

#### EQUAL RIGHT COMMISSION MEETING Stanislaus County Learning Institute Wednesday, April 20, 2011 - 3:30 P.M.

#### **MINUTES**

### ATTENDANCE:

Commissioners –	Leslie Beggs
	Dionico Cruz
	Carmen Morad

Ag Commissioner - Milton O'Haire Aging & Veterans - Bipin Surti Animal Services -
Alliance Worknet -
Assessor - Gloria Villalobos
Auditor - Jan Ingold
Behavioral Health -
Chief Executive Office - Brandi Welsh
Chief Executive Office - Nancy Bronstein
Chief Executive Office - Cynthia Thomlison
Child Support Services - Joann Sarhad
Clerk Recorder -
Community Services Agency -
Cooperative Extension - Veronica Torres
County Counsel - Ed Burroughs
District Attorney - Ramon Bawanan

Environment Resources -General Services Agency - Donna Riley Health Services Agency -Health Services Agency - Sue Herzog Library - Donna Witt Planning -Probation -Public Defender -Public Works - Diane Haugh Public Works -Strategic business Technology - Allison Turner Sheriff - Mick Hardenbrook SR911 - Scott Nickerson Treasurer/Tax Collector - Angie Valdez Risk Management - Peggy Huntsinger

### I. CALL THE MEETING TO ORDER

• Nancy Bronstein called the meeting to order at approximately 3:35 p.m.

#### II. COMMISSION BUSINESS

- Welcomed all commission members present
- Minutes were approved from February 2011 meeting (Commissioner Cruz made motion to accept, Commissioner Begg's seconded motion Approved)
- No Correspondence

### III. EEO TRAINING

Nancy reported out classes/attendees (information below).

**Effective Communications** – Class held on 3/23/11 - 24 attendees; next class will be scheduled in June.

**Preventing Harassment (non-mandatory training)** – Class scheduled for May 2011

<u>Mandatory Sexual Harassment</u> – Class on 3/6/2011 - 59 attendees; next class is scheduled for May 11, 2011

# IV. EEO COMPLAINTS

Nancy reported out complaint information (information below)

- 20 county-wide
- EEO: 9 are in process, 2 completed, 2 pending. DFEH: 5 are pending (responded); 1 closed and 1 dismissed
- There is a variety, medical conditions and retaliations are increasing. New guidelines on the interactive process will be out in early 2011.
- Maciel/Martin EEOC requesting more info; Doing site visit on Maciel Wondering what triggered site visit? 10th Street site, not department Other Department Level Complaints - none Other departments asked to investigate

# V. NON-STANDING ITEMS (ACTIVITY OR OTHER SPECIFIC TO THIS MEETING)

• Draft EEO Grievance Procedures and Harassment Policy – handed out and information shared with everyone; discussed and suggested changes to be sent to CEO.

Updated definition - spelled out emailing jokes, etc. Employees don't always see that as a violation.

Departments/Commission to review - send feedback to CEO within 2 weeks; goal is to get out to labor groups within a month.

"Non-employee" Some different complaint procedures may be used depending on situation Including electronic dissemination Feed back within the next two weeks - prior to taking to labor.

Goal is easy for departments and employees to follow.

• Diversity Week

Planned for near International Festival (Late September/Early October) Planning Group set up to come up with theme, help set-up, etc. Anyone can participate; planning group is Carmen M., Cynthia T., and Patsy C.

 SPIE - Stanislaus Partners in Education Assembly format rather than "career day" Various departments have representative to speak about their job, etc. about 5 -10 minutes Changes public view of County/Government employees Volunteers - Recruitment process - from application to hiring process, direction for college, different employment areas

## VI. COMMENTS/UPDATES

- Report card on EEO process from complainant still trying to find a way to get feedback
- Question on employees ability to make complaints anytime they are upset could be used as tool for revenge; Ed Burroughs shared that Courts when evaluating complaints consider what a reasonable person would think in the same situation.
- Labor Law Posters: Should check to make sure Dept posters are up to date - Most recent posters from 2009 show change to genetic history EEO Statement should also be posted 2009 and forward posters are okay OSHA Report; checked by EEO during site visit.
- Shared updated EEO Categories
  Employees will be asked to update their EEO category; probably will get a lot of did not indicates
  Will provide definitions and share with employees
- Complaint closed letter will now be sent Can be sent via email if any departments want.
- Survey/Closed Session results Continue with EEO meetings as currently set; same time, same location, etc.

Dept EEO Officers/Commissioners

- Maybe have EEOC come to meeting and train; tips, what are they looking for, etc.
- Commissioner Cruz: Is county budget still up in air, dependent on state? Yes
- Summer Iull and then more RIF's; Very few employees hit the street.

# VII. ADJOURNMENT

The meeting adjourned at approximately 4:20 p.m.

The next meeting will be June 15, 2011 @ 3:30 p.m., County Center III, Room #2.

Respectfully Submitted, Patsy Chmieleski