

Equal Opportunity Advisory Commission
Action Minutes of

June 21, 2017

1. Roll Call and Greeting of Visitors

The meeting was called to order at 3:30 p.m. by Commissioner Bogan.

Commissioners Present: James Bogan, Billy DeBerry, Patricia Butcher, Eric Lauritzen, Justin Matthews, and Harry Gamotan

Commissioners Absent (excused): Elliott Robinson, Andrea Monroe, Maria Castillo, Aranyani Azevedo, and Kay Kirkland

Staff Present: Equal Opportunity Officer Juan P. Rodriguez, Equal Opportunity Analyst Cynthia Juarez, and Deputy County Counsel Bill Litt

2. Public Comment:

No public comment.

3. Action Item: Review and Approve Minutes of April 19, 2017

Commissioner Lauritzen made a motion to approve the Minutes of April 19, 2017; seconded by Commissioner Matthews; motion passed by the following vote:

AYES: Bogan, DeBerry, Lauritzen, Gamotan, Butcher and Matthews
NOES: None
ABSENT: Azevedo, Robinson, Castillo, Kirkland, and Monroe
ABSTAIN: None

4. Introduction of Commissioner Butcher – Chair Robinson

Commissioner Bogan welcomed Commissioner Butcher to the Commission.

5. Presentation of Certificate of Appreciation to Jess Barreras – Chair Robinson

Commissioner Bogan presented Jess Barreras with a Certificate of Appreciation for his time served on the Commission.

6. Contracts/Purchasing - County's Local/Small/WBE/MBE/DVBE Annual Report – Mike Derr
Mike Derr, Contracts/Purchasing Officer presented the Contracts/Purchasing Annual Report.

7. Department Head's Equal Opportunity Plan Presentation – Mary Zeeb – Treasurer-Tax Collector

Mary Zeeb, Treasurer-Tax Collector, presented her Department's 2017 Equal Opportunity Plan.

8. Discuss and Receive Input from Commissioners Regarding Contents of the Equal Opportunity Officer's Annual Discrimination Complaint Report – Equal Opportunity Officer Juan P. Rodriguez

The Commission discussed and requested a report with the following information:

- Number of complaints filed;
- Where were complaints filed (EEO, EEOC, or DFEH);
- Allegations of the complaint (i.e. age, race, sexual orientation, etc.);
- Adverse employment action (i.e. demotion, no promotion, shunning, etc.);
- Status (i.e. closed, open, etc.);
- Determination (i.e. violation or no violation of policies); and
- Timeline to process a complaint.

9. Receive the Equal Opportunity Officer's Standing Report – Equal Opportunity Officer Juan P. Rodriguez

Juan P. Rodriguez, Equal Opportunity Officer presented the Equal Opportunity Officer's Standing Report.

10. Announcements

- Commissioner Bogan – Enjoy the Country's Birthday on July 4th

11. Future Agenda Items

- Economic Development Department Equal Opportunity Plan Presentation
- County Counsel Equal Opportunity Plan Presentation
- NMC Equal Opportunity Plan Presentation
- Centralization Report from the Human Resources Director
- Ad-Hoc Committee Report
- Establish procedures for purpose of site visits to County Departments
- Annual Discrimination Complaint Report from the Equal Opportunity Officer

12. Date of time of Next Meeting

Wednesday, July 19 at 3:30 p.m. at the Board of Supervisors Chambers

13. Adjournment

The meeting adjourned at 5:14 p.m.