

County of Monterey

Annual Report to Board of Supervisors

ORGANIZATION INFORMATION

Name of Organization: EQUAL OPPORTUNITY ADVISORY COMMISSION

Mailing Address: 168 W. Alisal St., Third Floor, Salinas, CA 93901

Officers (Name and Title) Billy DeBerry, Chair and Joe Watson, Vice Chair

Type of Organization

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

STAFF CONTACT

Name: Elisa Cantu, Equal Opportunity Analyst

Phone/Email: 755-5117
cantue@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.

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 of various community based organizations which actively advocate for civil rights and/or represent the interests 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 Louis Calcagno - District 2
Supervisor Simon Salinas - District 3
Supervisor Jane Parker - District 4
Supervisor Dave Potter - District 5

Sandy Fuerte
Vacant
Billy F. DeBerry
Kay Kirkland

DEPARTMENT HEADS COUNCIL

Department of Social Services
Agricultural Commissioner

Elliott Robinson
Eric Lauritzen

COMMISSION ON THE STATUS OF WOMEN

Maryellen Aisenberg

LABOR ORGANIZATIONS

Deputy Sheriffs Association
SEIU Local 521
SEIU Local 521

Cmdr Jerry Teeter
Carlos Martinez
Jess Barreras

COMMUNITY-BASED ORGANIZATIONS

League of United Latin American Citizens (LULAC)
National Association for the Advancement of
Colored People (NAACP)
United Veterans Council
Gay, Lesbian, Bi-Sexual, Transgender Community (GLBT)
Filipino Community

Vacant
Joe Watson (Vice Chair)

James Bogan
Vacant
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 18, 2013 the Equal Opportunity Advisory Commission conducted its annual election of officers for 2014. Commissioner Billy DeBerry was elected Chair and Commissioner Joe Watson 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
- c. 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 update or revisions of the Equal Opportunity Plan as needed.

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

The Committee Membership consists of
Elliott Robinson, Committee Chair, represents Department Heads Council
Kay Kirkland represents District 5
Sandy Fuerte, Vice Chair, represents District 2
Jerry Teeter represents Deputy Sheriff's Association
Jess Barreras, represents SEIU Local 521

The Committee's Annual Report was approved by the full Commission on December 17, 2014 and attached hereto as Attachment A.

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

Develop and implement a process for reviewing Departments 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, represents SEIU Local 521
Eric Lauritzen, Vice Chair, represents Department Heads Council
Maryellen Aisenberg represents Commission on the Status of Women
James Bogan represents United Veterans Council
Joe Watson represents NAACP

The Committee's Annual Report was approved by the full Commission on December 17, 2014 and attached hereto as Attachment B.

e. **The Equal Opportunity Advisory Commission revised the Commission's Bylaws on July 16, 2014.**

f. **The Equal Opportunity Advisory Commission invited the following Departments/Divisions to present their Equal Opportunity Plan:**

- Assessor-County Clerk Recorder, Steve Vagnini
- County Counsel Office, Charles McKee
- Economic Development, David Spaur
- Military & Veterans Affairs, George Dixon
- Probation, Marcia Parsons

In addition, at the request of the Commission, Human Resources Director James May was invited to present a progress report on the status of centralization of Human Resources and on November 19, 2014, Military & Veterans Affairs Officer George Dixon presented a progress report on the Military & Veterans Affairs Office Outreach efforts to local Veterans to provide advocacy, assistance and services.

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 2014 Annual Report

Attachment B: Compliance Review of Department's Equal Opportunity Plan 2014 Annual Report

COUNTY OF MONTEREY
Equal Opportunity Advisory Commission
Compliance Review of the County's Equal Opportunity Plan Committee
2014 Annual Report

The Compliance Review of the County's Equal Opportunity Plan Committee is a standing committee of the Equal Opportunity Advisory Commission.

I. The Committee's responsibilities include:

- Monitor the implementation and effectiveness of the Equal Opportunity Plan
- Review the Equal Opportunity Plan and present proposals for improvement
- Make recommendations to the Commission for update or revisions of the Equal Opportunity Plan as needed
- Work with the Departmental Review Committee to ensure that the departmental review captures information to assist the Equal Opportunity Advisory Commission fulfill its duties

II. Committee Membership

The Committee Membership consists of

- Elliott Robinson – Committee Chair
- Kay Kirkland
- Sandy Fuerte – Committee Vice Chair
- Jerry Teeter
- Jess Barreras

III. Committee Activities/Accomplishments

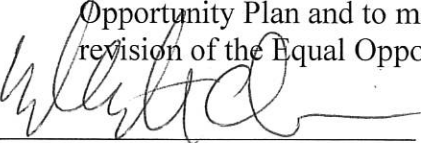
The Committee continued to meet to discuss and make recommendations to the Equal Opportunity Advisory Commission.

- a. On May 14, 2014 the Committee met and elected Commissioner Elliott Robinson as Chair of the Committee; reviewed their Responsibilities and Procedures; discussed new provisions of federal laws Section 503 of the Rehabilitation Act of 1973 as amended (Section 503) and the Vietnam Era Veteran's Readjustment Assistance Act; and discussed and revised the Separations and Terminations language of Chapter 7 Action – Oriented Programs of the Equal Opportunity Plan.

- b. On June 20, 2014 the Committee met, while there was no quorum, the Committee received a report on Exit Interviews by Assistant Human Resource Director Kim Moore.
- c. On October 13, 2014 the Committee elected Commissioner Sandy Fuerte as their Vice Chair. They welcomed new Committee member Commissioner Jess Barreras. The Committee approved the revised Separations and Terminations language for Chapter 7 Action – Oriented Programs. The Committee scheduled a meeting for November 3, 2014 to discuss the Equal Opportunity Plan and to focus on Chapters 5, 6 and 7. The Committee also discussed Exit Interviews and Nepotism. The Committee discussed preparing a memo which highlights critical components of the Equal Opportunity Plan to serve as a resource to Department Heads, Human Resources, the Equal Opportunity Advisory Commission and the public. The Committee discussed providing recommendations to the Compliance Review of Department’s Equal Opportunity Plan Committee on the Department’s Equal Opportunity Plan Form.
- d. The Committee met on November 3, 2014 and welcomed new Committee member, Commissioner Jerry Teeter. The Committee discussed the memo to be prepared to Department Heads, Human Resources, the Equal Opportunity Advisory Commission and the public. The Committee indicated that it would be beneficial to attached Chapter 7: Action-Oriented Programs to the memo. In addition the Committee reviewed the Department’s Equal Opportunity Plan form and discussed recommendations.

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 update or revision of the Equal Opportunity Plan as needed.



Elliott Robinson, Chair

1/21/15
Date

COUNTY OF MONTEREY
Equal Opportunity Advisory Commission
Compliance Review of Department's Equal Opportunity Plan Committee

2014 Annual Report

The Compliance Review of Department's Equal Opportunity Plan Committee is a standing committee of the Equal Opportunity Advisory Commission.

I. The Committee's responsibilities include:

- Develop and implement a process for reviewing Departments Equal Opportunity Plans.
- Review each Department's Equal Opportunity Plan and evaluate their Workforce Analysis and Analysis of Progress. 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 in their Department's Equal Opportunity Plan.
- Review and evaluate Departments 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 Equal Opportunity Plan Form and make recommendations for revisions, as needed.

II. Committee Membership:

- Eric Lauritzen, Department Head's Council,
- Joe Watson, NAACP
- Maryellen Aisenberg, Commission on the Status of Women
- James Bogan, United Veterans' Council
- Carlos Martinez, SEIU Local 521

III. Committee Activities/Accomplishments

On May 8, 2014 the Committee met and reviewed their Roles and Responsibilities. The Committee also reviewed the following EO Plans:

- ❖ Assessor
- ❖ Auditor-Controller
- ❖ District Attorney

The Committee recommended that the Assessor and the Auditor-Controller be invited to present. The Committee also recommended that the District Attorney be invited to present in September.

On August 13, 2014 the Committee met and reviewed the following EO Plans:

- ❖ County Counsel's
- ❖ Probation Department
- ❖ Economic Development.

The Committee recommended that all three departments be invited to appear before the Equal Opportunity Advisory Commission. The Committee drafted questions, to be provided to Department Heads beforehand. The proposed questions were approved by the full Commission.

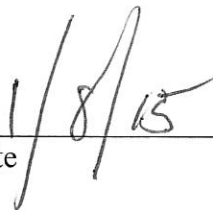
On September 2, 2014 the Committee met and elected Carlos Martinez as Chair and Eric Lauritzen as the Vice Chair. Irma Ramirez-Bough, Equal Opportunity Officer guided the Committee members in the review of the Elections and Clerk of the Board EO Plans. The Committee agreed, that while these two departments are small, they be invited to present before the Equal Opportunity Advisory Commission.

IV. Committee Goals/Recommendations

It is the goal of the Committee to review Department's 2014 Equal Opportunity Plans in accordance with the criteria established and to recommend to the Commission those departments to be invited to present before the Commission.



Carlos Martinez, Chair



Date