

1. ROLL CALL AND GREETING OF VISITORS

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

Commissioners Present: Vice Chair Alejandro Hogan, Jayanti Addleman, Martha Chavarria, Billy DeBerry, Fred Garcia, Robert Greene, Kay Kirkland, Jose Rosillo, Virgil Schwab

Commissioners Absent: Chair Kathrina Ognyanovich (excused), Sarah Mawhirter (excused) R. Lena Valdez, Harry Gamotan, Bettye Lusk

Guests and Staff Present: Stephen Vagnini, Assessor-County Clerk-Recorder; Senior Personnel Analyst Janet Lowery, Personnel Technician Darryel Mickens, Deputy County Counsel Ellen Jahn, Equal Opportunity Officer David Medrano, Associate Equal Opportunity Analyst Bonita Monarque

2. PUBLIC COMMENTS

None.

3. REVIEW AND APPROVAL OF MINUTES

As suggested by Commissioner DeBerry, minutes that have yet to be approved by the Commission shall be visibly noted as a draft document. Commissioner DeBerry also suggested that the minutes, when approved by the Commission, be signed by the Chair.

A clarification was made to the minutes of the March 2009 meeting; Item 4B (County Review of Monterey Plan Compliance). The minutes should note that counsel, hired for the purpose of determining if the Garza Consent Decree is legally in effect, was not retained by the Commission or its standing Committee.

Commissioner Chavarria moved to approve the minutes of the March 18, 2009 meeting, as amended. Second by Commissioner DeBerry. The minutes were approved.

4. DEPARTMENT EQUAL EMPLOYMENT OPPORTUNITY PRESENTATION – STEPHEN VAGNINI, ASSESSOR-COUNTY CLERK-RECORDER

Stephen Vagnini, Assessor-County Clerk-Recorder and staff was introduced to the Commission. Mr. Vagnini has been with the Assessor's Office for almost 25 years; elected to his current position in November of 2002. The Assessor's Office is responsible for assessing all assessable property in the County of Monterey (real property, business property, land and improvements, etc). The Assessor's Office ensures that all property is assessed fairly and equally. The Clerk-Recorder's Office is responsible for recording legal documents whereas the Clerk's Office is responsible for issuing marriage licenses, fictitious business names, etc. The Clerk's Office is the custodian for vital statistics in the County of Monterey.

Mr. Vagnini strives to provide an environment that is free from discrimination and harassment. Superior performance is rewarded by advancement opportunities. The Office's nondiscrimination and harassment policy is distributed to all new employees and given to current employees on an annual basis. In 2002, 46.2 percent of the Office's employees were minority. In 2009, the percentage of minorities in the Office is at 57.1 percent. In the last 12

months, there were three hires; two of whom were minority and two female. During the period January 1, 2004 through December 31, 2008, 55 people were promoted within the Office. Of those 55, 34 (61%) were minorities and 43 (78%) were female. The Office has exceeded the goals set forth in the Monterey Plan in the category of Management I, Paraprofessionals Technicians I, and Office/Clerical I and II.

Mr. Vagnini stated that he and his staff are committed to achieving the objectives of the Plan and identifying those areas where improvement is needed. The Office has established a mechanism to identify issues within the department by creating a labor/management committee. The Office also has a suggestion box which allows employees to submit their suggestions and comments. Mr. Vagnini encourages employee development via training and seminars which helps employees to promote.

After a brief question and answer session, Steve Vagnini, Assessor-County Clerk-Recorder, was thanked for his presentation and commitment to the Monterey Plan for Equal Access to Employment and Contracting Opportunities.

5. EQUAL OPPORTUNITY OFFICER'S COMMENTS - DAVID MEDRANO

- Sonjè Dayries, Associate Equal Opportunity Analyst, is expected to return to the Equal Opportunity Office in May.
- Mr. Medrano stated that he has the standing committee reports which are needed to prepare the Commission's annual report.
- The online sexual harassment training for County employees should be up and running in May.
- The County still is struggling with ways to handle the anticipated budget shortfall of approximately \$50 million.
- Mr. Medrano discussed the lack of participation with respect to the meeting evaluation process. Mr. Medrano stated that only a few evaluations forms are completed after each meeting and suggested that the evaluations process be suspended until a more effective method of evaluating the meetings can be established.

Commissioner DeBerry suggested that the state mandated ethics training be required. Commissioner DeBerry stated that many of the Commissioners took the time to complete the training as required while other Commissioners have not. There were no consequences for those who have not taken the training. Mr. Medrano will contact those Commissioners who have yet to complete the training and report back to the Commission. Chair Hogan suggested that a follow-up letter regarding the mandated training also be sent to those Commissioners who have yet to complete the training.

6. ANNUAL REPORT

A draft annual report was submitted by Committee Chair Schwab. As noted under Equal Opportunity Officer's Comments, a report from the Departmental Review of Monterey Plan Committee was submitted by former Commissioner Sue Miess. The reports are needed for the preparation of the Commission's annual report.

7. REPORT FROM COMMITTEES

A. Departmental Review of Monterey Plan Compliance

The Committee met on April 1. Acting Committee Chair Addleman stated that only two Committee members were in attendance. Given the attendance at the meeting, the committee did not elect a chair. There was informal discussion regarding guidelines for department heads and Commissioners with respect to the department EEO presentations. The Committee also discussed the amount of time (every two years) between each department's presentation before the Commission. A suggestion was to have a one page report submitted by each department annually. As there was no quorum, the committee did not take any action.

B. County Review of Monterey Plan Compliance

The Committee has not met; however a draft annual report was submitted. There were no suggested modifications to the draft report. Commissioner Chavarria asked who retained the outside counsel verifying the legal validity of the Garza Consent Decree. Mr. Medrano will confirm who retained the counsel and report back. Commissioner DeBerry expressed concern regarding the data in the current Plan, which is based on the 1990 Census. Commissioner Schwab suggested that the Committee, given its newly appointed members, reconvene.

8. RETREAT ITEMS

1. Code of Ethics – Expectations/Implementation

Items for Subsequent Meetings:

A. Attendance – Definitions and Criteria

B. Employee Participation – Dissemination

These items were not discussed. Commissioner DeBerry stated that the agenda items (Item 8) were important and warrant more than the five minute time allotment given for discussion.

9. ANNOUNCEMENTS AND EVENTS

Commissioner Kirkland stated that she noticed that on the County government channel's advertisement of job openings, an "equal opportunity" logo is not displayed. She asked if displaying a logo was possible. Mr. Medrano stated that he is aware that some positions did not have the "equal opportunity" statement and he is working with departments to have the statement added. Commissioner Schwab stated that branding a logo in the background as opposed to adding an equal opportunity statement, would require consultation with the County's public information officer. Mr. Medrano stated that he would discuss the addition of a logo with the public information officer.

Commissioner Addleman discussed an upcoming all day training for the employees of the Monterey County Free Libraries. The theme of this year's training is "Celebrating Diversity."

10. FUTURE AGENDA ITEMS

- Ethics Training
- Retreat

If you wish to have an item placed on the agenda, please contact or email Mr. Medrano.

11. DATE AND TIME OF NEXT MEETING

The next Commission meeting will be held on May 20, 2009.

12. MEETING EVALUATION

The evaluation process will be suspended until further review and clarification. Commissioner DeBerry reminded the Commission that the intent of the evaluation process was to provide the Commissioners with a mechanism for a Commissioner/Commission end of year evaluation as opposed to a monthly meeting evaluation.

13. ADJOURNMENT

The meeting was adjourned at 5:00.