



EQUAL RIGHTS COMMISSION MEETING
Stanislaus County Learning Institute
917 Oakdale Road, Modesto CA
Wednesday, December 19, 2012 @ 3:30 PM

MINUTES

PRESENT: Please see attached sign-in sheet.

- I. Nancy called the meeting to order at 3:40 p.m. Welcomed Stephanie who was here for the first time from the Children and Families Commission and reported that there will be three new HR manager staff beginning after the holidays.
- II. Commission Business
 - Previous Minutes – Unable to approve as there was no quorum of members. Deferred until February 20, 2013 meeting.
 - Correspondence – No correspondence.
- III. EEO Training
 - Training Update
 - Effective Communications – Class was held on September 12, 2012 with 19 attendees.
 - Preventing Harassment, Discrimination and Retaliation (non-mandatory training) – Class was held on November 8, 2012 with 24 attendees.
 - Mandatory Sexual Harassment – Class was held on September 19, 2012 with 83 attendees and again on December 12, 2012 with 87 attendees. Six County staff are out of compliance regarding the Mandatory Sexual Harassment training. CEO staff will be following up with the departments although it appears that most of them were out on leave or recently promoted. Please send any thoughts for changes to Kym.
- IV. EEO Complaints – Verbal update provided by Nancy with a hard copy to commissioners.
 - County Complaints – Nancy provided verbal update on County complaints. Detailed report provided in meeting packet.
 - Departmental Complaints – Nancy provided verbal update on departmental complaints. Detailed report provided in meeting packet.
- V. Non-Standing Items
 - Report on Shaw Valenza Training – Investigations Training for EEO Officers & Human Resource Professionals – Information provided by Kym who then opened it to the committee to share their thoughts. When done with an EEO investigation, it is good to sit down with party and explain all the work they did with the investigation, etc. so person does not feel overlooked. Some people feel better because they were heard. Others do not because they didn't get the resolution they wanted. Need to explain / validate / fix

how you were treated even if it does not rise to the level of discrimination or harassment. Attorney suggested telling the complainant that type of information verbally rather than in writing. Got some good templates for investigative plans (intake form). Made some changes to intake plan and will share back out to departments. It was suggested to use terminology similar to “more likely than not” on findings where appropriate or “no evidence to support” and not to use phrases such as “unfounded”, “exonerated”, etc. because they are legal terms. Use clear terminology. Do it on the facts but not on credibility. May have Jennifer Shaw come back and provide training on the interactive process.

- Labor Law Posters – Barbara to send email link for CalChamber. CEO staff will review the list and provide information to the departments on what to order. Every worksite needs to have it posted – not every room. If you’re in 10th street, no worries. Take down old posters.
- CPS Audit – Merit Audit update provided by Nancy. Recruitment information was good but had problems with the EEO reporting. Talked about needing an EEO plan. We have all the components for a formal plan but not detailed in one place. Katty will be putting a plan together over the next couple of months.
- Proposed 2013 Meeting Schedule – call for names for a commissioner.

VI. Comments and Updates

- Commissioners – Jeremiah wished everyone a merry Christmas
- County EEO Officer – Commissioners asked to advise CEO staff if they would like to attend training facilitated by Ed and Kym
- Departmental EEO Officers
 - Patty Hill-Thomas made a nice presentation at BHRS for winning the diversity week award. BHRS and H.S.A. combined efforts

VII. Adjourned at 4:25 p.m.

