

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

The meeting was called to order by Chair Jayanti Addleman.

Commissioners Present: Chair Jayanti Addleman, Vice Chair Kay Kirkland, Billy DeBerry, Alma McHoney, Freda Escobar, Maria Castillo, Bob Greene and Josie Duque.

Commissioners Absent: Yaz Emrani and Fabian Barrera.

Guests and Staff Present: Irma Ramirez-Bough, Equal Opportunity Officer; Associate Equal Opportunity Analyst Sonje Dayries; Deputy County Counsel Stacy Saetta.

**2. PUBLIC COMMENTS**

None.

**3. REVIEW AND APPROVAL OF MINUTES**

The following changes were made to the minutes, under Public Comments, first line should read County's instead of County;s. Commissioner DeBerry made a motion to approve the minutes of February 21, 2011 as amended, seconded by Commissioner Duque. The minutes were approved as amended.

**4. DISCUSS EO PLAN FORMS**

Ms. Ramirez-Bough informed the Commission that the Equal Opportunity Office has received requests from departments requesting an extension due to inaccuracies of reports associated with the new HRM system. Ms. Ramirez-Bough stated that she would have something back to the Commission by June. Commissioner DeBerry stated, so we will not see these reports until May or June and aren't we suppose to have presentations 8-9 times per year. Ms. Ramirez-Bough stated that to be realistic she can have something back by June. The Chair said the Bylaws state the Commission should meet once each month or nine (9) times a year, it does not specify meeting with department heads. Commissioner DeBerry questioned the purpose of meeting if there are no department heads presenting. Ms. Ramirez-Bough went over the duties of the Commission as outlined in the Bylaws. Ms. Ramirez-Bough stated they can work on recommending goals and timetables once they review the EO Plans submitted. Commissioner Escobar stated the subcommittee was to come up with ways to "red flag" those departments which the subcommittee felt need to appear before the Commission. She does not believe that this was completed. Ms. Dayries suggested having someone from Purchasing give a presentation on what they are doing to ensure equal access to contracting opportunities with the County. Commissioner DeBerry said he understood that was not the responsibility of the Commission. Deputy County Counsel Saetta stated that this was one of the Commission's responsibilities. Commissioner DeBerry stated they need to review the Monterey Plan, before making a decision. He also suggested having a retreat to plan short and long range goals for the

Commission. It was decided that next month's meeting will be a retreat. Commissioner DeBerry asked if there was any feedback from the departments regarding the forms. The Chair stated there really was no feedback from the departments. After they started using the forms, one of the comments was the division of breakdown by ethnicity. She feels this single category should have a more detailed breakdown. Maybe next time we can fine tune the forms.

**5. ASSIGNMENT OF MENTORS**

The Chair assigned the following mentors: Commissioner Addleman volunteered to mentor Commissioner Escobar and Commissioner DeBerry will mentor Commissioner Duque. The mentors will go over the Bylaws and Code of Ethics.

**6. APPOINTMENT TO COMMITTEES**

The Chair made the following assignments to the committees:

- a. County Review of the Monterey Plan Standing Committee  
Billy DeBerry  
Kay Kirkland  
Bob Greene  
Josie Duque  
Yaz Emrani
- b. Departmental Review of the Monterey Plan Compliance Standing Committee  
Freda Escobar  
Jayanti Addleman  
Maria Castillo  
Fabian Barrera
- c. Ad Hoc Retreat Committee  
Maria Castillo  
Josie Duque  
Freda Escobar  
Billy DeBerry

Commissioner DeBerry asked if the County Review Committee coordinates with Mr. Medrano. Ms. Ramirez-Bough stated she will be coordinating the meetings. Mr. Medrano may be invited as a mandatory guest. Commissioner Duque asked if Ms. Ramirez-Bough will be setting the meetings for the committees. Ms. Ramirez-Bough said she will initiate that.

**7. ANNOUNCEMENTS AND EVENTS**

Commissioner McHoney announced that the Monterey County Veteran Services Collaborative will be holding a meeting tomorrow in the Monterey

Room from 9:00 to 11:00 a.m. she invited the Commissioners to attend. The Chair suggested that she would like for Commissioners who have announcements to forward flyers to her so she can post in the libraries. Ms. McHoney also announced that she has moved out Supervisor Calcagno's District (#2).

Commissioner DeBerry inquired how the Diversity Policy was implemented. Ms. Ramirez-Bough stated that she has recommended having a Diversity Policy Day to the Board. The Office is planning to conduct diversity training county-wide,

**8. FUTURE AGENDA ITEM**

Retreat in May. The retreat will be held in the afternoon on May 18, 2011. The Ad Hoc Committee will come up with agenda items.

Diversity Day.

Diversity Training

Ms. Ramirez-Bough said that one of the things the Office is doing is diversity training, county-wide. She would like to bring those materials to the retreat and get input from the Commissioners.

The Chair stated she would like the full commission to go over the Code of Ethics.

Commissioner Escobar would like to come up with a method or some measurable outcome; where they can measure their short/long term goals at the end of the year. How did the Commission measure up for the year?

Commissioner DeBerry stated the Ad Hoc Committee should discuss all these recommendations/suggestions in preparing the agenda for the retreat.

Mrs. Ramirez-Bough stated last year the Equal Opportunity Office was tasked to look into adverse impact for layoffs. The Office was asked to do this after the fact. She believes it is critical that this issue be addressed as soon as possible. Once we do, she can report back to the Commission in June.

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

May 18, 2011.

**10. ADJOURNMENT**

The meeting was adjourned at 4:20 p.m.