

1. ROLL CALL AND GREETING OF VISITORS

The meeting was called to order by Chair Jayanti Addleman at 3:35 p.m.

Commissioners Present: Chair Jayanti Addleman, Vice Chair Kay Kirkland, Billy DeBerry, Fabian Barrera and Joe Watson, Josie Duque, Louann Raras and Eric Lauritzen.

Commissioners Absent: Nancy Valdez, Freda Escobar and Maria Castillo.

Guests and Staff Present: Equal Opportunity Officer Irma Ramirez-Bough, Associate Equal Opportunity Analyst Sonje Dayries, Equal Opportunity Specialist-Confidential Michelle Gomez, Administrative Secretary-Confidential Elisa Cantu, Deputy County Counsel Heather Lenhardt.

2. PUBLIC COMMENTS

None.

3. REVIEW AND APPROVAL OF MINUTES

Commissioner DeBerry stated that he understands that due to a lack of quorum, there are no official minutes for the March meeting. He would however, like to have a record of what transpired. Upon the advise of Deputy County Counsel Heather Lenhardt, minutes will be prepared and approved at the next meeting.

Commissioner Lauritzen made a motion to approve the minutes of February 12, 2012; seconded by Commissioner Duque. Motion carried.

4. HUMAN RESOURCES PRESENTATION – INTERIM HR DIRECTOR IZETTA BIRCH

Ms. Izetta Birch reported that she has been the Interim HR Director with the County for five months. She stated the County is currently recruiting for the HR Director. The resumes are scheduled to be reviewed on May 29th and interviews are scheduled for July 9th and hopefully the new Director can be in placed by September. Ms. Birch went over the Report on Creation of a Human Resources Department and Centralization Status. The Board on March 20, 2012 approved the creation of a Human Resources Department. At its meeting of July 27th the Board, approved the three year plan to recentralize the services of Human Resources under a Blended Model. Central HR will be the source of information, guidance and counseling of Federal and State laws and County policies applicable to County employees. This will allow for consistency throughout the organization. Central HR will also be the lead on Executive recruitment and selection, professional learning and development, labor relations, classification and compensation, benefits administration, HR Systems and leave and records management. Ms. Birch stated that

employee evaluations has become of great interest to the Board of Supervisors. We want employees to be evaluated on a timely basis. We are asking departments to send us information on how many of their employees have had evaluations on time. Ms. Birch stated that right now they are just collecting the information on how many employees have been evaluated, nothing will be done with the evaluations. Another concern is the exit process, when an employee leaves they should be offered an opportunity to talk to someone; get feedback from the employee. Ms. Birch also talked about the budget and the relocation of some divisions, like Risk Management now under County Counsel.

Commissioner Kirkland had a question regarding HR conducting investigations. Ms. Birch stated that in areas like fraud, hostile work environment areas that the Equal Opportunity Office would not handle; then HR will handle those. Commissioner Kirkland also asked if it sets forth or will it set forth that the enforcement of equal opportunity laws will remain under the EOO Department Head. Ms. Birch replied that "yes"; in fact they have a report that shows the responsibilities of the EOO working in conjunction with HR. Commissioner Kirkland asked if it would include a reference to the obligation to comply with the Monterey Plan. Ms. Birch stated that it doesn't say that specifically, just that they would be in collaboration with this group.

Commissioner DeBerry asked if once centralized, all departments would operate under the same policies. Ms. Birch stated that obviously they cannot dictate or demand from the elected department heads; but they asked them to cooperate because it is Board mandated. Commissioner DeBerry asked if there will be MOU's. Ms. Birch stated that it started out that way, but realized that because it is a Board mandate all they have to do is identify the services, there are variations, like DSES because it is a merit department. Commissioner DeBerry stated that the Commission has worked hard on the revised Plan and once the Monterey Plan is implemented, we hope to have both HR and EOO collaborate together.

Commissioner Barrera had a concern regarding the elected officials; why wouldn't they want to be centralized when they have county employees working for them. Ms. Birch stated there is a strong hold on the departments to keep their own HR staff; but their employees would be offered the same services and benefits as all the rest. Another question Commissioner Barrera asked was, where does the compliance of the Monterey Plan and Garza fall under with the new HR Director. Ms. Kim Moore stated that actually the compliance falls under the recruitment and examination selection process, when they look at the workforce utilization prior to opening a recruitment, we look at it again once the eligible list has been established and we have the referral, we look at the examination piece, the disparity impact analysis, so the compliance is conducted

throughout the recruitment and examination process. Ms. Kim Moore stated that she and the Equal Opportunity Officer do collaborate very well.

The Chair thanked Ms. Birch and her staff for taking the time to come before the Commission.

5. BRIEFING ON STATUS OF COMMUNITY MEETINGS

Ms. Ramirez-Bough stated that she wants the Commission to know that she and Ms. Moore have a well established working relationship. Ms. Moore has reviewed the revised draft of the Plan and has submitted her comments to Mr. Medrano.

Ms. Ramirez-Bough reported to the Commission that she and Mr. Medrano met with the NAACP on April 26th. Commissioners DeBerry and Kirkland were present. She will be meeting with Mary Claypool and others from the NAACP for a follow-up meeting to the April 26th meeting. She also met with the Standing Committee comprised of Commissioners DeBerry, Duque and Kirkland on May 10, 2012. On Saturday, May 12, 2012 she met with the LULAC Chapter of Castroville. The meeting went well and she received positive feedback. Ms. Diana Jimenez did have a comment regarding the County's bilingual policy. Ms. Jimenez felt the County needs more bilingual employees, while NAACP feels they have enough. We have two different organizations with different view points on the same issue. Ms. Ramirez-Bough stated she is waiting on feedback from the Salinas LULAC Chapter. She will be scheduling meetings with the Asian and Filipino communities and various other interested stakeholders.

6. DEPARTMENTAL REVIEW OF MONTEREY PLAN COMPLIANCE COMMITTEE

Commissioner Addleman stated the Departmental Review Committee met on May 11, 2012 and they reviewed the following EO Plans: Elections Department, Child Support Services, Sheriff's Department, Health Department, Information Technology, District Attorney's Office and Agricultural Commissioner.

Commissioner Addleman stated that the Committee was very impressed with the report from Information Technology. The Committee decided to invite Information Technology to come before the Commission on June 20, 2012; the Sheriff's Department in July and the District Attorney's Office in September. She stated this will give the departments an opportunity to answer some of the questions the Committee had. Commissioner Lauritzen suggested that the departments be informed soon of the date to appear and also provide them with the questions in advance. Ms. Ramirez-Bough stated she will do so; as some departments may have

already planned their vacations or have other commitments. Commissioner Kirkland pointed out that not all EO Plans are signed by the department head. Ms. Ramirez-Bough stated she will look into it.

7. FUTURE AGENDA ITEMS

Report on Ethics Training
Nepotism Policy
Information Technology EO Plan presentation
Approve March Minutes

8. ANNOUNCEMENTS AND EVENTS

Commissioner Barrera stated he will not attend the meeting in June, as he will be on vacation.

Ms. Ramirez-Bough announced that Commissioner Valdez will be out on leave and returning on July 30th.

Ms. Ramirez-Bough informed the Commission that all Commissioners are required to take the Ethics Training. Staff will provide the link and Commissioners were give thirty (30) days to complete the training.

9. DATE AND TIME OF NEXT MEETING

June 20, 2012.

10. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.