

- May 11 – 92 in attendance
- July 20 – 131 in attendance
- Next training – Oct 13
- A compliance check was done on this class and there are only about 5 employees who are out of compliance. Those employees have been contacted and alternatives have been offered to bring them into compliance

IV. EEO complaints

- A handout was provided outlining the current County complaints
 - No further action by employee under status means that the employee has not filed litigation
 - Unknown under protected classification means that the employee has not identified the classification
 - Current employee count County-wide is approximately 3,607
 - Commission members would like to know how many complaints are satisfied
 - Commission members felt the detailed report was not necessary and would be satisfied with percentages
 - Add the date the right to sue letter was issued
 - Commissioner Leslie Beggs asked if the 1 year limit on the right to sue was a hard and fast date. Ed Burroughs replied that the 1 year limit is what the law is however, if the complainant could present a valid case, it is possible a judge would allow an extension. Leslie would like to see an example of a Right to Sue letter.
- There were no departmental complaints to be discussed

V. Non-Standing Items

- 2011 Diversity Week
 - Week of September 26
 - 10th Street Place focus – 2nd Floor-Greece, 3rd Floor-China, 4th Floor-Polynesia, 5th Floor-Aging, 6th Floor-undecided
 - BHRS and HSA will be coordinating their presentation. HSA has not had a chance to attend the meeting yet. BHRS had 14 people signed up to work on their presentation and it will include some county partners. HSA should be able to attend the next meeting and will definitely be partnering.
 - CSA will have a collection of countries and they always share food and information. They have invited DCSS to participate. There will also be some entertainment included with their presentation this year.
 - Commissioner Jeremiah Williams mentioned that there would be some Tibetan Monks doing a sand painting presentation in the lobby of the Gallo Center that week
- 2011 Annual Awards Ceremony
 - As soon as the employee(s) is selected, a date will be set for the presentation. It will be some time in October
 - Commissioners voted to have the awards ceremony in place of the regularly scheduled meeting in October.
 - An e-mail will be sent notifying everyone of the date and location of the ceremony.

VI. Comments and Updates

- Commissioners
 - Commissioner Dionicio Cruz asked about the CEO recruitment
 - This recruitment is being done by County HR – no outside firm was hired
 - The recruitment was done nation-wide
 - Supervisors Monteith and O'Brien are responsible for the initial interviews and the final decision is being made by all members of the Board of Supervisors. No other County staff is involved in the selection.
 - Commissioner Jeremiah Williams suggested an award be given to the department with the best Diversity Week presentation and the award could be presented at the award ceremony in October.
- County EEO Officer
 - Brandi handed out the Equal Rights Report for 2007/2008
 - Currently, this report has 8 categories for reporting, however, the state has expanded their census reporting to 13 categories. EEOC reporting will not be expanding so discussion is needed on how to move forward with reporting.
 - This will require re-surveying of all County employees to remain in compliance.
 - Mixed races will probably be reported as 50/50 because they are limited to 2 selections.
 - Brandi also handed out a draft investigative interview statement for discussion.
 - Suggest adding language about “open and honest communication”
 - Christi Golden reports that BHRS prefers to leave out the words “fact finding” and rather just refer to it as “investigative interview”
 - Suggest adding language that the interview does not require attendance by labor representative. County policy is to allow attendance anyway if the employee wishes.
 - Suggest adding language that requires the employee to acknowledge that the interview is being recorded.
 - Suggest reminder of recording and confidentiality at the end of the interview as well.
 - Christi Golden shared information about training being offered by BHRS called “Mental Health First Aid”. She will share the flyer by e-mail to department representatives.
 - This training provides the lay person with information on how to handle mental health crises.
 - They eventually want to roll out training to the community.
 - Participants receive a certificate and booklet to take with them.
 - The training is 12 hours and can be broken out into shorter sessions.
 - Christi did not know if there was a fee for the training but the flyer does not indicate that there is a fee.
 - Joanne Sarhad from DCSS wanted to know if there had been any further developments on a suggested format for EEO complaints and if anyone

had any examples to share. Brandi asked departments to share their examples with her and she will pull a group together to follow up.

VII. Adjournment

- The meeting was adjourned at 4:38 to Closed Session meeting.

The October 2011 meeting will be replaced by the **23rd Annual Awards Ceremony** scheduled for **November 4, 2011 @ 3:00 p.m., 1010 10th Street, Board Chambers.**

Next regular meeting will be on December 21, 2011, County Center III.

Respectfully Submitted, Patsy Chmielecki