from the Meetings section. Commissioner Watson made a motion to approve the Bylaws, as corrected; seconded by Commissioner Valdez, motion carried. Ms. Ramirez-Bough announced the Bylaws will go before the Board in March.

VI. Adjournment

Before adjourning, Chair Addleman presented Commissioner Freda Escobar with a Certificate of Appreciation for her years of service on the Commission.

Meeting was adjourned at 3:00 P.M.