

# MEMORANDUM



## **EQUAL OPPORTUNITY OFFICE**

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**DATE:** January 28, 2016

**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 September 24, 2015 through December 2, 2015.

### **Equal Opportunity Office**

Elisa Cantu, Equal Opportunity Analyst retired effective December 31, 2015 after 23 years of service with the Equal Opportunity Office. The Equal Opportunity Office is taking steps to fill the vacancy.

The Equal Opportunity Office engaged in contract negotiations with the Mandell Gisnet Center of the Monterey College of Law. Mandell Gisnet Center will serve in the capacity of mediator for the County's Conflict Resolution Program. The program is intended to provide individuals an alternative manner to resolve conflict at the earliest and lowest level. In addition, Ms. Ramirez-Bough worked with the IT Department to develop a Conflict Resolution Program webpage on the County's Infonet. Employees can access the Conflict Resolution Program by going on the "I want to" or "Employee Resources" tab to Mediate a Dispute and find information related to the Conflict Resolution Program.

### **Training**

In the month of December, the Equal Opportunity Office engaged in contract negotiations with Shelline Bennett of the law firm Liebert Cassidy Whitmore (LCW) to conduct the Equal Opportunity Non-Discrimination and Diversity training county-wide. The Board of Supervisors approved an agreement with LCW and authorized the Equal Opportunity Officer to execute a three (3) year contract.

### **Equal Opportunity Advisory Commission**

The Equal Opportunity Advisory Commission (EOAC) met on October 21, November 16, and December 16, 2015.

There were two new representatives appointed to the Commission: Andrea Monroe representing NAACP and Maria Castillo representing Supervisor Simon Salinas' District 3.

On October 21, Claudio Valenzuela, Registrar of Voters presented the Elections Department Equal Opportunity Plan to the Commission. On November 16, Elliott Robinson, Director of Social Services presented his department's Equal Opportunity Plan. On December 16, the Water Resources Agency presented their Equal Opportunity Plan.

The Commission is currently working on revising the Bylaws. The Compliance Review Committee of the Department's Equal Opportunity Plan is revising the Equal Opportunity Plan template for 2016. The Committee has also prepared a three year schedule for Department Heads to voluntarily select a date when they wish to present their Equal Opportunity Plan to the Commission.

The Compliance Review Committee of the County's Equal Opportunity Plan met on November 19, 2015 and reviewed Chapters 5, 6, 7 and 8 of the Equal Opportunity Plan. The Committee also reviewed the report on Comparison of Availability and Placement Goals.

At the December 16 meeting, the Commission held the election of Chair and Vice Chair for 2016. Mr. James Bogan was re-elected as Chair and Ms. Andrea Monroe was elected as Vice Chair.

### **Commission on Disabilities**

The Commission on Disabilities met on September 28, 2015. The Commission received a presentation/training from Nancy Myers of the Monterey County Office of Education on sensitivity ability awareness simulation.

There were new representatives appointed to the Commission: Lilia Chagolla representing Central CA Alliance for Health, Lori McDonnal representing the Special Kids Crusade, Susan Osorio representing Supervisor John Phillips' District 2, Daniel Dobrilovic representing the Resource Management Agency and Tom Conway representing Easter Seals Central California.

The Commission was unable to meet on November 30, 2015 as there was no quorum. The Commission met on January 25, 2016.