

# MONTEREY COUNTY



## EQUAL OPPORTUNITY OFFICE

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IRMA RAMIREZ-BOUGH  
EQUAL OPPORTUNITY OFFICER

### MONTEREY COUNTY BOARD OF SUPERVISORS EQUAL OPPORTUNITY COMMITTEE

DATE: September 6, 2012

TO: Supervisor Fernando Armenta, District #1  
Supervisor Jane Parker, District #4

FROM: Irma Ramirez-Bough, Equal Opportunity Officer *IRB*

SUBJECT: Board of Supervisors Equal Opportunity Committee Meeting

\*\*\* NOTICE OF MEETING \*\*\*

DATE: WEDNESDAY, SEPTEMBER 12, 2012

TIME: 10:00 a.m. – 11:00 p.m.

LOCATION: GOVERNMENT CENTER  
SUPERVISOR FERNANDO ARMENTA'S OFFICE  
168 W. ALISAL STREET, 2<sup>nd</sup> FLOOR  
SALINAS, CA 93901

\*\* AGENDA \*\*

- I. Call to Order
- II. Public comment period
- III. Review and Approval of Minutes of July 13, 2012
- IV. Status Report on the Revised Monterey Plan
- V. Report on Whistle Blower
- VI. Draft – Discrimination Prevention Training Program
- VII. Equal Opportunity Officer's Report
- VIII. Adjourn

**Monterey County Board of Supervisors  
Equal Opportunity Committee**

**Minutes of the Meeting Held: July 13, 2012**

**Call to Order:**

The meeting was called to order by Supervisor Armenta at 10:31 a.m.

**Present:**

Supervisor Fernando Armenta; Supervisor Jane Parker; Equal Opportunity Officer Irma Ramirez-Bough; Associate Equal Opportunity Analyst Sonjé Dayries and Equal Opportunity Specialist Michelle Gomez

**Public Comments:**

There were no public comments.

**Review and Approval of Minutes of March 1, 2012**

Minutes were approved

**Update on the Monterey Plan**

Ms. Ramirez-Bough provided a brief summary to Supervisor Armenta and Supervisor Parker on the outreach efforts the Equal Opportunity Office (EOO) has made to various community organizations to discuss the Monterey Plan.

**Equal Opportunity Officer's Report**

Irma Ramirez-Bough distributed a Summary Report of the Equal Opportunity Office's activities for the period of April, 2012 through June 30, 2012 and Discrimination Complaint Summaries for the 2<sup>nd</sup> Quarter of 2012.

Ms. Ramirez-Bough informed Supervisor Armenta and Supervisor Parker that the EOO has contracted with Biddle Consulting Group to provide training on September 19, 2012 to Department Heads, HR Analysts and speak to the Equal Opportunity Advisory Commission at their monthly meeting. Biddle Consulting Group was hired by the Equal Opportunity Office to provide a comprehensive study of the County's workforce and labor analysis within the County's twenty (20) job groups using the 2000 Census and the County's current workforce. In the analysis, areas of concern were identified with respect to deficiencies in the rates of selection for minorities in three of the County's twenty (20) job groups.

Supervisor Armenta suggested the oral report from Biddle should be agendaized for the September 18, 2012 Board of Supervisors public meeting.

Supervisor Parker asked if Biddle was going to address strategies for upward mobility and recruitment. Ms. Ramirez-Bough indicated that she would ensure that the presentation addresses this area.

Ms. Ramirez-Bough informed Supervisor Armenta and Supervisor Parker that EOO was actively researching information on the Whistle Blower program and had a tele-conference call with Lighthouse Services Inc. a company providing confidential, anonymous reporting services. Although Lighthouse Services Inc. could provide a great service to the County, Ms. Irma Ramirez-Bough did not commit to anything pending further research.

Supervisor Armenta asked if other counties had a Whistle Blower Program and if they did which department handled the program. Ms. Ramirez-Bough responded that Santa Clara County, County Counsel's office handled the Whistle Blower Program and Santa Cruz County's Auditor/Controller Department handled the Whistle Blower Program. She also indicated that EO staff would survey other comp counties for information on their whistle blower programs. Ms. Ramirez-Bough also indicated the State Attorney General Office has a Whistle Blower Program.

Supervisor Parker asked for an estimated timeline on the completion of the Whistle Blower Program. Ms. Ramirez-Bough responded that the EOO would need additional time to implement the Whistle Blower Program and perhaps would need another six months.

Ms. Ramirez-Bough talked about diversity training for the County. Supervisor Armenta asked if the County should have a centralized diversity training session or should each County department use their discretion to train their employees. Ms. Ramirez-Bough recommended that EOO manage and oversee the Diversity program. Additionally, Supervisor Armenta asked if Human Resources had a diversity training program in place. Ms. Irma Ramirez-Bough responded "no" however, EOO would be working closely with HR and Ruby Urueta (please see attached memo).

Ms. Ramirez-Bough talked about the County's ADA transition plan and informed Supervisor Armenta and Supervisor Parker that the County's last update of the ADA transition plan was in 1993. Ms. Ramirez-Bough advised that she had several meetings with key RMA staff. Mario Salazar and Rita Hickman were tasked to model the County of Monterey's ADA transition plan to County of Marin's ADA transition plan and very little progress has been made; and as such, has addressed her concern to Benny Young, RMA Director. Mr. Young did not realize the plan was so old. Mr. Young informed Ms. Ramirez-Bough that he knew this was a priority and would begin working on the update of the ADA transition plan immediately. Mr. Young said he would hire a consultant to work on the update of the ADA plan. Ms. Irma Ramirez-Bough would keep the Board apprised of this project.

Meeting adjourned at 11:20 a.m.

**HUMAN RESOURCES ACADEMY PROJECT  
RUBY URUETA, PARTICIPANT**

**PROJECT: DIVERSITY TRAINING**

**RUBY URUETA BIO-INFORMATION TO IRMA RAMIREZ-BOUGH, EOO, FOR USE IN HER REPORT TO SUPERVISORS ARMENTA AND PARKER:**

**HUMAN RESOURCES ACADEMY AND PARTICIPANT PROJECT**

As part of the Human Resources' HR Academy's participation requirements, each participant was to select a project which will be used within the Human Resources department in the furtherance of County-wide employee skills and/or learning enhancement.

Ruby Urueta, an Associate Human Resources Analyst in Central Human Resources, had participated in the IGMT [Intergovernmental Management Training Program during Yr 2010; and she and a team researched, developed and presented/[trained] a comprehensive Diversity Training program as their project to their IGMT session participants. This training has continuously been utilized within many of those team member's respective agencies.

**RUBY URUETA'S HR ACADEMY PROJECT – DIVERSITY TRAINING**

With Ruby's extensive background as a trainer in both the private and public sectors, and having previously served as Master Trainer for the County's management training programs, the IGMT Diversity training program developed by Ruby and her teammates proved to be the logical selection as her HR Academy project.

Ruby brought forward her training components for discussion with the HR Academy's and the EOO staff to ensure appropriateness of need and compatibility of her training components to that which the EOO staff has developed for department heads. This led to a selection of training components which will be provided to all departments and offered as an elective Diversity training. The Learning and Development Network staff will be providing logistical and public relations support to that endeavor.

The area of "Diversity" is quite extensive, with Diversity Training needs continuously changing within the workplace. To that effect, an organization's requirements for Diversity training that are current and applicable to ensure an integration of the myriad of diversity areas, intercultural awareness and acceptance throughout the organization's workforce is a priority.

The County's workforce has not been exposed to an overall County sponsored Diversity training program, however some may have received workshop or specific areas of diversity training through other means. The Diversity training to be implemented will be one which has been researched, developed, tailored and vetted to public sector agency staff. It is one which may be considered as a work in progress, in order to meet the demands of our organization as they arise, and mandates requiring new and/or enhanced training components.

**INFORMATION REGARDING IGMT**

The IGMT program has been the training ground for top-level managers for over 40 years; and was developed and continues to be administered by the Northern California Chapter of the International Personnel Management Association, which serves as the IGMT's coordinating unit, providing technical assistance, resources and logistical support.

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**IGMT's Purpose and Objectives are:**

- Bring together promising governmental middle management administrators and professionals.
- Discuss and exchange diverse viewpoints on government practices and techniques.
- Clarify shared prejudices and preconceptions about the various sectors of government (city, county, state, federal, special districts), facilitate communication among administrators and develop an understanding of problems encountered by other governmental jurisdictions.
- Develop concrete management knowledge and skills that have immediate applicability in the workplace. Develop valuable ongoing contacts among program participants to facilitate effective and efficient inter-governmental relations.
- Develop an understanding of the relationships between the public and private sectors.

IGMT participants are nominated by their agency, and participate with other city, county, state, federal, and/or special districts agency's management or supervisory personnel from throughout California, while working in a team concept on their specific project. The approach used in developing each team's project:

- Seminars and training sessions are provided on topics selected by participants. Training techniques may include lectures, role-playing, small group discussions, debates, simulations, films, informal exchanges and panel presentations.
- Resource personnel are drawn from current and past key officials in all types of governmental jurisdictions and functions. University and college faculty and private sector officials provide additional expertise on selected topics.
- Social and professional association among participants is an additional aspect of the program series, encouraged through use of recreational facilities at the center.