

AMENDED MINUTES

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

The meeting was called to order by Commissioner Eric Lauritzen at 3:40 p.m.

Commissioners Present: Kay Kirkland, Billy DeBerry, Carlos Martinez, Nancy Valdez, Eric Lauritzen and Josie Duque.

Commissioners Absent: Yvette Padilla, Jayanti Addleman, Fabian Barrera, Louann Raras and Joe Watson.

Guests and Staff Present: Equal Opportunity Officer Irma Ramirez-Bough, Equal Opportunity Specialist-Confidential Michelle Gomez, Administrative Secretary-Confidential Elisa Cantu, Associate Equal Opportunity Analyst Sonje Dayries and Deputy County Counsel William Litt.
LaVonne Stone, Donna Myers and Human Resource Director James May.

2. **PUBLIC COMMENTS**

None.

3. **REVIEW AND APPROVAL OF MINUTES**

Commissioner DeBerry stated he had the following concerns regarding the minutes:

- a) The make-up of the Departmental Review Committee. Ms. Tracie Kirkbride Deputy County Counsel indicated that the size of Committee was not a violation of the Brown Act and therefore the six Commission members could remain on the Committee.

Commissioner DeBerry pointed out that there is a quorum of the full Commission on the Committee. *Commissioner DeBerry stated that Resolution 80-12, page six (i) Notice of Subcommittees states: (and commission members on a subcommittee may not equal as many as a quorum of the commission)*

Mr. William Litt Deputy County Counsel stated that while Commissioner DeBerry is correct; however this is not a violation of the Brown Act; but it can be a violation of the Commission's Bylaws. This issue can be taken care of by asking one of the Committee members to step down. Mr. Litt stated that the minutes of April 17, 2013 are accurate in that the statement was made at said meeting.

- b) Commissioner DeBerry's other concern is the fact that the Chair of the Equal Opportunity Advisory Commission is also the Vice Chair of the Departmental Review Committee. He does not feel this is correct; he believes there has to be a "balance of power."

It was the Committee's consensus to agendize Commissioner DeBerry's concerns to the June meeting.

Commissioner DeBerry moved to approve the minutes of April 17, 2013; seconded by Commissioner Valdez.

4. MIKE DERR CONTRACTS PURCHASING OFFICER

Contracts Purchasing Officer Mike Derr reported that his Division has made an ongoing and concerted effort to assist the Small Local Business Vendors within the Tri-County area wishing to do business with the County. His staff continues to work with Local Small Business Vendors in assisting them with the registration process, ensuring the Vendor obtains the proper insurance documents and any other related documents to the contracting process. Mr. Derr provided the Commission with a snapshot of the 19 newly registered Small Local Business Vendors. He also included a brochure on How to Do Business with the County of Monterey. Mr. Derr provided a copy of their quarterly report from Office Depart. He stated that as part of their agreement, they are required to track, on an annual basis, the number of dollars that are being procured through them, which they in turn procure from minority owned businesses. Commissioner DeBerry cited Chapter 10 Contract Compliance of the Equal Opportunity Plan for County of Monterey, second paragraph "The primary goal of the Outreach Program shall be to contact with DBE's, MBE's, WBE's, DVBE's and SLB's for a reasonable and equitable amount of business, and create an environment of inclusion for County procurement and contracting", and asked if he in fact tracked such data. Mr. Derr replied that he does not, the option is with the provider, it is their choice. Commission Kirkland asked if he had a database that can track minorities doing business with the County. Mr. Derr replied that he does not; he is not sure he can ask such question. He will seek advice from County Counsel.

The Commission thanked Mr. Derr for his presentation.

At this time, Ms. LeVonne Stone from the public addressed the Commission on her concerns regarding the difficulties African Americans face while trying to do business with the County of Monterey. She stated this issue has to be addressed very rapidly.

5. DEPARMENTAL REVIEW COMPLIANCE COMMITTEE

Commissioner Valdez reported that the Committee met on May 7, 2013. The Committee reviewed seven Departments Equal Opportunity Plans and it is recommending that the Resources Management Agency be invited to present in June and that the Treasurer Tax Collector be invited in July. Commissioner DeBerry expressed concerns regarding the draft questions prepared by the Committee. Equal Opportunity Officer Irma Ramirez-Bough indicated that the Committee, after having reviewed the Equal Opportunity Plans prepared questions and was seeking input from the Commission and any member of the Commission who wished to add any additional questions could do so. Commissioner Lauritzen reported that the Committee is charged with the review of the Department's Equal Opportunity Plans submitted and they will make recommendations to the full Commission as to who should be invited to make a presentation. The Committee will draft the questions to be provided to Department Heads. This does not preclude the full Commission from submitting any questions they may have. Again, it was reiterated that any recommendations and/ or letters drafted will be presented to the full Commission for

their approval. The Commission approved the Memo to the Resource Management Agency Director and deferred the Memo to the Treasurer Tax Collector for the next meeting.

6. FUTURE AGENDA ITEMS

- Discuss and approve questions to be provided to Treasurer Tax Collector
- Discuss the role of the Chair of the Equal Opportunity Advisory Commission
- Item 6 of the Agenda was also deferred to the next meeting - Discuss questions to be referred to:
James May & Yvonne Walker regarding the roles and responsibilities of the Human Resources Learning and Organizational Development Division

Wes Morrill regarding the roles and responsibilities of the Military and Veterans Affairs Office
- 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

Commissioner Valdez announced the Relay For Life on June 8, 2013.

8. DATE AND TIME OF NEXT MEETING

June 19, 2013; 3:30 P.M.

9. ADJOURNMENT

The meeting was adjourned at 4:50 P.M.