

1. ROLL CALL AND GREETING OF VISITORS

The meeting was called to order by the Vice Chair Joe Watson at 3:35 p.m.

Commissioners Present: Kay Kirkland, Billy DeBerry, Carlos Martinez, Joe Watson, Fabian Barrera, Eric Lauritzen and Josie Duque.

Commissioners Absent: Louann Raras, Nancy Valdez and Jayanti Addleman.

Staff and Guests Present: Equal Opportunity Officer Irma Ramirez-Bough, Administrative Secretary-Confidential Elisa Cantu, Equal Opportunity Specialist-Confidential Michelle Gomez and Deputy County Counsel Jan Holmes, Helen Rucker, Margarita Arista and Lavonne Stone.

2. PUBLIC COMMENTS

Ms. Lavonne Stone addressed the Commission with the concern that people that had worked at Ft. Ord have not been able to find employment or vocational training as promised.

3. REVIEW AND APPROVAL OF MINUTES

Commissioner DeBerry made a motion to approve the minutes of July 17, 2013; seconded by Commissioner Barrera; motion carried.

4. RECEIVE SEMI-ANNUAL REPORT ON THE EQUAL OPPORTUNITY OFFICER
IRMA RAMIREZ-BOUGH

Ms. Ramirez-Bough reported that the Semi Annual Report has been a collaborative effort between Human Resources and the Equal Opportunity Office in gathering all the data in accordance with Chapter 8 Internal Audit and Reporting of the Equal Opportunity Plan. The report is a compilation of all personnel activity data which includes applicant flow, hires, transfers, promotions, demotions, separations and corrective actions from January 1, 2012 to May 31, 2013. Ms. Ramirez-Bough went over her report provided to Lew Bauman, County Administrative Officer.

Ms. Ramirez-Bough reported that in Job Group 1, 3, and 11 for this reporting period the County has made progress. In Job Group 3 we are no longer underutilized. However, while the County has made some progress, County-Wide Workforce Utilization shows an underutilization of minorities in three (3) of the twenty (20) Job Groups, those being Job Group 01 Management II, Job Group 11 Law Enforcement II and Job Group 15 Skilled Craft II. Ms. Ramirez-Bough indicated there is underutilization of females in ten (10) of the twenty (20) Job Groups and those are 01 Management II, 02 Management I, 06 Professionals – Land Use, 10 Professionals – Health Nurses, 11 Law Enforcement II, 12 Law Enforcement I, 13 Paraprofessionals – Technician II, 15 Skilled Craft II, 16 Skilled Craft I, 19 Service Maintenance II.

Ms. Ramirez-Bough presented the following spread sheets:

- The County-Wide Workforce Utilization (past and present) and where underutilization exists
- County Wide Workforce by Gender & Ethnicity
- Workforce Utilization by Department (past and present)

- The County's 20 Job Groups and County Classifications within the job groups.

Ms. Ramirez-Bough reported that she has met with most of the Department Heads and has provided them with a report outlining their department's workforce utilization, recruitment efforts and personnel activity and training reports. In addition, they were provided with recommendations for attaining the goals as outlined in the County's Equal Opportunity Plan.

5. DISCUSS AND APPROVE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS
COMMISSIONER DeBERRY

Commissioner DeBerry reported that the County Review Compliance Committee at their last meeting had come up with the following recommendations.

- Equal Opportunity Office and the Human Resources Department to develop a method/procedure for department managers to share best practices for improving compliance with the County's Equal Opportunity Plan.
- Equal Opportunity Office to develop a process for the Equal Opportunity Advisory Commission to hear from Department Heads that have not achieved parity in their departments and provide assistance where improvement is needed.
- Department Heads will make good faith efforts to increase the hiring of women in the County Workforce, particularly in Job Group 1 – Management II. Although the County is making strides in the percentage of representation, women continue to be under-represented in 10 out of the 20 Job Groups.
- Provide the Equal Opportunity Office the resources to plan and implement work place diversity training.
- The County Administrative Officer is given sufficient authority to address issues/concerns with elected department heads who consistently fail to reach Equal Opportunity Plan goals or where underutilization shows lack of good faith efforts in recruitment, training, hiring and selection. (i.e. Rational – Elected Departments use financial and county resources, and county personnel)
- Human Resources develop and implement creative strategies for increasing the percentage of minorities other than Hispanics in the County's 20 Job Groups. These strategies should be developed consistent with labor market availability and census data.
- Human Resources to develop and implement a County-wide process to ensure all employees have equal access to job related development programs and on the job training consistent with Equal Opportunity Plan's goals and objectives. (i.e. Working Out of Class and Acting Assignments)

Commissioner DeBerry went over each of the recommendations as submitted by the Committee. Commissioner Kirkland had a correction to bullet five, line 4 Rational should be *Rationale*. Commissioner Lauritzen stated he thought the recommendations were part of the duties of the Equal Opportunity Officer and in collaboration with Human Resources; they should review the recommendations and come back with a response. Commissioner Barrera stated that the Committee is charged with making recommendations to the Board and that is

what they have done. They have done their due diligence in submitting their recommendations. It is the Board's discretion to approve the recommendations or give direction to the Equal Opportunity Officer. There was further discussion on bullet six. The Commission agreed to vote on all the other recommendations, except for bullet six, and to discuss this separately. *Commissioner DeBerry I make a motion that we vote on the six that we agreed with and then vote on bullet 6 separately; motion seconded by Commissioner Kirkland, motion carried.*

Public Comment: Ms. Stone stated she is thrilled about the dialogue going on and happy with this report. She is tired of being called a minority. We need to be fair and come to a consensus; we need to be mindful of people that are hurting economically; so let's just be a little more sensitive.

Commissioners discussed on how best to word recommendation number six so that it captures all minorities and to not single out one specific group. Ms. Ramirez-Bough cautioned the Commissioners to be careful on the wording, so as not to offend anyone group. Commissioner Lauritzen suggested recommendation number six be phrased as follows:

Human Resources to develop and implement creative strategies for increasing the percentage of all underutilized protected groups, consistent with labor market availability and census data.

Commissioner DeBerry made a motion to accept recommendation number six, as amended by Commissioner Lauritzen, motion seconded and carried.

6. FUTURE AGENDA ITEMS

Discussion on the brochure

Resource Management Agency will present their Equal Opportunity Plan

Approve Additional Questions for Mike Derr, Contracts Purchasing Officer

7. ANNOUNCEMENT AND EVENTS

8. DATE TIME OF NEXT MEETING

September 18, 2013

9. ADJOURNMENT

There being no further business, meeting was adjourned.