



MEMORANDUM

EQUAL OPPORTUNITY OFFICE

DATE: March 12, 2015

FROM: Irma Ramirez-Bough, Equal Opportunity Officer

SUBJECT: Equal Opportunity Summary

This is a summary of the County's Equal Opportunity Office's activities for the period December 18, 2014 through March 6, 2015.

Equal Opportunity Office

On January 12, 2015, Michelle Gomez, Equal Opportunity Analyst sent emails to department's LDN Coordinators advising that EOO would be providing statistics on the Prevention of Sexual Harassment Training to the CAO's Office for Department Key Performance Measures - 2016 Recommended Budget Book and the Managing for Results FY 2014-15 Mid-Year Report. LDN Coordinators were provided spreadsheets of their department's Prevention of Sexual Harassment Training completion rate.

In addition, Ms. Gomez and Cynthia Juarez, Equal Opportunity Analyst provided a 2-day classroom training to employees of the Parks Department held at Laguna Seca and at San Lorenzo Park. The Probation Department has also requested classroom training for those employees who do not have access to a county computer. This training is scheduled for March 10, 2015.

As the newest staff member to the Equal Opportunity Office, Ms. Juarez on March 30, 2015 will be attending a Liebert Cassidy Training: Train the Trainer Course on the Prevention of Workplace Harassment, Discrimination, and Retaliation. Ms. Gomez will be attending a refresher course in June for recertification.

Ms. Gomez and I have been working with a CAO Budget Analyst to submit the 3-Year Forecast Estimates and EOO Budget for FY2015-16. The EOO continues to operate on a constrained budget; 93% is budgeted for salary and benefits and the remaining 7% is budgeted for operational expenditures. The Equal Opportunity Office will continue to prioritize its workload to meet its responsibilities.

Equal Opportunity Advisory Commission

The Equal Opportunity Advisory Commission (EOAC) 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 Supervisors' Chambers, First Floor.

The Commission at their January 21, 2015, meeting elected Commissioner Sandy Fuerte as Chair, and Commissioner James Bogan as Vice Chair for 2015. The Commission is divided into two standing

committees: the Compliance Review of the County's Equal Opportunity Plan Committee and the Compliance Review of Department's Equal Opportunity Plan Committee.

The following Commissioners were appointed to the Compliance Review of the County's Equal Opportunity Plan Committee:

Elliott Robinson, Chair, represents Department Heads Council
Kay Kirkland represents District 5
Billy DeBerry represents District 4
Jess Barreras represents SEIU
Jerry Teeter represents DSA

The following Commissioners were appointed to the Compliance Review of the Department's Equal Opportunity Plan Committee:

Carlos Martinez, Chair, represents SEIU
Eric Lauritzen represents Department Heads Council
Maryellen Aisenberg represents the Commission on the Status of Women
Joe Watson represents NAACP
James Bogan represents United Veterans Council

The Equal Opportunity Office and the Compliance Review of the County's Equal Opportunity Plan Committee will be working on the update of the Equal Opportunity Plan for the County of Monterey.

On January 9, 2015, staff members emailed the Department's Equal Opportunity Plan template form to Department Heads asking them to prepare and submit, their EOO plan to the Equal Opportunity Office no later than January 30, 2015. Due to unforeseen circumstance, some departments have requested an extension to submit their Plan. The Compliance Review of the Department's Equal Opportunity Plan Committee will be meeting to review the Department's Equal Opportunity Plans. The Committee will then make recommendations as to which departments will be invited to present to the Equal Opportunity Advisory Commission.

On February 18, 2015, the Equal Opportunity Advisory Commission held a Retreat at the Marina Library. The Commissioners reviewed their Bylaws, Code of Ethics, Roles and Responsibilities, Resolution 80-12 and the County's Mission Statement & Values. Irma Ramirez-Bough, Equal Opportunity Officer went over the updating of the Diversity Policy, the Equal Opportunity & Non-Discrimination Policy. The Commissioners were provided with a list of Department Heads who have presented their Equal Opportunity Plans. The Commissioners were provided training on The Brown Act by Deputy County Counsel Juan Rodriguez.

Commission on Disabilities

The Commission on Disabilities meets the last Monday of every other month in the Monterey Conference Room from 2:00-4:00 P.M. The Commission is divided in to two standing Committees: The ADA Transition Plan Committee and the Outreach Committee.

At the Commission's special meeting on February 23, 2015 the Commission elected Commissioner Stella Lauerman as Chair and Commissioner Wayne Johnson as Vice Chair, to serve a two year term. The newly elected Chair appointed Commissioners to the Standing Committees.

The following Commissioners were appointed to the Outreach Committee:

Henry Bergstresser, represents District 4
Steve McCullough represents District 5

Lilia Chagolla represents Central California Alliance for Health
Michael Bennett represents City of Marina

The following Commissioners were appointed to the Outreach Committee:
Wayne Johnson represents Deaf and Hard of Hearing Service Center
Mario Salazar represents Department Head RMA

Those Commissioners who were absent will be appointed to the Committees at the next Commission meeting.

The Commission also voted to hold a Retreat in May to review their Bylaws, Goals, Roles and Responsibilities, EOO Policies and receive training on the Brown Act.