

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

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

Commissioners Present: Vice 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 (unexcused).

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**

Note: Mr. Logan was introduced after County Counsel McKee's presentation.

Kevin Logan was introduced to the Commission as a potential new Commissioner. Mr. Logan has been a resident of Monterey County for approximately 30 years. He is active in his community, church, and several nonprofit organizations.

**3. REVIEW AND APPROVAL OF MINUTES**

Commissioner DeBerry moved to approve the minutes of the September 16, 2009 meeting; seconded by Commissioner Schwab. The minutes were approved.

**4. DEPARTMENT PRESENTATION – CHARLES MCKEE, COUNTY COUNSEL**

County Counsel McKee was introduced to the Commission. Also introduced were Carol Cuellar, Principal Analyst and Sandra Ontiveros, Assistant to County Counsel McKee. The County Counsel's Office has a staff of 30 employees. The Office of the County Counsel represents all County departments, the Board of Supervisors, and Commissions. The Office provides legal advice, handles litigation and assists administrative bodies such as the Equal Opportunity Advisory Commission. Upon request, the County Counsel's Office also advises the County Grand Jury. Legal services are also provided to special districts such as TAMC, LAFCO and the Board of Education. In total, the County Counsel's Office represents 47 boards, commissions, and committees.

A goal of the County Counsel's Office is to provide the highest degree of competent legal service to the County as well as work to ensure the County is meeting all of its equal opportunity goals. County Counsel McKee strives to provide an opportunity for all employees to reach their full potential, with no barriers to employment for those seeking to work in the Office of the County Counsel. County Counsel McKee discussed the difficulties he has encountered with respect to attracting diverse candidates among the legal profession due to competition from other municipalities and a limited minority attorney candidate pool. A question was asked regarding the definition of "good faith effort" as mentioned in the County Counsel's plan. County Counsel McKee responded that good faith effort is effort based on honesty and integrity, without any bias or hidden agenda. With respect to recruitments, the Office of the County Counsel seeks recruitment assistance from the Equal Opportunity Office and Human Resources to attract a diverse pool of applicants. There are only five Job Groups within the County Counsel's Office. The Office has met its goal in one of the Job Groups. It should be noted that that in four of the five job groups, there are only 1 – 3 incumbents (i.e. one employee can make up 100% of the job group). Commissioner DeBerry suggested that staff amend the form to include the number of employees in each job group. A question was asked about targeting recruitments to reach African American candidates. County Counsel McKee responded that their recruitment efforts target minorities in general and do not target a specific minority group. County Counsel McKee and his staff were thanked for their presentation.

**5. REPORT FROM COMMITTEES**

A. Departmental Review of Monterey Plan Compliance

No report at this time.

B. County Review of Monterey Plan Compliance

Commissioner Schwab stated that the committee is working on preparing draft language. The Committee will be meeting on October 28<sup>th</sup> to review changes. The committee hopes to present the draft document to the Commission during the November meeting.

**6. COUNTY DIVERSITY POLICY**

Commissioner DeBerry moved to adopt the draft diversity policy; seconded by Commissioner Chavarria. After the motion was made, additional changes were made to the draft policy. With concurrence from Commissioners DeBerry and Chavarria, the original motion was amended to adopt the draft policy, with amendments. The motion passed.

**7. EQUAL OPPORTUNITY OFFICER'S COMMENTS**

- Officer Medrano reminded the Commissioners that it is appropriate for staff to ask questions during Commission meetings when there is a need to obtain clarification. The Commission affirmed that it is appropriate for staff to ask questions during Commission meetings.
- Officer Medrano announced that this would be his last meeting. He thanked the Commission for all of their support over the years. Commissioners thanked Officer Medrano for all that he has done for the County and the Commission.

**8. AD HOC COMMITTEE FOR THE ELECTION OFFICERS**

Commissioner Addleman appointed Commissioners Schwab, Escobar and Kirkland to the ad hoc committee.

**9. FUTURE AGENDA ITEMS**

Bylaws Revision  
Update on Diversity Policy

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

The next Commission meeting will be held on November 18, 2009.