

1. ROLL CALL AND GREETING OF VISITORS

The meeting was called to order by Chair Jayanti Addleman at 3:36 p.m. The Chair welcomed all the Commissioners present.

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

Commissioners Absent: Eric Lauritzen and Carlos Martinez.

Guests and Staff Present: Equal Opportunity Officer Irma Ramirez-Bough, Associate Equal Opportunity Analyst Sonje Dayries, Equal Opportunity Specialist-Confidential Michelle Gomez and Deputy County Counsel William Litt.

2. PUBLIC COMMENTS

None.

3. REVIEW AND APPROVAL OF MINUTES

Commissioner Padilla made a motion to approve the minutes of January 16, 2013 and minutes of February 13, 2013; seconded by Commissioner Barrera; motion carried.

4. APPOINTMENT TO THE COUNTY REVIEW COMPLIANCE STANDING COMMITTEE

Chair Addleman appointed the following Commissioners: Commissioner Kirkland, Commissioner DeBerry, Commissioner Barrera, Commissioner Duque and Commissioner Addleman as Ex-Officio. The Committee to meet on an as needed basis.

5. APPOINTMENT TO THE DEPARTMENTAL REVIEW COMPLIANCE STANDING COMMITTEE (DRCSC)

The following Commissioners were appointed to the Committee: Commissioner Padilla, Commissioner Valdez, Commissioner Watson, Commissioner Lauritzen, Commissioner Raras and Commissioner Addleman. Committee to meet on an as needed basis.

6. RECEIVE SUGGESTIONS FROM COMMISSION MEMBERS ON THE FOLLOWING CHARGE FOR DRCSC

Commissioner DeBerry suggested the responsibilities of department heads and the Equal Opportunity Office be stated. Commissioner DeBerry suggested that they ask department heads what they want from the Commission. The Chair requested that if the Commissioners have any suggestions, to forward them to Ms. Ramirez-Bough. This item to be agendized for the April meeting.

7. DISCUSS AND IDENTIFY AREAS OF CONCERN TO BE REFERRED TO HUMAN RESOURCES DIRECTOR JAMES MAY

Discussion was had on this item and it was decided that the Equal Opportunity Officer Irma Ramirez-Bough would prepare a memo to Mr. May detailing the topics to be addressed at the April meeting, specifically Chapter 5 of the Plan. **Please see Memo enclosed.**

8. FURTHER REVIEW OF BINDERS

Equal Opportunity Officer Irma Ramirez-Bough briefly went over the binders. Ms. Ramirez-Bough reported that she plans to take the Bylaws before the Board, for both the Equal Opportunity Advisory Commission and the Commission on Disabilities in April. Once the Bylaws have been approved by the Board, Commissioners will be provided with a copy of the newly adopted Bylaws. Ms. Ramirez-Bough stated she will provide copies of Chapter 5, so that Commissioners do not have to carry the Plan with them. Commissioner DeBerry inquired if the departments have to adhere to all the policies. Ms. Ramirez-Bough reported that the Board approved these policies and that employees are to be trained on these policies.

9. FUTURE AGENDA ITEMS

- Mike Derr to address the Commission in May regarding Contracts-Purchasing
- Appointment of Ad Hoc Committee – for Commission members to develop a process to propose a project or policy position for the Commission consideration or adoption
- Invite Yvonne Walker to address training provided to County employees
- Invite Risk Management to address on their duties

10. ANNOUNCEMENT AND EVENTS

Commissioner Watson announced that NAACP will hold their Annual Banquet on March 23, 2013, Julian Bonds will be the Speaker.

11. DATE AND TIME OF NEXT MEETING

May 15, 2013; 3:30 P.M.

12. ADJOURNMENT

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