

1. ROLL CALL AND GREETING OF VISITORS

The meeting was called to order by Acting Chair Addleman at 3:30 p.m.

Commissioners Present: Acting Chair Jayanti Addleman, Billy DeBerry, Kay Kirkland, Virgil Schwab; Martha Chavarria, Freda Escobar, Robert Greene

Commissioners Absent: Chair Ognyanovich (excused), Maria Castillo (excused), Fred Garcia (excused), Bettye Lusk

Guests and Staff Present: Charles McKee, County Counsel; Carol Cuellar, Principal Analyst; Deputy County Counsel Stacy Saetta, Equal Opportunity Officer David Medrano, Associate Equal Opportunity Analyst Bonita Monarque; Elisa Cantu, Administrative Secretary

2. PUBLIC COMMENTS

There were no public comments.

3. REVIEW AND APPROVAL OF MINUTES

Commissioner DeBerry moved to approve the minutes of the June 17, 2009 meeting, with revisions; seconded by Commissioner Schwab. The minutes were approved as amended.

Commissioner DeBerry moved to approve the minutes of the August 19, 2009 meeting, with revisions; seconded by Commissioner Castillo. The minutes were approved as amended, Commissioner Addleman abstained.

4. DEPARTMENT PRESENTATION – VIRGIL SCHWAB, DIRECTOR OF INFORMATION TECHNOLOGY

Commissioner Schwab introduced Cindy Berry, Senior Personnel Analyst and Alan Mah, Senior Programmer Analyst. Commissioner Schwab discussed skills-orientated performance management practices. He believes that if the employees do not have the skills to perform the work assignments, employment problems, which translate into work issues, can occur. In addition, having a skills-oriented performance management practice plays an essential part in eliminating barriers to employment and advancement. Also important is a recruitment/selection process that utilizes broad outreach to obtain large candidate pools. Commissioner Schwab's department believes in a formal career development program to invest in the existing employees, develop them and offer them opportunity to advance and receive higher levels of compensation. Commissioner Schwab stated that the department has increased the level of diversity in six of ten job groups since last report before the Commission (2006). The department has met or exceeded the goals as outlined in the Monterey Plan in five out of the ten job groups. Commissioner Schwab stated that the department will continue to work toward reaching the goals in the paraprofessional, technician and management categories. Turnover in the department has been relatively low and their workforce has been stable (July 1, 2008 – July 31, 2009). Four who have left, left for promotions in the other departments or have retired. During the same period the department hired nine new employees; of the nine new hires, seven were either minority or female. The overall goals of the department are to have a new hire minority ratio exceeding over 50 percent so that the entire department can achieve the goals set forth in the Monterey Plan; put an intern and volunteer program in place so that the department can attract and have a steady flow of new employees; continue to review and renew its commitment to workplace diversity and provide training on sexual harassment. After a brief questions and answers session, Commissioner Schwab was thanked for his presentation. He and his staff were commended for their presentation and commitment to equal opportunity.

5. REPORT FROM COMMITTEES

A. Departmental Review of Monterey Plan Compliance

Commissioner Addleman stated the committee has begun working on ideas for the forms for the department heads' EEO presentation. A meeting will be scheduled in the near future.

B. County Review of Monterey Plan Compliance

Commissioner Schwab stated that the committee has not met since the last Commission meeting. Commissioner Schwab plans to meet with Mr. Medrano to come up with draft language which will then be presented to the committee.

6. ELECTION OF VICE CHAIR

Commissioner Schwab nominated Commissioner Addleman for the position of Vice Chair. Second by Commissioner DeBerry. The motion passed. The term is for the remainder of 2009.

7. ATTENDANCE

Chair Ognyanovich asked if it was the Commission's desire to have the Committee meetings before or after the regularly scheduled Commission meeting. Commissioner Addleman stated that meeting before/after the Commission meeting is currently an option for the committee members. Chair Ognyanovich stated that Commissioners should be available to meet either before or after the regular Commission meeting to help ensure that the committees have a quorum. Chair Ognyanovich asked that this item be placed on the agenda for the next meeting.

8. PARTICIPATION OF EMPLOYEES

Commissioner DeBerry suggested that meetings be set to share with employees the role and purpose of the Commission, its structure, and our charge as a commission. We should discuss short and long term goals, challenges, and accomplishments. We should also inform employees that the Equal Opportunity Office only handles complaints that are related to discrimination and not other work-related complaints which might be best handled by human resources. Chair Ognyanovich suggested that the Commission invite county employees who have grievances or issues to come before the Commission. Commissioner DeBerry stated that as a Commission, we might not be authorized to handle grievances; therefore we need to clearly identify our role as a Commission. A periodic newsletter for distribution to employees was also suggested as a way to communicate with employees. Commissioner DeBerry also stressed that it was also each Commissioner's responsibility to share with those they represent the Commission's roles and responsibilities. The Commission agreed to bring a document listing the suggestions for the next Commission meeting.

9. DEVELOPMENT OF COUNTY DIVERSITY POLICY FOR POSSIBLE APPROVAL AND ACTION

Commissioner DeBerry provided the Commission with a draft policy for review by the Commission. Comments and suggestions are to be submitted to the Equal Opportunity Office prior to the next meeting.

10. ANNOUNCEMENTS AND EVENTS

None

11. FUTURE AGENDA ITEMS

No additions.

12. DATE AND TIME OF NEXT MEETING

The next Commission meeting will be held on October 21, 2009.