

Equal Opportunity and Civil Rights Advisory Commission  
Action Minutes of  
November 18, 2020

1. Roll Call and Greeting of Visitors

The meeting was called to order at 3:32 p.m. by Chairperson Ybarra.

Commissioners Present: Dionne Ybarra, Anita Crawley, Carl Holm, Justin Matthews, Andrea Monroe, Henry Gonzales, Mary Claypool, and Christopher Barrera

Commissioners Absent: Michael Fritsche, Valerie Bigham, James Bogan, and Harry Gamotan

Staff Present: Juan P. Rodriguez, Civil Rights Officer; Leeset Torres, Associate Equal Opportunity Analyst; Naudia Velarde, Associate Equal Opportunity Analyst; Ruby Jacinto, Administrative Secretary-Confidential; and Ellen Lyons, Deputy County Counsel

2. Public Comment:

None

3. Action Item: Review and Approve Minutes of October 21, 2020

Commissioner Matthews made a motion to approve the Minutes of October 21, 2020; seconded by Commissioner Crawley; motion passed by the following vote:

AYES: Ybarra, Claypool, Crawley, Holm, Gonzales, Matthews, Monroe, and Barrera

NOES: None

ABSENT: Bigham, Fritsche, Bogan, and Gamotan

ABSTAIN: None

4. Discuss Nomination and Election of Chairperson and Vice-Chairperson for Calendar Year 2021 – Chairperson Ybarra

Commissioner Ybarra expressed interest as serving as Chairperson and Commissioner Matthews expressed interest to serve as Vice-Chairperson for Calendar Year 2021.

5. Action Item: Nomination and Election of Chairperson and Vice-Chairperson for Calendar Year 2021 – Chairperson Ybarra

Commissioner Holm made a motion to appoint Commissioner Ybarra to serve as Chairperson, and to appoint Commissioner Matthews to serve as Vice-Chairperson; seconded by Commissioner Claypool; motion passed by the following vote:

AYES: Ybarra, Claypool, Crawley, Holm, Gonzales, Matthews, Monroe, and Barrera

NOES: None

ABSENT: Bigham, Fritsche, Bogan, and Gamotan

ABSTAIN: None

6. Action Item: Review, Discuss, and Approve the 2021 Meeting Schedule –Chairperson Ybarra  
The Commission reviewed and approved the 2021 Meeting Schedule.

Commissioner Claypool made a motion to approve the 2021 Meeting Schedule; seconded by Commissioner Holm; motion passed by the following vote:

AYES: Ybarra, Claypool, Crawley, Holm, Gonzales, Matthews, Monroe, and Barrera

NOES: None

ABSENT: Bigham, Fritsche, Bogan, and Gamotan

ABSTAIN: None

7. Department Head's Equal Opportunity Plan Presentation – Mary Zeeb, Treasurer-Tax Collector  
Mary Zeeb, Treasurer-Tax Collector, presented the Department's 2020 Equal Opportunity Plan.
8. Department Head's Equal Opportunity Plan Presentation – Rupa Shah, Auditor-Controller  
Rupa Shah, Auditor-Controller, and Nairi Davis, Senior Human Resources Analyst, presented the Department's 2020 Equal Opportunity Plan.
9. Receive a Report from the Civil Rights Office Regarding Status of Department Equal Opportunity Plan Submission and Presentations –Civil Rights Office Staff  
Naudia Velarde, Associate Equal Opportunity Analyst, provided a verbal update on the status of EO Plans and presentations.
10. Action Item: Discuss and Approve Action for Compliance with the County's Equal Opportunity Plan – Chairperson Ybarra  
The Commission discussed and provided feedback on options for EOP compliance.  
  
Civil Rights Office will prepare a draft of the options discussed and present it to the Commission on December 18, 2020 for approval.
11. Announcements
  - Grand Opening of Sand City Community Center
  - Vacancies for the Commission on the Status of Woman – Chairperson Ybarra
12. Future Agenda Items
  - Brown Act Training
  - Discuss and Approve Possible Date and Agenda Items for Special Retreat  
Date of time of Next Meeting  
December 16, 2020, at 3:30 p.m.
13. Adjournment  
The meeting adjourned at 5:15 p.m.