



Monterey County

Action Minutes - Draft Equal Opportunity Committee

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

Friday, January 29, 2021

1:00 PM

Special Meeting / Zoom Call-in Instructions

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 Commissioners will attend electronically or telephonically. The meeting will have no physical location to attend. The Public may observe the Zoom meeting via computer by clicking on the following link:

<https://montereycty.zoom.us/j/91853368382?pwd=U0NVbUFRXBtSVdKRXhhazBIUm1OUT09>

or the public may listen via phone by dialing 1-669-900-6833 and then when prompted, entering the Meeting ID Access Code 918 5336 8382 and Password 535658. 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 by 2:00 p.m. on Wednesday, January 27, 2021. 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. Wednesday 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 Wednesday before the meeting to: 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 Wednesday before the meeting at 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. 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. 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. 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, Naudia Velarde; 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 of September 9, 2020.

The Committee approved the Action Minutes of September 9, 2020, as submitted.

COMMITTEE MATTERS

2. Appoint the Chairperson and Vice-Chairperson of the Equal Opportunity Committee.

The Committee appointed Supervisor Alejo as Chairperson and Supervisor Lopez as Vice-Chairperson of the Equal Opportunity Committee.

3. Review and Approve the Equal Opportunity Committee's 2021 Meeting Schedule.

The Committee approved the Equal Opportunity Meeting Schedule for 2021.

DEPARTMENT UPDATES – CIVIL RIGHTS OFFICE STAFF

4. Receive Civil Rights Office Updates:
 - a. Equal Opportunity Plan Compliance
 - b. Mandatory Training:
 1. Harassment and Discrimination
 2. Civil Rights Training
 - c. Employee Resource Groups
 - d. Reasonable Accommodation Policy

a. Equal Opportunity Plan Compliance

Naudia Velarde, Associate Equal Opportunity Analyst, presented on the Equal Opportunity Plan Compliance.

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

Juan Rodriguez, Civil Rights Officer, presented on the Employee Resource Groups and Reasonable Accommodation Policy Update.

ADJOURNMENT

The meeting adjourned at 1:57 p.m.