

## County of Monterey

### Annual Report to Board of Supervisors

#### **ORGANIZATION INFORMATION**

**Name of Organization:** EQUAL OPPORTUNITY ADVISORY COMMISSION

**Mailing Address:** 168 W. Alisal Street, 3<sup>rd</sup> Floor, Salinas, CA 93901

**Officers (Name and Title)** James Bogan, Chair and Elliott Robinson, Vice Chair

#### **Type of Organization**

- |  |  |
|--|--|
| <input type="checkbox"/> Board                 | <input type="checkbox"/> Collaborative                   |
| <input checked="" type="checkbox"/> Commission | <input checked="" type="checkbox"/> Subject to Maddy Act |
| <input type="checkbox"/> Council               | <input checked="" type="checkbox"/> Subject to Brown Act |

#### **STAFF CONTACT**

**Name:** Rocio Quezada, Administrative Secretary-Confidential

**Phone/Email:** 755-5117; quezadar1@co.monterey.ca.us

**Department:** Equal Opportunity Office

#### **ORGANIZATION HISTORY AND PURPOSE**

The Equal Opportunity Advisory Commission was formed and appointed by the Monterey County Board of Supervisors in 1972 and is guided by the policies and procedures established by the Board of Supervisors. The Commission advises and makes recommendations to the Board of Supervisors on matters relating to equal opportunity as part of the County's Equal Opportunity Plan. The Commission reviews and makes recommendations regarding the progress of Department Plans in hiring and promotions of women and minorities in furtherance of the County Equal Opportunity Plan's goals for equal opportunities.

#### **STRUCTURE AND MEMBERSHIP OF THE COMMISSION**

The Commission consists of no more than 16 representatives:

- One representative from each of the five Supervisorial Districts
- Two representatives from the Monterey County Department Heads Council
- One representative from the Commission on the Status of Women
- Up to five representatives from various community-based organizations which represent the interests and concerns of protected groups
- Three members from the following bargaining units
  - a. One representative from the Monterey County Sheriff's Association
  - b. Two representatives from the Monterey County Employees Association/SEIU Local 521

Membership is as follows:

**MONTEREY COUNTY BOARD OF SUPERVISORS**

Supervisor Fernando Armenta - District 1	Vacant
Supervisor John Phillips - District 2	Vacant
Supervisor Simon Salinas - District 3	Maria Castillo
Supervisor Jane Parker - District 4	Billy F. DeBerry
Supervisor Dave Potter - District 5	Kay Kirkland

**DEPARTMENT HEADS COUNCIL**

Department of Social Services	Elliott Robinson
Agricultural Commissioner	Eric Lauritzen

**COMMISSION ON THE STATUS OF WOMEN**

Aranyani Azevedo

**LABOR ORGANIZATIONS**

Deputy Sheriffs Association	Cmdr Jerry Teeter
SEIU Local 521	Carlos Martinez
SEIU Local 521	Jess Barreras

**COMMUNITY-BASED ORGANIZATIONS**

League of United Latin American Citizens (LULAC)	Vacant
National Association for the Advancement of Colored People (NAACP)	Andrea Monroe
United Veterans Council	James Bogan
Lesbian, Gay, Bi-Sexual, Transgender Community (LGBT)	Justin Matthews
Filipino Community	Vacant

Information regarding the commission appointments and length of membership can be requested from the Monterey County Equal Opportunity Office and the Clerk of the Board.

**SUMMARY OF ACTIVITIES AND ACCOMPLISHMENTS**

a. Election

On December 17, 2014 the Equal Opportunity Advisory Commission conducted its annual election of officers for 2015. Commissioner Sandy Fuerte was elected Chair and Commissioner James Bogan as Vice Chair for 2015. Commissioner Sandy Fuerte resigned from the Commission in April 2015. Consequently, Commissioner James Bogan became the Chair of the Commission and Commissioner Joe Watson was elected Vice Chair. Commissioner Watson resigned from the Commission in September 2015 and Commissioner Elliott Robinson was elected Vice Chair.

b. Committees:

In accordance with the Equal Opportunity Advisory Commission Bylaws there are two standing committees:

- Compliance Review of the County's Equal Opportunity Plan
- Compliance Review of the Department's Equal Opportunity Plan

**The Compliance Review of the County's Equal Opportunity Plan Committee's responsibilities include:**

Monitor the implementation and effectiveness of the County's Equal Opportunity Plan; review and present proposals for improvement.

Make recommendations to the Commission for updates or revisions of the Equal Opportunity Plan as needed.

Work with the Department's Review Committee to ensure they capture information to assist the Equal Opportunity Advisory Commission to fulfill its duties.

The Committee Membership consists of:

Elliott Robinson, Committee Chair, representing Department Heads Council

Kay Kirkland representing District 5

Billy DeBerry representing District 4

Jerry Teeter representing Deputy Sheriff's Association

Jess Barreras, representing SEIU Local 521

The Committee revised the Diversity Policy and presented it to the Commission. The Commission approved the revised Policy, which was submitted to the Board of Supervisors for approval on November 17, 2015.

The Committee also reviewed and revised Chapters 5, 6 and 7 of the Equal Opportunity Plan.

The Committee's Annual Report was approved by the full Commission on December 16, 2015 and attached hereto as Attachment A.

**The Compliance Review of the Department's Equal Opportunity Plan Committee's responsibilities include:**

Develop and implement a process for reviewing Department's Equal Opportunity Plans; review each Department's Equal Opportunity Plan and evaluate their Workforce Analysis and Review Department's Action Oriented Programs and evaluate compliance with *Chapter 7 Action – Oriented Programs of the County's Equal Opportunity Plan* in addressing underutilization of women and minorities in their Department's Equal Opportunity Plan.

Review and evaluate Department's Equal Opportunity Plans for thoroughness and ensure that the Plans capture information necessary to assist the Equal Opportunity Advisory Commission fulfill its duties.

Provide suggestions to Department Heads to accomplish the requirements of the County's Equal Opportunity Plan.

Evaluate the Department's Equal Opportunity Plan Form and make recommendations for revisions, as needed.

The Committee Membership consists of:

Carlos Martinez, Committee Chair, representing SEIU Local 521  
Eric Lauritzen, Vice Chair, representing Department Heads Council  
James Bogan, representing United Veterans Council

The Committee developed a three (3) year schedule for Department Heads to select a date to present their Department's Equal Opportunity Plan to the Commission.

The Committee also revised the Department's Equal Opportunity Plan template for 2016. The template was approved by the Commission on December 16, 2015.

The Committee's Annual Report was approved by the full Commission on December 16, 2015 and attached hereto as Attachment B.

On February 18, 2015 the Commission held a Retreat at the Marina County Library. Ms. Ramirez-Bough, Equal Opportunity Officer provided the Commissioners with an orientation on the following:

- Code of Ethics
- Commission's Bylaws
- Duties and Responsibilities of the Commission
- Draft of the Revised Diversity Policy
- County's Mission Statement and Values
- Resolution 80-12
- Draft Proposed Equal Opportunity and Non-Discrimination Policy

Deputy County Counsel Juan Rodriguez provided a legal overview of The Brown Act. He discussed the following topics:

- Role of County Counsel's Office
- What is a "Meeting"? and What is not a "Meeting"?
- Conducting the Meeting
- Items not on the Agenda
- Rights of the Public
- Other Legal Obligations/Personal Liability
- Process for holding "Special Meetings"

The following Departments/Divisions presented their Department's Equal Opportunity Plan to the Commission in calendar year 2015:

- Cooperative Extension Director, Maria De la Fuente
- Contracts/Purchasing Officer, Mike Derr
- Health Department Director, Ray Bullick
- Auditor-Controller, Mike Miller
- Registrar of Voters, Claudio Valenzuela
- Director of Social Services, Elliott Robinson
- Water Resources Agency General Manager, David Chardavoyne

**POLICY ISSUES**

There are no policy issues at this time.

**FISCAL SUMMARY**

The budget of the Equal Opportunity Office is impacted every year for mileage reimbursement and miscellaneous expenses.

Attachment A: Compliance Review of the County's Equal Opportunity Plan Committee 2015 Annual Report

Attachment B: Compliance Review of Department's Equal Opportunity Plan Committee 2015 Annual Report