



# CITY OF DEL REY OAKS

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The Honorable Stephanie E. Hulsey  
Judge of the Superior Court of California  
County of Monterey  
240 Church Street  
Salinas, CA 93901

August 25, 2020

**Re: Response regarding sexual harassment prevention and training compliance.**

Dear Judge Hulsey,

This letter is written in response to the June 29, 2020 Monterey Civil Grand Jury Final Report – Sexual Harassment Prevention and Training Compliance (the “Report”), and shall serve as the City’s response pursuant to Penal Code sections 933 and 933.05. The responses contained in this correspondence were approved by the City of Del Rey Oaks City Council at its regular meeting of August 25, 2020.

The City of Del Rey Oaks understands its responsibility in the prevention of sexual harassment and the completion of mandated training compliance as set forth in AB1825. The recent Civil Grand Jury report regarding Sexual Harassment Prevention and Training Compliance made two findings regarding the City’s training and compliance. The City’s comments follow in the order that they were presented in the Report. The Report’s findings and recommendations are displayed in **bold type**. The Report’s two findings, numbered **F5** and **F6**, are as follows:

**F5. The City of Del Rey Oaks has not ensured that every employee who is required to take AB 1825 training completes that training in a manner and at a time as required by law.**

AGREE.

**F6. The city has not provided their employees with an updated and accurate Personnel Manual that includes all AB 1825 and related training materials.**

AGREE.

The Grand Jury also required the City of Del Rey Oaks respond to the following recommendations made in the report:

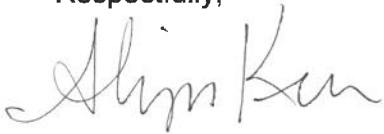
**R3. By December 31, 2020 those Del Rey Oaks supervisory employees who received AB 1825 training in 2018 should have completed the training again, as law mandates the training must be completed every two calendar years, or every 24 months, whichever method is chosen by the employer.**

This recommendation has been implemented. It should be noted that the entire executive staff of the City of Del Rey Oaks, including the City Manager and the Chief of Police, was replaced starting in early 2017 and continuing into late 2018. Additionally, half of the City's supervisory staff were hired and/or promoted in 2018, well into the investigation period covered by this report. It should also be noted that in the time since the investigation, until the final report was distributed, all supervisory employees have completed required training and the City is in compliance with AB 1825 mandates regarding required training.

**R4. By September 30, 2020, Del Rey Oaks should have published an updated Personnel Manual that references current law on harassment of all types and on mandated harassment training. Del Rey Oaks should make the revised manual available to all employees.**

The recommendation has not yet been implemented, but the City will implement this recommendation. During the course of this investigation, the City invested in Human Resources consulting efforts to update and improve all HR functions, including the delivery and documentation of mandatory training, as well as completing and issuing an updated and compliant employee personnel manual which will have the required AB 1825 updates. The City is currently researching and reviewing options for the construction and distribution of an updated AB 1825 compliant personnel manual. The City has very limited staff, and is utilizing contract services in order to provide this manual as quickly as possible, with a target timeline of late 2020.

Respectfully,

A handwritten signature in cursive script, appearing to read "Alison Kerr".

Alison Kerr  
Mayor