



**EQUAL RIGHTS COMMISSION MEETING**  
**Stanislaus County Learning Institute**  
**917 Oakdale Road, Modesto CA**  
**Wednesday, April 17, 2013 @ 3:30 PM**

**MINUTES**

PRESENT: Please see attached sign-in sheet.

I. Meeting called to order by Nancy Bronstein at 3:30 p.m. Roundtable introductions made.

II. Commission Business

- Previous Minutes – (Item taken out of order once a quorum was reached) Motion (Cruz) / Second (Beggs) / Carried (all) to approve the minutes of February 20, 2013 as presented.
- Correspondence – No correspondence.

III. EEO Training

- Training Update – The next quarter's classes will be scheduled within the next few weeks.
  - Effective Communications – Class was held on March 11, 2013 with 28 attendees. No other class is scheduled at this time.
  - Preventing Harassment, Discrimination and Retaliation (non-mandatory training) – Class was held on February 28, 2013 with 21 attendees. The last class was held on April 12, 2013 with 8 attendees. No other class is scheduled at this time.
  - Mandatory Sexual Harassment – Class was held on February 21, 2013 with 91 attendees. The next class will be held May 1, 2013 with 100 employees scheduled to attend.

IV. EEO Complaints

- 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

- EEO Draft Program Plan (2012-2014) –
  - Document which encompasses all aspects of the EEO process. Added everyone's responsibilities. This is a draft. The CEO's office would like feedback. Has included all of the reports that need to be completed. Nancy provided a brief overview of the

document. Is there something that was missed and needs to be included? No comments provided. Will add retaliation under the employee's responsibility. Language cleanup – complaint procedure versus grievance procedure. Review and then provide feedback. This document will be taken to the Board of Supervisors for approval. Workforce analysis represents a change from what has occurred in the past. Previously completed annually but will now cover 2012-2014. 2010 census workforce data is provided. Spoke briefly to the statistics provided. Will work on the various areas where diversity is lacking. Job categories are detailed in the salary report. Will be changing up material being taken to job fairs. Looking at automating the internship program. Feedback needs to be provided to Barbara within 2 weeks. We will notify everyone when the document is ready to go to BOS.

- EEO Department Report Review –
  - Kym – wanted to highlight a couple of parts. Some confusion about some of the parts of the reports so going over document. Need to change from grievance procedure to complaint procedure. Kellie Gomes asked for examples of what qualifies under equal rights event participation. BHRS asked that their attendance numbers be checked.
- Nominations for 25<sup>th</sup> Anniversary of the Dale Butler Equal Rights Award – October 4, 2013, 3:30 p.m.
  - Will do a closed session in June to begin nominee review. Nancy mentioned the event at the department head meeting. Applications are available online. BB send appointment to BOS members, commissioners, departmental reps,.
- Christy Almen – Diversity Week Subgroup
  - First week of October. Important event that takes a lot of planning so we want to coordinate county-wide. Thanked everyone for all of their hard work in the past. Nancy talked to department heads today about importance of this week / event to make sure there is support for all of the activities. Wants to publish list of events county-wide. Christy will be contacting all EEO officers to coordinate / plan events for that week county-wide. EEO officers to ensure that their department is represented.

#### VI. Comments and Updates

- Kym brought up the subcommittees that had been talked about previously. Christy Almen will be spearheading Diversity Week. Three people have shown interest in working on the manuals. If any others are interested, please let Kym know this week.
- Commissioners – none
- County EEO Officer – No Comments or Update
- Departmental EEO Officers – No Comments or Update – key to diversity week is having a large departmental committee and lots of people involved. Want to make sure all departments are visited by commissioners.

#### VII. Adjourned at 4:30 p.m.

Respectfully submitted,

Barbara Barker

# Equal Rights Commission Sign in Sheet

April 17, 2013 @ 3:30 p.m. -- Room #1

NAME	REPRESENTING	INITIAL	REPLACEMENT
Jeremiah Williams	Commissioner		
Leslie Beggs	Commissioner	LB	
Carmen Morad	Commissioner	CM	
Dionicio D. Cruz	Commissioner	DDC	
Pam Cullors	Commissioner		
Sofia Schultz	Commissioner	SS	
Daniel Bernaciak	Ag Commissioner	DB	
Bipin Surti	Aging & Veterans	BS	
Steve Hopkins	Alliance Worknet	SH	
Mavis Williamson	Animal Services		
Glafira Villalobos	Assessor	GV	
Janice Ingold	Auditor	ji	
Christi Golden	Behavioral Health	CG	
Nancy Bronstein	Chief Executive Office – HR	NB	
Kym Vieira	Chief Executive Office – HR	KV	
Peggy Huntsinger	Chief Executive Office – Risk Mgmt		
JoAnn Sarhad	Child Support Services	JS	
Stephanie Loomis	Children and Families Commission		
Jeremy Howell	Clerk Recorder		
Brandi Welsh	Community Services Agency	BW	
Veronica Torres	Cooperative Extension	VT	
Edward Burroughs	County Counsel	EB	
Cari Griffin	District Attorney	CG	
Merry Rorabaugh	Environmental Resources	MR	Juan Sanchez
Donna Riley	General Services Agency	DR	
Sue Herzog	Health Services Agency	SH	
Donna Witt	Library	DW	
Marianne Rucker	Planning	MR	
Delilah Vasquez	Probation	DV	
Julie Serrano	Public Works	JS	
Jennifer Valencia	Sheriff	JV	
Scott Nickerson	Stanislaus Regional 9-1-1	SN	
Kellie Gomes	StanCERA	KG	
Allison Turner	Strategic Business Tech	AT	
Angie Valdez	Treasurer	AV	
JIM DE MARTINI			