



**EQUAL RIGHTS COMMISSION MEETING**  
**Stanislaus County Learning Institute**  
**917 Oakdale Road, Modesto CA**  
**Wednesday, June 19, 2013 @ 3:30 PM**

**MINUTES**

PRESENT: Please see attached sign-in sheet.

I. Meeting called to order by Nancy Bronstein at 3:38 p.m. Roundtable introductions made.

II. Commission Business

- Previous Minutes – Motion (Morad) / Second (Williams) / Carried (all) to approve the minutes of April 17, 2013 as presented.
- Correspondence – No correspondence.

III. EEO Training

- Training Update
  - Effective Communications – The next class is scheduled for July 25, 2013 with 38 participants enrolled.
  - Preventing Harassment, Discrimination and Retaliation (non-mandatory training) – Class was held on June 13, 2013 with 35 participants enrolled to attend.
  - Mandatory Sexual Harassment – Class was held on May 1, 2013 with 94 attendees. The next class will be held August 10, 2013.

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

- DRAIL Class – August – At one time DRAIL offered classes to County employees and Nancy would like to consider providing that training again. DRAIL will provide a preview training at the August Commission meeting so that a determination can be made if it would be a good idea to reinstate the training. It is usually a two-hour course but will be shortened for the meeting.

- EEO Report and Plan – This document was distributed at the last Commission meeting for review and comment and a Board of Supervisors agenda item is being prepared so that the Board can review the document at its July 2 meeting. If you have any comments, please provide them to Kym as soon as possible.
- Outreach List – Document in packet provides a list of Latino contact organizations for recruitment purposes. Have reached out to the groups and asked how they would like to know about our job openings. Please let Nancy know of any additional groups to be added to this resource. It will be updated and distributed as changes are made.
- Wellness Works Training – There was a presentation made at the last HR Managers meeting. This group works with managers and supervisors on how to deal with mental health issues in the workplace. The training will be provided at the next Department Head meeting and to HR managers again. It was suggested that perhaps fifty percent of discipline problems are related to employees struggling with some type of mental health issues and the County wants to be able to provide the support the employees need. Some departments are considering training supervisors and managers and will be moving forward with scheduling. Wellness Works will provide the training free of cost for the next year. After that, there will be a cost.
- EEO Investigations – How to know when an investigation is complete? Discussion led by Kym. How do you know when you're done? There is no black and white answer or a one-size-fits-all template.
  - Christi Golden – When complainant has said you have all information, when you have teased out questions, talked to witnesses – use who, what, when, where, why. If you have answered those questions and nothing further is coming in, then you can begin to write up findings and it becomes more clear if you are done or not and you could realize that you have missed a question.
  - Cari Griffin – Recently worked through the process on first EEO complaint. As she is new to these investigations, it was helpful to break things into parts versus having this huge pot of information.
  - Nancy suggested it was good to read back over the original complaint after the investigation is completed. As investigators, staff have to be careful about having preconceived ideas about what a person may or may not have done, especially if they like/know someone or vice versa. It is easy to ask only the questions that will cause you to get the answer you believe is the right one. Need to be conscious of our own biases as investigators.
  - Nancy asked how do you know who to interview when the employee says to interview everyone they work with and how do you know when you have interviewed enough people who are reported to be in the same situation. Need to talk to enough people from BOTH sides to show that you listened and tried. Sometimes there is the need for another witness to corroborate what was said. Need to make a decision once you feel comfortable with the information you have been provided. Ed Burroughs said that in order to narrow the witness list, ask questions such as what knowledge does this person have, how did they get it, what's the source of their knowledge (i.e. did complainant tell them about something that happened). This could determine whether or not you need to interview that person.
  - Procedurally, admonishment statements at the beginning and end of interviews say don't talk to anyone else, but employees could be talking with one another before being interviewed. If everyone in a group of people provides the same information, it would be

a good idea to check with others in the group who are not mentioned in order to see their perspective. Ed Burroughs has not seen the question asked about whether or not the matter was discussed prior to interview.

- Ed stated that if someone says they were discriminated against because of a protected class, you HAVE to investigate; it is required by law. The laws are always changing; it is a changing environment. Need to mirror the most up-to-date law.
- Is there any standard for recusing yourself from investigating for personal reasons? There is reasoning but there is no written standard. In most cases, if there is a conflict, departments will hand off the investigation to CEO staff or to another department that has the capacity to complete the investigation. Christi brought up the Cognitive Bias presentation by Ed previously and commented that a great investigation could be tainted because others might say you reached your conclusion because of a personal relationship with employee. Leslie Beggs stated that a written standard would provide protection and that the County should have guidance in writing.
- Many of the things that happen are misunderstandings and indicate a need for better communication among staff. This makes celebrations and training all the more important.

#### VI. Comments and Updates

- Commissioners – Jeremiah reiterated that the EEO Award coming up so please provide nominations!
- County EEO Officer – No Comments or Updates.
- Departmental EEO Officers – Nothing to report.

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

Respectfully submitted,

Barbara Barker

# Equal Rights Commission Sign in Sheet

## June 19, 2013 @ 3:30 p.m. -- Room #1

NAME	REPRESENTING	INITIAL	REPLACEMENT
Jeremiah Williams	Commissioner	<i>JW</i>	
Leslie Beggs	Commissioner	<i>LB</i>	
Carmen Morad	Commissioner	<i>em</i>	
Dionicio D. Cruz	Commissioner		
Pam Cullors	Commissioner		
Sofia Schultz	Commissioner	<i>SS</i>	
Daniel Bernaciak	Ag Commissioner	<i>DB</i>	
Bipin Surti	Aging & Veterans	<i>BS</i>	
Steve Hopkins	Alliance Worknet		
Mavis Williamson	Animal Services		
Glafira Villalobos	Assessor	<i>GV</i>	
Janice Ingold	Auditor	<i>JG</i>	
Christi Golden	Behavioral Health		
Nancy Bronstein	Chief Executive Office – HR		
Kym Vieira	Chief Executive Office – HR	<i>KV</i>	
Christy Almen	Chief Executive Office		
Peggy Huntsinger	Chief Executive Office – Risk Mgmt		
JoAnn Sarhad	Child Support Services	<i>JS</i>	
Stephanie Loomis	Children and Families Commission	<i>SL</i>	
Jeremy Howell	Clerk Recorder	<i>JH</i>	
Brandi Welsh	Community Services Agency		
Veronica Torres	Cooperative Extension	<i>VT</i>	
Edward Burroughs	County Counsel	<i>EB</i>	
Cari Griffin	District Attorney	<i>CG</i>	
Lillie Farriester	Environmental Resources	<i>LF</i>	
Donna Riley	General Services Agency	<i>DR</i>	
Sue Herzog	Health Services Agency	<i>SH</i>	
Donna Witt	Library	<i>DW</i>	
Marianne Rucker	Planning	<i>MR</i>	
Delilah Vasquez	Probation	<i>DV</i>	
Julie Serrano	Public Works	<i>JS</i>	
Jennifer Valencia	Sheriff	<i>JV</i>	
Scott Nickerson	Stanislaus Regional 9-1-1	<i>SN</i>	
Kellie Gomes	StanCERA		
Allison Turner	Strategic Business Tech	<i>AT</i>	
Angie Valdez	Treasurer	<i>AV</i>	
<i>Wendy Pimental</i>	<i>CSA</i>	<i>WP</i>	
<i>Diana Hayes</i>	<i>PW</i>	<i>DH</i>	
<i>Joe DeWitt</i>			