

**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, Carlos Martinez and Josie Duque.

Commissioners Absent: Nancy Valdez and Yvette Padilla.

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

**2. PUBLIC COMMENTS**

Ms. LeVonne Stone addressed the Commission on her concerns regarding employment/jobs for local residents.

**3. REVIEW AND APPROVAL OF MINUTES**

Commissioner DeBerry made a motion to approve the minutes of March 20, 2013 seconded by Commissioner Watson; motion carried.

**4. HUMAN RESOURCES DIRECTOR JAMES MAY**

James May, Human Resources Director gave an overview of the roles and responsibilities of the Human Resources Department. Mr. May stated Human Resources is a new entity, consisting of four units: Employee Relations, Human Resources, Training and Employee Benefits. Mr. May indicated he is requesting an augmentation to hire an Assistant Human Resources Director and a Principal Employee Relations. Mr. May addressed the topics posed to him in the Memo dated March 21, 2013 from Irma Ramirez-Bough Equal Opportunity Officer. *A Copy of the Memo was provided to all Commissioners.* Some of the questions from the Commissioners, among others, to Mr. May were on:

- Application Screening – what is the process  
Mr. May provided information on the steps used to screen applications. He gave an example of “blind screening” where no personal information of the applicant is provided to the screeners.
- Recording keeping on nepotism  
Mr. May – It is hard to track/manage unless people self-report; sometimes people meet in the workplace and develop a relationship
- Exit interviews – why aren't they mandatory  
Mr. May responded that he doesn't believe it should be mandated. Some employees will be more comfortable speaking if it is voluntarily, but Human Resources and the Equal Opportunity Officer will be looking into this.

- On the Centralization  
Mr. May directed the Commission to the Human Resources' website where they have all the latest information on what has been accomplished. He hopes that it will all be completed in three years.
- Commissioner Martinez stated he would email Mr. May his questions. Commissioner Kirkland asked that he copy the Chair.

The Commission thanked Mr. May for his informative presentation and for taking the time out of his busy schedule to come before the Equal Opportunity Advisory Commission.

**5. DEPARMENTAL REVIEW COMPLIANCE COMMITTEE**

Commissioner Addleman reported that the Committee met on April 15, 2013. The Committee voted Commissioner Lauritzen as Chair and Commissioner Addleman as Vice Chair. Commissioner Addleman requested assistance from Deputy County Counsel on how many members can be on the Committee. Deputy County Counsel Tracie Kirkbride explained that the Standing Committee is governed by the Brown Act; although it does not necessarily have to be composed of "less than a quorum" of the total Equal Opportunity Advisory Commission members.

Commissioner Lauritzen provided the Commission a copy of the Criteria the Committee will use when they review the Equal Opportunity (EO) Plans. The Commission accepted the Criteria as presented. Commissioner Lauritzen reported that at their next meeting, the Committee will review the EO Plans submitted. They will work on drafting a letter to be sent to those departments that will be asked to make presentations before the Equal Opportunity Advisory Commission.

**6. FUTURE AGENDA ITEMS**

- Mike Derr, Contracts and Purchasing Officer to provide an annual report on Minority and Women Business Outreach Program to the Commission in May.
- Appointment of Ad Hoc Committee – To develop a process which Commissioners can utilize to propose a project/policy for the Commission's consideration or adoption
- Equal Opportunity Officer to report on the Performance Measures

**7. ANNOUNCEMENT AND EVENTS**

None

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

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

**9. ADJOURNMENT**

The meeting was adjourned at 5:00 P.M.