

# **Monterey County**

*SUPERVISOR LUIS ALEJOS OFFICE  
168 W. ALISAL STREET, 2nd FLOOR  
SALINAS, CA 93901*



## **Action Minutes - Draft**

**Wednesday, September 9, 2020**

**1:00 PM**

**Special Meeting**

**Zoom Call-in Instructions**

**Equal Opportunity Committee**

**IMPORTANT NOTICE REGARDING COVID 19 AND PARTICIPATION IN THE MEETING OF THE MONTEREY COUNTY BOARD OF SUPERVISORS EQUAL OPPORTUNITY COMMITTEE**

This meeting will be held by teleconference in order to minimize the spread of the COVID-19 virus, in accordance with the State of Emergency proclaimed by Governor Newsom on March 4, 2020, Executive Order N-29-20 issued by Governor Newsom on March 17, 2020, and the Shelter in Place Order issued by the Monterey County Health Officer on March 17, 2020, as may be periodically amended.

To participate in this Equal Opportunity Committee meeting, the public are invited to observe and address telephonically or electronically.

**Public Participation Instructions:**

This meeting will be conducted via teleconference using the Microsoft Zoom program, and Supervisors will attend electronically or telephonically. The meeting will have no physical location to physically attend. The Public may observe the Zoom meeting via computer by clicking on the following link: [https://montereycty.zoom.us/j/93195226406?](https://montereycty.zoom.us/j/93195226406?pwd=UEpaTmI1aTFRRzQybmF5SSDNjb01MUT09)

[pwd=UEpaTmI1aTFRRzQybmF5SSDNjb01MUT09](https://montereycty.zoom.us/j/93195226406?pwd=UEpaTmI1aTFRRzQybmF5SSDNjb01MUT09)

or the public may listen via phone by dialing 1-669-900-6833 and then when prompted, entering the Meeting ID Access Code 931 9522 6406 and Password 940520. You will be asked for a "Participant ID". You do not need a Participant ID to join the meeting, press the pound key (#) again and you will be automatically connected.

1. If a member of the public wishes to comment on a particular agenda item, the public is strongly encouraged to submit their comments in writing via email to the Civil Rights Office at [CivilRights@co.monterey.ca.us](mailto:CivilRights@co.monterey.ca.us) by 2:00 p.m. on Thursday, September 3, 2020. To assist County staff in identifying the agenda item to which the comment relates, the public is requested to indicate the Equal Opportunity Committee (EOC) date and agenda item in the subject line. Comments received by the 2:00 p.m. Thursday deadline will be distributed to the Committee and will be placed in the record.

2. Members of the public wishing to comment on a specific agenda item while the matter is being heard may participate by any of the following means:

- a. When the Chairperson calls for public comment on an agenda item, Civil Rights Office staff will first ascertain who wants to testify (among those who are in the meeting electronically or telephonically) and will then call on speakers and unmute their device one at a time. Public speakers may be broadcast in audio form only.
- b. If speakers or other members of the public have documents they wish to distribute to the Committee for an agenda item, they are encouraged to submit such documents by 2:00 p.m. on Thursday before the meeting to: [CivilRights@co.monterey.ca.us](mailto:CivilRights@co.monterey.ca.us). To assist staff in identifying the agenda item to which the comment relates, the public is requested to indicate the Equal Opportunity Committee date and agenda number in the subject line.

c. If members of the public want to present documents/Power Point presentations while speaking, they should submit the document by 2:00 p.m. on Thursday before the meeting at [CivilRights@co.monterey.ca.us](mailto:CivilRights@co.monterey.ca.us) (If submitted after that deadline, staff will make best efforts, but cannot guarantee, to make it available to present at the Committee meeting.)

d. While the matter is being heard, a member of the public may submit a comment via email, preferably limited to 250 words or less, to Civil Rights Office staff at [CivilRights@co.monterey.ca.us](mailto:CivilRights@co.monterey.ca.us). To assist staff in identifying the agenda item to which the comment relates, the public is requested to indicate the Equal Opportunity Committee date and agenda number in the subject line. If the comment is received prior to close of public comment on an agenda item, every effort will be made to read the comment into the record, but some comments may not be read out loud due to time limitations or length of the comment (if the comment exceeds 250 words). Comments received prior to the close of the public comment period on an agenda item will be made part of the record for that item.

3. Members of the public who wish to make a general public comment for items not on the day's agenda may submit their comment via email, preferably limited to 250 words or less, to Civil Rights Office staff at [CivilRights@co.monterey.ca.us](mailto:CivilRights@co.monterey.ca.us). The Equal Opportunity Committee meeting date and "general comment" should be indicated in the subject line. The comment will be placed on the record for the meeting, and every effort will be made to read the comment into the record at the appropriate time on the agenda.

4. Individuals with disabilities who desire to request a reasonable accommodation or modification to observe or participate in the meeting may make such request by sending an email to [CivilRights@co.monterey.ca.us](mailto:CivilRights@co.monterey.ca.us). The request should be made no later than noon on the Monday prior to the Committee meeting in order to provide time for County to address the request.

5. The Chairperson and/or Vice-Chairperson may set reasonable rules as needed to conduct the meeting in an orderly manner.

**Pursuant to Governor Newsom's Executive Order No. N-25-20, some or all Supervisors may participate in the meeting by telephone or video conference.**

**NOTE: All agenda titles related to numbered items are live web links. Click on the title to be directed to corresponding Committee Report.**

**Call to Order**

The meeting was called to order by Supervisor Lopez at 1:03 p.m.

**Attendees**

Supervisor Luis Alejo; Supervisor Chris Lopez; Civil Rights Officer, Juan P. Rodriguez; Board of Supervisors Legislative Aide-District 1, Javier Gomez; Associate Equal Opportunity Analyst, Kelly Roberts; Associate Equal Opportunity Analyst, Leeset Torres; Deputy County Counsel, William Litt; and Administrative Secretary-Confidential, Ruby Jacinto.

**Public Comment Period**

No public comment.

**Approval of Action Minutes**

1. Approve the Equal Opportunity Committee's Draft Action Minutes for March 5, 2020.

The Committee approved Action Minutes of March 5, 2020, as submitted.

**Department Updates - CRO Staff**

2. Receive the Civil Rights Officer's Presentation on the following:
  - a. Equal Opportunity Plan
  - b. Mandatory Training
    1. Harassment and Discrimination
    2. Civil Rights Training
  - c. Employee Resource Groups
  - d. Reasonable Accommodation Policy Update
  - a. Equal Opportunity Plan  
Juan P. Rodriguez, Civil Rights Officer, presented on the Equal Opportunity Plan.
  - b. Mandatory Training
    1. Harassment and Discrimination
    2. Civil Rights Training  
Leeset Torres, Associate Equal Opportunity Analyst, provided updates on Harassment and Discrimination and Civil Rights Training.
  - c. Employee Resource Groups
  - d. Reasonable Accommodation Policy Update  
Kelly Roberts, Associate Equal Opportunity Analyst, presented on the Employee Resource Groups and Reasonable Accommodation Policy Update.

**Adjournment**

The meeting adjourned at 1:57 p.m.