

## **EQUAL OPPORTUNITY ADVISORY COMMISSION**

**MARCH 20, 2013**  
**3:30 p.m. – 5:00 p.m.**

### **AGENDA**

THE MONTEREY COUNTY EQUAL OPPORTUNITY ADVISORY COMMISSION welcomes and encourages all interested persons to attend and participate in the discussion. Meetings are held on the third Wednesday of each month at 3:30 p.m. in the Administration Building, 168 West Alisal Street, Board of Supervisors' Chambers, First Floor, and Salinas, CA 93901. All meetings are conducted in compliance with the Ralph M. Brown Act, Government Code §54950, et seq.

ANY PERSON WISHING TO ADDRESS THE COMMISSION on Agenda or non-agenda topics may do so at the appropriate time after receiving recognition from the Chairperson. Persons doing so should state their name and address or organization/ agency, prior to making their comments or asking questions. Persons speaking on non-agenda topics should do so only during the section of the Agenda reserved for "Public Comments and Petitions." Persons wishing to comment on an Agenda topic should do so when that topic has been reached on the Agenda. Comments should be brief and limited to the subject matter. Reasonable time limitations may be imposed at the discretion of the Chairperson. An emergency item (as defined by the Brown Act) may be added to the agenda only by vote of the Commission.

**DISABILITY ACCESS** The Board of Supervisors Chambers is wheelchair accessible. The following services are available when requests are made by Friday before the Commission meeting: American Sign Language interpreters or use of a reader during a meeting; large print agenda or minutes in alternative format; assistive listening devices. Please contact the Equal Opportunity Office (831) 755-5117, if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by Section 202 of the Americans with Disabilities Act.

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1. Roll Call and Greeting of Visitors
  2. Public Comments

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| 3.  | <u>Action Item: Review and Approval of Minutes</u><br>a. Minutes of January 16, 2013<br>b. Retreat Minutes of February 13, 2013   | 5 minutes  |
| 4.  | <u>Appointment to the County Review Compliance Standing Committee – Chair Addleman</u>  | 5 minutes  |
| 5.  | <u>Appointment to the Departmental Review Compliance Standing Committee (DRCSC) – Chair Addleman</u>  | 5 minutes  |
| 6.  | <u>Receive suggestions from Commission members on the following charge for DRCSC</u><br><ul style="list-style-type: none"> <li>• Develop standards for reviewing Departmental reports</li> <li>• Develop guidelines for appropriate follow-up questions after Departmental presentations</li> <li>• Draft letter to be sent by the Commission to department heads after their presentation</li> </ul> | 10 minutes |
| 7.  | <u>Discuss and identify areas of concern to be referred to Human Resources Director James May</u>   | 10 minutes |
| 8.  | <u>Further review of Binders – Equal Opportunity Officer Irma Ramirez-Bough</u>   | 15 minutes |
| 9.  | <u>Future Agenda Items</u>  | 5 minutes  |
| 10. | <u>Announcement and Events</u>  | 5 minutes  |
| 11. | <u>Date and Time of Next Meeting</u><br>April 17, 2013  |            |
| 12. | <u>Adjournment</u>  |            |