

1. ROLL CALL AND GREETING OF VISITORS

The meeting was called to order by Kathrina Ognyanovich, Chair at 3:30 p.m.

Commissioners Present: Vice Chair Jayanti Addleman, Kay Kirkland, Virgil Schwab, Freda Escobar, Robert Greene, Maria Castillo, Bettye Lusk.

Commissioners Absent: Fred Garcia (excused), Martha Chavarria (excused), Billy DeBerry (excused).

Guests and Staff Present: Chief Probation Officer Manuel Real, Dannie Ryan, Deputy County Counsel Robert Shulman Acting Equal Opportunity Officer Bonita Monarque, Associate Equal Opportunity Analyst Sonje Dayries; Administrative Secretary Elisa Cantu.

2. PUBLIC COMMENTS

None.

3. REVIEW AND APPROVAL OF MINUTES

Commissioner Addleman moved to approve the minutes of the October 21, 2009 meeting; seconded by Commissioner Escobar. The minutes were approved.

4. DEPARTMENT PRESENTATION – MANUEL REAL, CHIEF PROBATION OFFICER

Chief Probation Officer Manuel Real was introduced to the Commission. Mr. Real introduced Dannie Ryan who is their EEO representative. The Probation Department prides itself in its diverse workforce and its commitment to equal opportunity. The department has five primary divisions, Administration Division, Juvenile Division, Adult Division, Youth Center and Juvenile Hall. It is the department's goal to provide equal opportunity for all of their employees and applicants for employment. The department strives to ensure that people are treated fairly and with respect. The department's workforce by ethnicity is broken down into 54% Hispanics, 30% White, 9% Black, 6% Asian/PI and 1% Native American. Their new hires from September 1, 2008 through October 31, 2009, broken down by gender are 55% male and 45% female. The department, over the years, has had a significant number of minorities and females promoted. Chief Real said very few complaints have been filed against his department; and none since 2006. He attributes that to the fact that his department tries to resolve issues at the lowest level possible, in the most equitable and expeditious way they can. Chief Real states he has an open-door policy; his employees can bring forth any concerns they have. While they have chain of command, employees can go to the individual with whom they are most comfortable.

Chair Ognyanovich inquired on the requirements to apply with the Probation Department. Ms Ryan responded that it depends on the position; US citizen or naturalized, for a Probation Officer, generally a 4 year college degree is preferred; even though it is not required; Juvenile Institution Officers, high school diploma. The department is always looking for the best qualified person. Chair Ognyanovich asked about training provided to their employees. All of their Officers and other employees are encouraged to attend classes that will improve them professionally. Probation Officers are required to have 40 hrs of training each year; Juvenile Institution Officers are required to have 24 hrs of training. All of the Probation Officers and Juvenile Institution Officers are provided with various mandated training, depending on classification. Commissioner Lusk asked if staff was provided with sensitivity training. Chief Real responded that sensitivity training is incorporated into their training program, not only for their Officers, but to the staff as well. They have a very diverse clientele and staff has to be trained in cultural sensitivity.

The Commission thanked Chief Real for his commitment to equal opportunity and for his well-prepared and informative E O Plan.

5. REPORT FROM COMMITTEES

A. Departmental Review of Monterey Plan Compliance

No report at this time; but plan on meeting soon.

B. County Review of Monterey Plan Compliance

Commissioner Schwab stated that the committee submitted, Draft 4 of the Plan, to the Equal Opportunity Officer to be presented to the full Commission for their input. The adopted Plan will then be presented to the EO Sub Committee of the Board of Supervisors for their review and further direction on what they would like to see undertaken; prior to submitting the Plan to the full Board for adoption. Commissioner Schwab stated there is some concern regarding the submission of the annual EO Plans. It was suggested to have all departments submit their EO Plans at the same time for review by the full Commission; the Commission will then determine which departments need to appear before the Commission. This issue has been deferred to the Departmental Review of the Monterey Plan Compliance Committee. Chair Ognyanovich asked when the draft was submitted to the Equal Opportunity Officer. Commissioner Schwab stated he believes it was on November 6, 2009. Chair Ognyanovich questioned the process. Commissioner Schwab stated that a very detailed Plan was submitted to the full Commission almost five years ago. After the Commission adopted the Plan, he and Mr. Medrano had a meeting with the EO Sub Committee of the Board of Supervisors. At no time did the Committee bypass the full Commission; up to this point they have been operating under the direction of the full Commission. Ms. Monarque said the draft will be going out to all Commissioners for their review and approval. If time permits, it will be agendize for the December meeting.

6. COUNTY DIVERSITY POLICY

Ms. Monarque introduced Rob Shulman, Deputy County Counsel who will be our new advisor. Ms. Monarque stated that the policy was first brought to the Commission by Commissioner DeBerry. The policy has been adopted by the Commission; but if any Commissioner wishes to make any suggestions, please forward them to Ms. Monarque. The policy can then be brought back to the Commission for final approval. Commissioner Lusk inquired about a timeline. Ms. Monarque stated it all depends on whether or not the Office receives more suggestions. The policy would then be reviewed by County Counsel before being submitted to the full Board.

7. APPROVAL OF REVISED BYLAWS

Ms. Monarque stated that suggestions to the bylaws were submitted during the October meeting. Those suggested changes were as follows: provide the ethics training in lieu of a meeting; include, in the minutes, the names of the individuals who have not completed the training; and to add the ethics training as a requirement in the bylaws. It was agreed that the only revision to the bylaws would be adding the requirement of the ethics training. Adding the names can be an administrative procedure. Providing an in person training would be expensive and there is no one on staff qualified to provide the training as required by the FPPC; however the online training is always available. Commissioner Lusk commented that when she took the ethics training she learned something new which allowed her to really govern in an efficient manner. She believes all Commissioners will benefit from taking the training. Commissioner Lusk made a motion to approve the revised bylaws, requiring that all Commissioners complete the ethics training, as submitted; seconded by Commissioner Schwab. The motion passed.

Note: All Commissioners have completed the ethics training.

8. EQUAL OPPORTUNITY OFFICER'S COMMENTS

- Acting Equal Opportunity Officer Bonita Monarque announced that Sonje Dayries is back and we are very happy to have her back. We all will have to work a little harder to make the Office run more efficient.

9. AD HOC COMMITTEE FOR THE ELECTION OFFICERS

Commissioner Schwab thanked Commissioners Kirkland and Escobar for their efforts in coming up with the nominees. The nominees for Chair are Kathrina Ognyanovich and Jayanti Addleman. The nominees for Vice Chair are Betty Lusk and Kay Kirkland. The committee would also like to recommend that the Commission consider changing the voting process from one of show of hands to a paper ballot. Commissioner Lusk asked if this issue could be discussed. Mr. Shulman stated that discussion can take place, but it can not be voted on as it needs to be an action item. Commissioner Greene stated he would prefer to vote by ballot. This issue to be an action item for the December meeting.

10. ANNOUNCEMENTS AND EVENTS

Commissioner Addleman announced the Library is having a "free fine" for the months of November and December. Bring your items back and the fine will be waived. Due to the budget cuts, Borders is having a book drive for the Library, books can be purchased and donated to the Library.

Commissioner Lusk shared that the Commission on the Status of Women had a very successful luncheon on November 7th. There will be an upcoming event in March, more information to come.

Commissioner Castillo stated that SEIU collaborated with the County to collect food for the Food Bank, due to the economy, the food bank is having a supply shortage.

Commissioner Ognyanovich announced that SEIU is organizing a march in support for 80 people that lost their jobs. Commissioner Ognyanovich will email more details on the march.

11. FUTURE AGENDA ITEMS

Election of Officers
Department Head's presentation

12. DATE AND TIME OF NEXT MEETING

The next Commission meeting will be held on December 16, 2009

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:54 p.m.