

ATTACHMENT B

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

2015 Annual Report

The Compliance Review of Department's Equal Opportunity Plan Standing 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 evaluates their Workforce Analysis and Analysis of Progress.
- Review Department's Action Oriented Programs and evaluates 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 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 Department's Equal Opportunity Plan Form and make recommendations for revisions, as needed.

II. Committee Membership:

- Carlos Martinez, SEIU Local 521 – Chair
- Eric Lauritzen, Department Head's Council – Vice Chair
- James Bogan, United Veterans' Council
- Joe Watson, NAACP (resigned 6-17-15)

III. Committee Activities/Accomplishments

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

1. On March 25, 2015, the Committee met and elected Commissioner Carlos Martinez as Chair and Commissioner Eric Lauritzen as Vice-Chair of the Committee for 2015.

The Committee reviewed the following Department's Equal Opportunity Plans: Cooperative Extension, Auditor-Controller, Child Support Services and Health Department.

The Committee recommended that Cooperative Extension, Auditor-Controller and Health Department be invited to present their Department's Equal Opportunity Plan. The Committee deferred Child Support Services presentation until a new Director is appointed.

2. On May 26, 2015, the Committee met and discussed developing a schedule for Department Heads to select a date they would like to present their Department's Equal Opportunity Plan to the Equal Opportunity Advisory Commission. The Committee also discussed attending a Department Heads' meeting, to inquire how the Commission can assist them in achieving their goals.

The Committee reviewed and discussed when department's last presented their Equal Opportunity Plan and recommended that the following departments be invited to present their Department's Equal Opportunity Plan in 2015: Elections Department, Department of Social Services, Library, District Attorney and Clerk of the Board.

3. On October 2, 2015 the Committee met and discussed creating a three year schedule for Department Heads to select a date to present their Department's Equal Opportunity Plan to the Equal Opportunity Advisory Commission.

The Committee recommended inviting the following departments to present their Department's Equal Opportunity Plan for the remainder of calendar year 2015: Elections, Clerk of the Board, Water Resources and Social Services.

The Committee recommended that the Sheriff's Department and Library be invited to present in early 2016, as they have not submitted their Department's 2015 Equal Opportunity Plan.

The Committee recommended that new Department Heads present their Equal Opportunity Plan within one year of being appointed or elected.

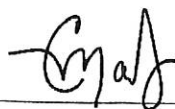
4. On November 9, 2015 the Committee met, reviewed and discussed recommended changes to the Department's Equal Opportunity Plan template for 2016.

The Committee also reviewed and approved the Department Equal Opportunity Plan presentation sign-up sheet. Department Head's will voluntarily sign up to present their Department's Equal Opportunity Plan within the next three years. The revised template and sign-up sheet is being presented to the Equal Opportunity Advisory Commission in December for final approval.

Based on the recommendations of the Committee, the following departments have presented their Department's Equal Opportunity Plan to the Equal Opportunity Advisory Commission for calendar year 2015: Cooperative Extension, Auditor Controller, Health Department, Elections, Department of Social Services and Water Resource Agency.

IV. Committee Goals/Recommendations

It is the goal of the Committee to finalize the Department's Equal Opportunity Plan template for 2016 and implement the three year schedule for Department Head presentation to the Equal Opportunity Advisory Commission.



Carlos Martinez, Chair

12/10/2015

Date