



Monterey County Board of Supervisors

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Order

Upon motion of Supervisor Parker, seconded by Supervisor Alejo and carried by those members present, the Board of Supervisors hereby:

Received the Equal Opportunity Advisory Commission's 2016 Annual Report.

PASSED AND ADOPTED this 9th day of May 2017, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Salinas Parker and Adams

NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting May 9, 2017.

Dated: May 10, 2017
File ID: 17-0480

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By Denise Hancock
Deputy

**County of Monterey
Annual Report to Board of Supervisors
January – December 2016**

ORGANIZATION INFORMATION

Name of Organization: EQUAL OPPORTUNITY ADVISORY COMMISSION

Mailing Address: 168 W. Alisal Street, 3rd Floor, Salinas, CA 93901

Officers (Name and Title) James Bogan, Chair, and Andrea Monroe, Vice Chair

Type of Organization

- | | |
|--|--|
| <input type="checkbox"/> Board | <input type="checkbox"/> Collaborative |
| <input checked="" type="checkbox"/> Commission | <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 (EOAC) was formed in 1972 by the Monterey County Board of Supervisors. The EOAC is guided by the policies and procedures established by the Board of Supervisors and are governed by its Board-approved bylaws.

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.

STRUCTURE AND MEMBERSHIP OF THE COMMISSION

The Commission consists of no more than 16 representatives, as follows:

- 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; and
- Three members from the following bargaining units:
 - a. One representative from the Monterey County Sheriff's Association; and,
 - b. Two representatives from the Monterey County Employees Association/SEIU Local 521.

The current membership is as follows:

MONTEREY COUNTY BOARD OF SUPERVISORS

Representing	Commissioner	Appointment	End of Appointment
Supervisor Luis Alejo – District 1	VACANT		
Supervisor John Phillips – District 2	VACANT		
Supervisor Simón Salinas – District 3	Maria Castillo	09/15/2015	Pleasure of the Board
Supervisor Jane Parker – District 4	Billy F. DeBerry	08/16/2005	Pleasure of the Board
Supervisor Mary Adams – District 5	Kay Kirkland	02/10/2009	Pleasure of the Board

DEPARTMENT HEADS COUNCIL

Representing	Commissioner	Appointment	End of Appointment
Department of Social Services	Elliott Robinson	01/07/2014	12/31/2016
		01/10/2017	12/31/2019
Agricultural Commissioner	Eric Lauritzen	01/24/2012	12/31/2014
		02/10/2015	12/31/2017

COMMISSION ON THE STATUS OF WOMEN

Representing	Commissioner	Appointment	End of Appointment
Commission on the Status of Women	Aranyani Azevedo	01/26/2015	12/31/2017

LABOR ORGANIZATIONS

Representing	Commissioner	Appointment	End of Appointment
Deputy Sheriffs Association	Jerry Teeter (VACANT)	09/30/2014	02/17/2016 (Resigned)
SEIU Local 521	Jess Barreras	07/29/2014	12/31/2016
SEIU Local 521	Carlos Martinez	01/29/2013	12/31/2013
		03/11/2014	12/31/2016

COMMUNITY-BASED ORGANIZATIONS

Representing	Commissioner	Appointment	End of Appointment
League of United Latin American Citizens (LULAC)	VACANT		
National Association for the Advancement of Colored People (NAACP)	Andrea Monroe	07/14/2015	12/31/2016
		01/10/2017	12/31/2019
United Veterans	James Bogan	02/25/2014	12/31/2016

Council		01/10/2017	12/31/2019
Rainbow Speakers and Friends	Justin Matthews	03/01/2016	12/31/2018
Filipino Community	VACANT		

SUMMARY OF ACTIVITIES AND ACCOMPLISHMENTS

Election:

On December 16, 2015, the Equal Opportunity Advisory Commission conducted its annual election of officers for 2016. The EOAC elected Commissioner James Bogan as Chair, and Commissioner Andrea Monroe as Vice Chair for 2016.

Standing Committees:

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

- County Equal Opportunity Plan Committee
- Departmental Equal Opportunity Plan Committee

The County Equal Opportunity Plan Committee:

This Committee’s responsibilities include:

- Monitoring the implementation and effectiveness of the County’s Equal Opportunity Plan;
- Reviewing and presenting proposals for improvement of the Equal Opportunity Plan;
- Make recommendations to the Commission for updates or revisions of the Equal Opportunity Plan, as needed; and,
- Working with the Departmental Committee to ensure all necessary statistical information is captured to assist the EOAC with fulfilling its duties.

The County Equal Opportunity Plan Committee is composed of the following Commissioners: Elliott Robinson, Committee Chair; Maria Castillo; Kay Kirkland; Jess Barreras; and Andrea Monroe.

The Committee met on April 26 and May 3, 2016, and reviewed the County of Monterey Equal Opportunity Plan. The Committee recommended revisions to several sections of the Equal Opportunity Plan. The Committee presented the revisions to the EOAC May 18, 2016. The Commission approved the revisions on that date.

The Committee presented its Annual Report to the full Commission. The EOAC approved it January 18, 2017. Please see Attachment A.

The Departmental Equal Opportunity Plan Committee:

This Committee’s responsibilities include:

- Developing and implementing a process for review of Department’s Equal Opportunity Plans;

- Evaluating workforce analysis and reviewing Departments' Action Oriented Programs to determine compliance with Chapter 7 Action – Oriented Programs of the County's Equal Opportunity Plan (addressing underutilization of women and minorities in their Department's Equal Opportunity Plan);
- Reviewing and evaluating Departments' Equal Opportunity Plans for thoroughness and to ensure that the Plans capture information necessary to assist the EOAC in fulfilling its duties;
- Providing suggestions to Department Heads to accomplish the requirements of the County's Equal Opportunity Plan; and,
- Evaluating the Departments' Equal Opportunity Plan Form and make recommendations for revisions, as needed.

The Departmental Equal Opportunity Plan Committee is composed of the following Commissioners: Carlos Martinez, Committee Chair; Eric Lauritzen; Billy DeBerry; and Jerry Teeter.

The Committee met on November 7, 2016, and revised the Department's Equal Opportunity Plan template for 2017. The EOAC approved the revised template on November 16, 2016.

The Committee presented its Annual Report to the EOAC. The full Commission approved it on January 18, 2017. Please see Attachment B.

Ad Hoc Committee:

On November 16, 2016, the EOAC approved the formation of an ad hoc committee to aid the County with its outreach efforts in the recruitment of its workforce. The Equal Opportunity Office keeps an outreach list that attempts to compile outreach information for the County departments. The ad hoc committee is assisting the EOO in updating that list.

Retreat:

On May 18, 2016, the Commission held a Retreat at the Castroville County Library. Some of the topics discussed were the role of the Equal Opportunity Advisory Commission, bylaws, duties and responsibilities of the Commission, Resolution 80-12, and an overview of the County's Equal Opportunity Plan.

In addition, the Office of the County Counsel provided a legal overview of The Brown Act. The discussion included the definition of a meeting, how to conduct a meeting, what to do with items not on the agenda, rights of the public, legal obligations and personal liability, and special meetings.

Department Presentations:

Every two years, County departments present their Departmental Equal Opportunity Plan to the Commission. The Departmental Plan is a more streamlined version of the County's Equal Opportunity Plan, and it includes, among other things, workforce analysis for each County Department. In 2016, the following Departments presented their Equal Opportunity Plan to the Commission in calendar year 2016:

- Child Support Services, Jody Holtzworth
- Clerk of the Board, Gail Borkowski
- County Administrative Office, Lew C. Bauman
- District Attorney, Dean D. Flippo
- Emergency Communications, William Harry
- Human Resources, Manny González
- Information Technology, Dianah Neff
- Library, Jayanti Addleman
- Parks Department, Mark Mariscal
- Sheriff's Office, Stephen T. Bernal

Below are the presentation and due dates for all County departments:

Department	Last Presented	Presentation Due Date
County Administration Office	7/20/16	7/20/18
Agricultural Commissioner	2/15/17	2/15/19
Auditor/Controller	9/16/15	9/16/17
Assessor/Clerk Recorder	1/18/17	1/18/19
Child Support Services	9/21/16	9/21/18
Clerk of the Board	2/17/16	2/17/18
Cooperative Extension	5/20/15	5/20/17
County Counsel	12/17/14	12/17/16
District Attorney	10/19/16	10/19/18
Economic Development/OET	10/15/14	10/15/16
Elections	10/21/15	10/21/17
Emergency Communications	9/21/16	9/21/18
Health	6/20/15	6/20/17
Human Resources	6/15/16	6/15/18
Information Technology	4/20/16	4/20/18
Library	4/20/16	4/20/18
Military & Veteran's Affairs	11/20/13	11/20/15
Natividad Medical Center	1/16/13	1/16/15
Parks	3/16/16	N/A
Probation	11/19/14	11/19/16
Public Defender	3/15/17	3/15/19
Resource Management Agency	4/19/17	4/19/19
Sheriff's Office	2/17/16	2/17/18
Social Services	11/16/15	11/16/17
Treasurer/Tax Collector	11/20/13	11/20/15

Attachment A: County Equal Opportunity Plan Committee 2016 Annual Report

Attachment B: Departmental Equal Opportunity Plan Committee 2016 Annual Report

Attachment A

COUNTY OF MONTEREY
Equal Opportunity Advisory Commission
County Equal Opportunity Plan Committee

2016 Annual Report

The County Equal Opportunity Plan Committee is a standing committee of the Equal Opportunity Advisory Commission.

I. The Committee's responsibilities include:

- Monitoring the implementation and effectiveness of the County's Equal Opportunity Plan;
- Reviewing and presenting proposals for improvement of the Equal Opportunity Plan;
- Make recommendations to the Commission for updates or revisions of the Equal Opportunity Plan, as needed; and
- Working with the Departmental Committee to ensure all necessary statistical information is captured to assist the EOAC with fulfilling its duties.

II. Committee Membership

- Elliott Robinson – Committee Chair
- Kay Kirkland
- Maria Castillo
- Andrea Monroe
- Jess Barreras

III. Committee Activities/Accomplishments

The Committee met on April 26 and May 3, 2016. The Committee reviewed the County of Monterey Equal Opportunity Plan and made revisions to the following sections:

1. Executive Summary
2. Introduction
3. Chapters 1, 4, 8, and 10
4. Part II of the EO Plan
5. Glossary of Terms

The Committee presented the revisions to the EOAC on May 18, 2016. The Commission approved the revisions on that date.

The County of Monterey 2015-2017 Equal Opportunity Plan was presented for approval and adoption to the Board of Supervisors on June 28, 2016.

IV. Committee Goals/Recommendations

It is the goal of the Committee to continue to monitor the effectiveness of the Equal Opportunity Plan and to make recommendations to the Commission for updates and/or revisions of the Equal Opportunity Plan as needed.

Attachment B

COUNTY OF MONTEREY
Equal Opportunity Advisory Commission
Departmental Equal Opportunity Plan Committee

2016 Annual Report

The Departmental Equal Opportunity Plan Committee is a standing committee of the Equal Opportunity Advisory Commission.

I. The Committee's responsibilities include:

- Developing and implementing a process for review of Department's Equal Opportunity Plans;
- Evaluating workforce analysis and reviewing Department's Action Oriented Programs to determine compliance with Chapter 7 Action – Oriented Programs of the County's Equal Opportunity Plan (addressing underutilization of women and minorities in their Department's Equal Opportunity Plan);
- Reviewing and evaluating Department's Equal Opportunity Plans for thoroughness and ensure that the Plans capture information necessary to assist the EOAC in fulfilling its duties;
- Providing suggestions to Department Heads to accomplish the requirements of the County's Equal Opportunity Plan; and
- Evaluating the Department's Equal Opportunity Plan Form and make recommendations for revisions, as needed.

II. Committee Membership

- Carlos Martinez – Committee Chair
- Eric Lauritzen
- Billy DeBerry
- Jerry Teeter

III. Committee Activities/Accomplishments

The Committee met on November 7, 2016 and revised the Department's Equal Opportunity Plan template for 2017. The Committee presented the revisions to the EOAC on November 16, 2016. The Commission approved the revisions on that date.

The Committee recommended the following departments be invited to present their Department's Equal Opportunity Plan to the Commission in 2017: Assessor/Clerk-Recorder, Agricultural Commissioner, Treasurer-Tax Collector, County Counsel and Public Defender.

Based on the recommendations of the Committee, the following Departments presented their Department's Equal Opportunity Plan to the EOAC for calendar year 2016: Clerk of the Board, Sheriff's Office, Parks, Human Resources, County Administrative Office, Child Support Services, Emergency Communications and District Attorney.

IV. Committee Goals/Recommendations

It is the goal of the Committee to continue to implement the three year schedule for Department Head's to present their Equal Opportunity Plans to the Equal Opportunity Advisory Commission.