

**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, Maria Castillo, Bob Greene, Yaz Emrani and Josie Duque.

Commissioners Absent: Freda Escobar and Fabian Barrera.

Guests and Staff Present: Equal Opportunity Officer Irma Ramirez-Bough, Associate Equal Opportunity Analyst Sonje Dayries; Administrative Secretary-Confidential Elisa Cantu, Michelle Gomez Equal Opportunity Specialist-Confidential, Deputy County Counsel Rob Shulman, Management Specialist David Medrano and NMC Personnel Analyst Carrie Ramirez.

**2. PUBLIC COMMENTS**

None.

**3. REVIEW AND APPROVAL OF MINUTES**

The Chair suggested that Ms. McHoney's announcement that she had moved out of the district be included in the minutes of April 20, 2011. Commissioner DeBerry made a comment that the Code of Ethics was adopted by the Commission. Commissioner DeBerry suggested that Paragraph VII of the Retreat Minutes read as follows: *Discuss Short and Long Range Goals*; and that Long Range Goal be changed to *Short (Long) Range Goal*. He stated that the Monterey Plan is not a "long range goal", but a short term goal. Commissioner DeBerry made a motion to approve the minutes of April 20, 2011 and the Minutes of the Retreat as amended, seconded by Commissioner Castillo. The minutes of April 20, 2011 and the minutes of the Retreat of May 18, 2011 were approved as amended.

**4. DISCUSS PREPARATION OF COMMISSION'S ANNUAL REPORT**

Ms. Ramirez-Bough informed the Commission that the Equal Opportunity Office submitted the 2009/10 annual report at the beginning of the year. If the Commission so desires, she can start working on the annual report for this year. The annual report is due to the Board on July 30<sup>th</sup>. The Chair suggested that the Commission get back on track and put a report together to submit on July 30<sup>th</sup>; even if there is nothing major to report. Commissioner DeBerry stated that the two standing committees make a report of what they accomplished. The Chair appointed an ad hoc committee (Commissioners DeBerry and Addleman) to meet with Ms. Ramirez-Bough to work on the annual report. Ms. Ramirez-Bough will provide the template for the preparation of the annual report to all Commissioners. Commissioner Castillo requested a copy of the previous annual report. Staff will provide a copy. The Chair suggested that the Commissioners mail their comments, to Ms. Ramirez-Bough.

**5. EQUAL OPPORTUNITY OFFICER'S REPORT**

Ms. Ramirez-Bough provided the Commissioners with several handouts. Ms. Ramirez-Bough gave a brief description of the duties of the Equal Opportunity Office. She went over the power point presentation that showed the workforce composition and utilization analysis. She stated that there are 20 job groups in the County. The problem areas are more defined in the Job Groups of Management I and Skilled Craft. The handout provides a guide of the progress the County has made and where improvement is still needed. Ms. Ramirez-Bough also provided an additional report that outlined the type of Personnel Actions that took place from August 2010 through present; to include information by department, race, gender and job groups. She also indicated that there was only one layoff and the others were promotions and separations for this relevant time period.

Ms. Ramirez-Bough also suggested that the training division of the County Administrative Office be invited to come and speak to the Commission on the types of training available to county employees as that component is an area of which the Equal Opportunity Advisory Commission shall receive for informational purposes.

Commissioner DeBerry recommended that the Equal Opportunity Officer's Annual Report be presented to the Commission in January of every year. He indicated that this would give the Commissioners the opportunity to think about the questions to ask of department heads for future meetings. Commissioner DeBerry also suggested that when no department is scheduled before the Commission, they can discuss questions they might have of the annual report.

**6. EQUAL OPPORTUNITY OFFICER'S REPORT ON LAYOFFS**

Ms. Ramirez-Bough stated she did not have the report at this time because she just recently received the information on the layoffs and did not have time to look into the adverse impact. She stated that because employees have bumping rights, she may have a report completed until after the July meeting. Commissioner DeBerry indicated that he would like the information presented in the same format as provided in the annual report so that it could be similarly compared. The Chair also suggested that a line be added and to total each of the categories outlined on the report.

**7. DISCUSS AND DESIGNATE "DIVERSITY DAY"**

Ms. Dayries stated that October is National Diversity Awareness Month. Commissioner DeBerry suggested that Ms. Ramirez-Bough contact the

Staff Development to get some ideas from them, as they have celebrated Diversity Day before. Ms. Ramirez-Bough will prepare a Resolution and bring it to the Commission for their approval, before it goes to the Board. The Chair suggested that Staff pick a day; she would like it to be a “working day.”

**8. DISCUSS ROLES AND RESPONSIBILITIES OF THE COMMITTEES**

Ms. Ramirez-Bough apologized for not have anything prepared at this time. The Chair suggested that when the Ad Hoc Committee meets, they come up with the roles and responsibilities.

**9. ANNOUNCEMENTS AND EVENTS**

The Chair announced that the libraries will be getting a new bookmobile on July 1st. which will be operating out of King City.

Commissioner DeBerry announced the Blues Festival is on the fourth weekend of June at the Monterey Fairgrounds.

**10. FUTURE AGENDA ITEMS**

Commission’s Annual Report  
Retreat Summary

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

July 20, 2011

**12. ADJOURNMENT**

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