

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) Jayanti Addleman, 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, Administrative Secretary Confidential

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

Sandy Fuerte

Supervisor Louis Calcagno - District 2
Supervisor Simon Salinas - District 3
Supervisor Jane Parker - District 4
Supervisor Dave Potter - District 5

Vacant
Vacant
Billy F. DeBerry
Kay Kirkland

DEPARTMENT HEADS COUNCIL

Monterey County Librarian
Agricultural Commissioner

Jayanti Addleman (Chair)
Eric Lauritzen

COMMISSION ON THE STATUS OF WOMEN

Louann Raras

LABOR ORGANIZATIONS

Monterey County Sheriffs Association
SEIU Local 521
SEIU Local 521

Cmdr Fabian Barrera
Carlos Martinez
Vacant

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)

Vacant
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. County's Equal Opportunity Plan
On December 19, 2012 the Equal Opportunity Advisory Commission approved the September 24, 2011 through August 31, 2013 County's Equal Opportunity Plan and recommended that the EOP be presented to the Board of Supervisors for their approval and adoption.
- b. Election
On January 15, 2013 the Equal Opportunity Advisory Commission conducted its annual election of officers. Commissioner Jayanti Addleman was elected Chair and Commissioner Joe Watson was elected Vice-Chair.
- c. Annual Retreat
On February 13, 2013 the Commission held a retreat at the Monterey County Free Library, Marina Branch.
 - Equal Opportunity Officer Irma Ramirez-Bough provided the Commissioners with a copy of the newly adopted Equal Opportunity Plan.

- Commissioners were also provided with new binders that included the newly adopted Equal Opportunity and Non-Discrimination Ordinance #5213, Discrimination Complaint Procedures and the following equal opportunity policies: Equal Opportunity and Non-Discrimination, Prevention of Sexual Harassment, Equal Opportunity for Persons with Disabilities and Reasonable Accommodation and Diversity.
- Deputy County Counsel Jan Holmes provided an overview of The Brown Act and responded to Commissioners' questions.

d. 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 first line of business was to establish their Role, Responsibilities and Procedures. On June 19, 2013, the Equal Opportunity Advisory Commission approved the Committee's role, responsibilities and procedures. The Committee's primary responsibility is to review the County's Equal Opportunity Plan (EOP) and to make recommendations to the Commission on revisions of the EOP. In calendar year 2013 the Committee worked on revising Chapters 5, 6, 7, and 8 of the EOP.

On August 21, 2013, the Chair to the County Review of Equal Opportunity Plan Compliance Committee presented to the Equal Opportunity Advisory Commission the Committee's Recommendations Report on the Equal Opportunity Officer's Semi-Annual Status Report of the EOP. The Commission voted and approved the Committee's Recommendations Report.

On September 10, 2013 the Chair of the Equal Opportunity Advisory Commissioner Jayanti Addleman presented the Committee's Recommendations Report on the Equal Opportunity Officer's Semi-Annual Status Report of the EOP to the Board of Supervisors.

The Compliance Review of Departmental Equal Opportunity Plan Committee also established their Role, Responsibilities and Procedures and on April 17, 2013, the Equal Opportunity Advisory Commission approved the Committee's role, responsibilities and procedures. Its primary responsibility is to review and evaluate Department's Equal Opportunity Plans and where underutilization for minorities and women exists, seek clarification from Department Heads.

The Committee met several times during the year and reconfirmed its previous recommendation that all County Departments submit their Equal Opportunity Plans in compliance with the EOP annually. The Equal Opportunity Plans shall include: Department's Equal Opportunity Policy Statement, Organizational

Profile, Workforce Analysis, Analysis of Progress, Action –Oriented Programs, Personnel Activity and Number of Discrimination Complaints Filed. Departments will be required to submit their Department Equal Opportunity Plans to the Equal Opportunity Office for processing.

On May 7, 2013, the Committee reviewed the following Department Equal Opportunity Plans: Resource Management Agency, Treasurer Tax Collector, Elections, Probation, County Counsel, and District Attorney. The Committee also decided to invite those departments to make a presentation to the Equal Opportunity Advisory Commission. The Committee and the Commission drafted questions, to be provided to departments beforehand.

e. Bylaws

An Ad Hoc Committee was appointed to work on revising the Bylaws. The Committee proposed revisions to Article V. Organization, Procedures and Attendance. The Equal Opportunity Advisory Commission approved the proposed revisions. On September 24, 2013 the Board of Supervisors passed and adopted the revised Bylaws.

f. Department Presentations

The Equal Opportunity Advisory Commission invited the following departments/divisions to present.

- Natividad Medical Center – CEO Harry Weis
- Resource Management Agency – Director Benny Young
- Human Resources – Director James May
- Military & Veterans Affairs – George Dixon
- Treasurer-Tax Collector – Mary Zeeb
- Learning & Development – Dr. Yvonne Walker
- Contracts & Purchasing – Mike Derr

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.

The Commission approved the 2013 Annual Report on March 19, 2014.

Attachment A: Compliance Review of the County’s Equal Opportunity Plan 2013 Annual Report

Attachment B: Compliance Review of Department’s Equal Opportunity Plan 2013 Annual Report