



EQUAL RIGHT COMMISSION MEETING
Stanislaus County Learning Institute
Wednesday, February 17, 2010 - 3:30 P.M.

MINUTES

ATTENDANCE:

Commissioners – Dionicio D. Cruz	Aging & Veterans – Bipin Surti
Ag Commissioner - Denny Hoeh	Assessor – Glafira Villalobos
Alliance Worknet–	Behavioral Health - Christi Golden
Animal Services –	Clerk Recorder – Jeremy Howell
Auditor –	Community Services Agency – Kym Vieira
Child Support –JoAnn Sarhad	County Counsel – Marc Hartley
Cooperative Extension – Debbie LaBarbara	CEO - Brandi Welsh
CEO - Jody Hayes	Environmental Resources – Ron Delong
District Attorney - Ramon Bawanan	Health Services –
General Services Agency –Donna Riley	Probation – Tina Vasquez
Library –	Public Defender -
Planning – Marianne Rucker	Sheriff – Marcus Wirowek
Public Works – Julie Serrano	Strategic Business – Allison Turner
Stanislaus Regional 9-1-1 – Scott Nickerson	
Treasurer – Audrey Henry	

CALL THE MEETING TO ORDER

- Jody Hayes, County EEO Officer called meeting to order at 3:33 PM

INTRODUCTION OF GUESTS

APPROVAL OF THE PREVIOUS MINUTES

No quorum

APPROVAL OF THE AGENDA

No quorum

EEO TRAINING

Diversity –Last Class was held on Dec. 9, 2009 with 12 attendees. Next class is scheduled for April 21, 2010.

Disabilities Awareness –There was a class held on. October 14, 2009 with 11 attendees. Training dates for 2010 are February 24th and April 21st 2010.

Effective Communications – This class has combined Gender Communication with Learning Styles. The first class was held on December 15, 2009 with 26 attendees. The next class is being held on February 18th 2010

Preventing Sexual Harassment (non-mandatory training) – Last class was held on April 23, 2009 with 9 attending. The February class was canceled due to the court proceedings. The next class will be April 19, 2010.

Mandatory Sexual Harassment –The training was held on January 11, 2010 with 73 people attending. The next two classes are scheduled for 3/22/2010 and May 26, 2010.

- New class starting, Preventing Workplace Harassment. We are conducting two sessions at Alliance.
- SO just completed mandatory training. There were approximately 78 individuals.
- Updated curriculum for all three instructors-SO, mandatory and non-mandatory.

EEO COMPLAINTS

- 2009 overview.
- As of February 17, 2010 there have been no complaints.
- Recall informal at department level. Several formal at CEO level.
- Historic report on outside complaints.
- Revisited with Commissioners on what types of complaints are received.
- There are six that require following up (DFEH).
- We have not tracked “no response” required. Going forward those will be tracked as well.
- There is a variety, no concentration.

ACTIVITY

- Handout: Generic Job Description developed by the group.
- Annual formalized training on investigations
- Orientation/training for new EEO Officers
 - Formality as a County- Reports, investigation communication letters (provide samples).
 - Role Playing
 - Mentor of experienced EEO Officer. Sit in interviews and read their reports.
 - Basic policy training
 - Handbook (simple)
 - Expectations for CEO Officer
- Training on investigations
 - ½ day training
 - Effective and quality investigations
 - County standards and practices
 - Jody proposed to Commissioners to hold training at the next meeting. Optional for Commissioners.
 - Clear standards and definitions
 - Communication to employees
 - Timeframes
 - How to bring dishonesty out
 - How to ask certain questions.

- Investigation techniques
- What is notice and what is can we talk?
- HR Manager and EEO person working together (when can we do this?)
- Train Union Stewards
- EEOC interviews. What is considered formal if you can't do a recording?

EQUAL RIGHTS COMMISSION GOALS

DEPARTMENT EQUAL RIGHTS OFFICERS REPORTS

- Christi from BHRS: One hour training "Training in a Box" rolled out for LGBTQ
- Litigation

CORRESPONDENCE

N/A

GUESTS' AND STAFF COMMENTS

N/A

ADJOURNMENT

The meeting adjourned at 4:17 p.m. The next meeting will be April 14, 2010 at 3:30 p.m. located County Center III, Room 1.

Respectfully Submitted, Amber Palmer