

**COUNTY OF MONTEREY**  
**Equal Opportunity Advisory Commission**  
**2011 Annual Report**

**I. ROLE OF THE COMMISSION**

The Equal Opportunity Advisory Commission was formed and appointed by the Monterey County Board of Supervisors in 1972. The Commission is guided by the policies and procedures established by the Board of Supervisors in the performance of its duties. Its responsibilities include: Reviewing the Monterey Plan and presenting proposals for modification to the Board of Supervisors; Recommending goals and timetables regarding the Monterey Plan for Departments and the County; Reviewing and making recommendations regarding the progress of departmental plans in furtherance of the Monterey Plan; Meeting with department heads, appropriate employee groups, and community groups to implement the Monterey Plan; and, Reviewing and advising the Board of Supervisors on issues relating to equal access to contracting opportunities. The Commission conducts open meetings under the provisions of the Ralph M. Brown Act.

For these purposes, the Commission is divided into two standing committees: the Monterey Plan Compliance Committee and the Departmental Review of Plan Compliance Committee

**II. MEETING DATES, TIME AND LOCATION**

The Commission meets on the third Wednesday of each month with a minimum of nine meetings per year. Meetings are held in Salinas at the Monterey County Administration Building, 168 West Alisal Street, Board of Supervisor's Chambers, First Floor.

**III. STRUCTURE 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 Deputy Sheriffs Association
  - b. Two representatives from the Monterey County Employees Association/SEIU Local 521

**IV. MEMBERSHIP IS AS FOLLOWS:**

<u>MONTEREY COUNTY BOARD OF SUPERVISORS</u>	<u>5 COMMISSIONERS</u>
District 1	Vacant
District 2	Vacant
District 3	Vacant
District 4	Billy F. DeBerry
District 5	Kay Kirkland (Vice Chair)

**DEPARTMENT HEADS COUNCIL**

**2 COMMISSIONERS**

Jayanti Addleman (Chair)  
Eric Lauritzen

**COMMISSION ON THE STATUS OF WOMEN**

**1 COMMISSIONER**

Louann Raras

**LABOR ORGANIZATIONS**

**3 COMMISSIONERS**

Monterey County Deputy Sheriffs Association  
SEIU Local 521- General Employees  
SEIU Local 521- Supervisory Employees

Cmdr Fabian Barrera  
Maria Castillo  
Freda Escobar

**COMMUNITY-BASED ORGANIZATIONS**

**5 COMMISSIONERS**

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

Nancy Valdez  
Joe Watson  
  
Vacant  
Vacant  
Josie Duque

**V. SUMMARY OF ACTIVITIES**

**A. The County Review of the Monterey Plan Compliance Committee**

The County Review of the Monterey Plan Compliance Committee is a standing committee of the Equal Opportunity Advisory Commission. Its primary responsibility is to review the Monterey Plan for Equal Access for Employment and Contracting Opportunities (the Plan) and to make recommendations to the Commission for update or revision of the Plan. The Committee is comprised of Commissioner Kay Kirkland, Commissioner Robert Greene, Commissioner Josie Duque, Commissioner Billy DeBerry, and Commissioner Jayanti Addleman (ex officio).

During this period the Committee worked to revise the draft Plan. The County Review of Monterey Plan Compliance Committee met a total of seven times to hear staff reports and discuss the County's compliance with the Monterey Plan for Equal Access to Employment and Contracting.

At its meeting of September 2, 2011, the Committee selected Commissioner Billy DeBerry as its permanent chair. At this meeting Commissioner Billy DeBerry provided the committee with a historical overview of the Monterey Plan update project and Management Specialist David Medrano provided the Committee with an overview of Consent Decree, Affirmative Action Plans, and the Monterey Plan.

Between June and December, the Committee met to discuss and devise a draft update of the plan. The Committee met diligently an average of twice a month to discuss the draft, introduce new language and modify existing language to address

areas of concern. Committee members also attended meetings of the full commission and on occasion attended two meetings within the same week.

In subsequent meetings, Irma Ramirez-Bough Equal Opportunity Officer and Management Specialist David Medrano reviewed the tasks of the Committee and provided the technical background necessary for the Committee members to address the problem area indicators identified in the 2007 Biddle Study. These problem area indicators included statistical evidence of adverse impact on women and minority employees of the County with respect to compensation, for minorities and women in the applicant vs. hired process, in the hired vs. final availability process, in the promoted vs. available for promotion process, and in the termination vs. available for termination process. At each meeting, the Committee considered modifications to the Plan.

At its meeting of November 22, 2011, the Committee gave final approval for a draft update of the Plan with the provision that staff would later modify any technical language based on a pending report from Biddle and Associates. The Draft Plan is now being reviewed by other internal stakeholders, including the Office of County Counsel and the County Human Resources Division. In addition, the Draft Plan will also be made available for review and input from the community and other external stakeholders. Based on this process, the Draft Plan will undergo further modification after which the Draft Plan will be brought to the full commission for its review and approval, and then forwarded to the Board of Supervisors for adoption.

**B. Departmental Review of Monterey Plan Compliance Committee**

The Departmental Review of Monterey Plan Compliance Committee is a standing committee of the Equal Opportunity Advisory Commission. Its primary responsibility is to provide up-to-date guidance for Departmental reporting on Monterey Plan Compliance, and to provide guidance to the Commission on evaluating the Departmental reports for compliance, and for follow-up steps. The Committee is comprised of Commissioner Freda Escobar, Commissioner Maria Castillo, and Chair Jayanti Addleman.

The Committee met several times during the year. Chair Jayanti Addleman served as the Chair of the committee till the August 29<sup>th</sup> meeting, when Commissioner Freda Escobar took over as the Chair. In the course of the year, the Committee refined and articulated its roles and responsibilities. The Committee reconfirmed its previous recommendation that all County Departments submit written reports on compliance with the Monterey Plan annually. The reporting form was updated and will be distributed to all departments in December, to be filled out and returned to the Equal Employment Officer by the end of January each year. The Committee recommended that the Commission review all reports and request follow-up presentations only if significant question arise either about compliance concerns or about model compliance.

The Committee's next task is to articulate guidelines for EOAC members evaluate the annual Departmental reports and any follow-up presentations.

C. **Election**

On January 18, 2012 the Commission conducted its annual election of officers. Commissioner Jayanti Addleman was elected Chair and Commissioner Kay Kirkland was elected Vice-Chair.

D. **Recommendation**

At the meeting on January 18, 2012 it was suggested that the following recommendations be forwarded to the County:

1. That non-discriminatory problems should be handled by Human Resources.
2. The County should celebrate the positive achievements.

E. **Other Commission Activities and Presentations**

The Commission established a revised County of Monterey Equal Opportunity for Persons with Disabilities and Reasonable Accommodation Policy, which was adopted by the Board on the 15<sup>th</sup> day of March 2011.

On May 18, 2011 a Commission retreat was held at the Monterey County Free Libraries Marina Branch. The Equal Opportunity Officer Irma Ramirez-Bough provided the Commissioners with a power point presentation on the following:

- Code of Ethics.
- Equal Opportunity Advisory Commission Bylaws
- Duties and Responsibilities of the Commission
- Mileage Reimbursement
- Parking Permit Application

Deputy County Counsel Rob Shulman provided the Commissioners with a handout "Procedures for Exceptions to the Agenda Requirements." He also provided an overview of The Brown Act and responded to Commissioners' questions.

On October 19, 2011 the Commission expressed their interest in recommending to the Board of Supervisors a Diversity Day in 2012. This recommendation will be discussed at a future meeting to determine a date.

Dated: 3/29/2012

  
Jayanti Addleman, Chair