

**Monterey County Board of Supervisors
Equal Opportunity Committee**

Minutes of the Meeting Held: December 18, 2014

Call to Order:

The meeting was called to order by Supervisor Armenta at 2:00 p.m.

Present:

Supervisor Fernando Armenta, Supervisor Jane Parker, Equal Opportunity Officer Irma Ramirez-Bough; Equal Opportunity Analyst Michelle Gomez; Equal Opportunity Analyst Elisa Cantu; Equal Opportunity Analyst Cynthia Juarez; Deputy County Counsel Juan Rodriguez.

Public Comments:

There were no public comments.

Review and Approval of Minutes of September 12, 2014

Minutes were approved by consensus.

Introduction of Staff

Ms. Ramirez-Bough introduced Cynthia Juarez, Equal Opportunity Analyst as the newest member to the Equal Opportunity Office. Cynthia Juarez has worked for Monterey County for approximately 19 years working in the offices of the District Attorney, County Counsel, Health Department, Clerk of the Board and the County Administrative Office. Cynthia also served as an Administrative Assistant to Supervisor Salinas.

Veteran and Disability Self Identification Surveys

Ms. Ramirez-Bough reported that Lew Bauman County Administrative Officer sent an email to all County employees asking that they fill out and submit the surveys. Employees were reminded that this was voluntary. The first email was sent on November 10, 2014 and there were 1,400 responses from employees. A second email was sent out on November 21, 2014 and there were an additional 631 responses bringing the total to 2,031 responses. On December 3, 2014 a third and final email was sent out. There were approximately 2,100 responses received. Ms. Ramirez-Bough also indicated that data will be used for statistical purposes in the County's Equal Opportunity Plan.

Supervisor Parker asked, for employees that do not have email, how are they receiving the information. Ms. Ramirez-Bough indicated that Human Resources is distributing and collecting the paper surveys and entering the information in the County's HRM system. Further information will be provided to the Committee at the next meeting in March.

Supervisor Armenta asked if Military and Veteran's Department were aware of the survey. Ms. Ramirez-Bough indicated that Mr. George Dixon Military and Veteran Affairs Officer was included and participated in the meetings.

Equal Opportunity Officer's Report

Ms. Ramirez-Bough highlighted some the Equal Opportunity Office activities from September 12, 2014 through December 17, 2014.

During this reporting period Equal Opportunity Advisory Commission received presentations from the following departments:

- Assessors – Steve Vagnini
- County Counsel – Charles McKee
- Economic Development – Dave Spaur
- Probation – Marcia Parsons

The Commission approved annual reports from the following Standing Committees:

- Compliance Review of the Department's Equal Opportunity Plan Committee
- Compliance Review of the County's Equal Opportunity Plan Committee

The Commission approved and adopted the 2015 Department Equal Opportunity Plan template form and Memo to Department Heads outlining their responsibilities as outlined in the County's Equal Opportunity Plan

Ms. Ramirez-Bough also provided information regarding the Commission on Disabilities (COD). She stated that the COD encourages community participation and from time to time guest speakers are invited to present. During his reporting period the COD received presentations from Dr. Marcia Weber-Olsen with Interagency Autism Consortium and Ms. Sherri Collins Emergency Services Manager with the Office of Emergency Services.

Jail Update

The Equal Opportunity Office met with the Sarafina Tomaselli, Ombudsman and Charles DaSilva, Medical Case Manager to discuss how to field the calls that come into the EOO. Ms. Ramirez-Bough indicated that she looked forward to working with the new Sherriff and his executive team.

Meeting adjourned at 3:00 p.m.