



## EQUAL RIGHTS COMMISSION MEETING

Stanislaus County Learning Institute

917 Oakdale Road, Modesto CA

Wednesday, April 18, 2018 @ 3:30 PM

## MINUTES

PRESENT: Please see attached sign-in sheet.

- I. Meeting called to order by Ryan Leupp at 3:37 pm prior to quorum. Commissioner Tatiana Olivera present for meeting.
- II. Commission Business
  - Previous Minutes – No quorum of members was achieved at the meeting so the minutes for August 16, 2017, December 20, 2017 and February 21, 2018 will be held over to June 20, 2018.
  - Correspondence – No correspondence.
- III. EEO Training
  - Effective Communication – Last session was held on April 11th and 26 employees attended. The next session is scheduled for June 21st.
  - Preventing Sexual Harassment (non-mandatory training) – Last session was held on April 12th and 13 employees attended. The next session is scheduled for July 17th.
  - Mandatory Sexual Harassment – Class was held on March 15th and 12 employees attended. 98 employees have completed the training online since our last meeting.
  - Ethics – Scheduled for April 24th. There are currently 12 people enrolled.
  - Disability Management Training – 28 employees attended the session on January 30, 2018. The next session is scheduled for May 14, 2018.
  - Crucial Conversations – 23 employees have completed Crucial Conversations training since our last meeting. There is another session scheduled on April 19th and 16 employees are enrolled.
  - 3 inquiries about service animals have happened recently, remember to reach out to CEO HR to look over the medical certification. Follow up is required to make sure we aren't discriminating unnecessarily.
- IV. EEO Complaints
  - All current open complaints available to members in provided spreadsheet.
- V. Community Outreach
  - Report Out:
    - CEO HR attended Stanislaus State job fair, 300-400 students were present. Peter Ishaya attended and met with several accounting/ financing students
    - CEO HR attended the Ceres Adult School job fair and spoke with over 300 people.

- CEO HR is revamping County Internship Program. Peter Ishaya is looking forward to reaching out to departments to figure out needs when building this program.
- CEO HR is attending the first job fair sponsored by the NCAAP on April 19<sup>th</sup>.
- CSA attending the Social Services conference in LA CALSWEC, 2<sup>nd</sup> year attending.
- CEO HR Managers attending a hearing on Civil Rights in Central Valley on Friday April 20<sup>th</sup>.
- In the coming months Learning Institute will be putting available trainings and Lynda.com recommendations on the @work newsletter.
- Discussed Lynda.com and all the benefits that it has as a resource for employees.

## VI. Non-Standing Items

- April Autism Awareness Month – Tamara Thomas shared that as we start having more people on the spectrum enter the workplace it is our responsibility to help them adjust as needed. Important to bring attention to this and be aware of the conditions that people work best when they have that diagnosis. Autism is different for each person who has it. An example of this is an employee on the spectrum being sensitive to bright lights, it is acceptable to talk to them about moving to another part of the office that isn't so bright in order for them to be comfortable. Encouraged members to go online and research for themselves because a certain amount of our work population and customer base may be part of the statistics. Common conversation that needs to be happening in the workplace, how can I help? What do you need? Remember, we can be a holistic safety net to meet people's needs. Interactive Process may become a factor at some point. Alice Mimms added that it is important to wait until they come to us for a specific accommodation that way it is not on us to prove what we thought we saw. Kim Delucchi saw benefit in being more empathetic to employees that may be struggling with more than just bad behavior. Ryan Leupp repeated that the hope is that these documents don't end here, members should take them back to departments and share with employees.
- Draft of 2018 Priorities – Last meeting, we had productive table workshops that reviewed the priorities and updated them accordingly. The priorities did not change, that was not the recommendation, but the action plans were updated. A draft with the 2015 and 2018 goals were provided to the members for review. Discussion about the new action plans was had. Some questions that were raised were:
  - What social media do we have and can utilize?
    - PIO of the County understands and recognizes that we have a deficit when it comes to social media and is working on how we can make it work for us.
    - It is a big undertaking to have a social media policy
    - HR Rebrand will rely more heavily on a social media presence
    - Animal Services and Safety have vibrant pages
  - Recommendation: Recording of workshop, hold workshop during or after a job fair. Do a better job at explaining our process to get people comfortable with County employment. Will revisit once Commission has a quorum and discuss adopting these.
- 2018 Equal Opportunity Plan - Goal of this Commission moving forward is to go over a section at a time of the Plan to update it. This meeting was spent reviewing the Responsibility section of the Plan. Group broke into three focus groups to go over these responsibilities and discuss if these are still appropriate at this time. 10-15 minute discussion window was given.
  - Group 1 reviewed sections 3, 4 & 5; was led by Jennifer Jacquez.
    - Advised to change some grammar throughout the sections.
    - Tie in the mission and vision to section 3.
    - Specify Stanislaus County employees/workforce in section 4.
    - Advised to move around the bullet points of tasks that the EEO Officer is responsible for in section 4.
    - Advised to add a bullet point in section 5, "Ensure services provided to community comply with EEOC, free from discrimination".
  - Group 2 reviewed section 6.
    - Advised to change title to Department Equal Rights Officer/HR Manager.
    - Advised that bullet 3 needed clarifications of who is supposed to manage an audit and reporting system.
    - Advised to add to bullet 6, "arrange, conduct and evaluate training activities and diversity celebration opportunities".
    - Advised to add bullet, "Responsibility of the EEO Officer to distribute information or handouts provided at the EEO Commission meeting to their staff".
  - Group 3 reviewed sections 7 & 8, was led by Peter Ishaya.

- Advised adding how to prevent intentional biases, external biases, expanding list of languages.
- Advised that we need to make sure the proper advisements are posted about "providing predominant language services" under new law (Managers and Supervisors need to know this information).
- Advised that Managers should be aware that our workforce should be a demographic representative of the community at large.
- Advised that Managers need to be educated on the available county reports and demographic comparisons.
- Advised that Managers should have an access to a list of updated contact list of agencies who would be considered community cultural contacts for purposes of recruitment, referrals, and employee support.
- 2018 Nomination Guidelines for Dale Butler Equal Rights Award - A quorum was not present so the Commission cannot adopt these yet, but will revisit the next meeting.

VII. Comments and Updates

- Commissioners – Tatiana is excited and fascinated to be here. No other comments.
- County EEO Officer – Tamara reminded group that EEO statistics can be part of grant requirements. The Sheriff asks for this information to be disclosed every year. This Commission and what we do is important because of the human component, but also because it matters for funding. Recognize that we all contribute to the success of the County.
- Departmental EEO Officers – No Comments or Update

VII. Adjourned at 4:53 pm

Respectfully submitted,

Arielle Arias

**Equal Rights Commission Sign in Sheet**  
**April 18, 2018 @ 3:30 p.m. -- Room #1**

NAME	REPRESENTING	INITIAL	REPLACEMENT
Leslie Beggs	Commissioner		
Judith Martinez	Commissioner		
Yvette McShan	Commissioner		
Tatiana Olivera	Commissioner	<i>TO</i>	
Jeremiah Williams	Commissioner		
Daniel Bernaciak	Ag Commissioner	<i>DB</i>	
Stephanie Navarette	Aging & Veterans	<i>M</i>	
Martha Ruano	Animal Services	<i>MR</i>	
Rosalia Juarez	Assessor		
Carol Locke	Auditor	<i>CL</i>	
Veronica Ortiz-Valle	Behavioral Health	<i>CB</i>	<i>Cynthia Bo cage for Veronica Ortiz Valle</i>
Brandi Hopkins	Chief Executive Office – HR		
Ryan Leupp	Chief Executive Office – HR	<i>RL</i>	
Monica Coryea	Chief Executive Office – HR	<i>MC</i>	
Jennifer Jacquez	Chief Executive Office – HR	<i>JJ</i>	
Peter Ishaya	Chief Executive Office – HR	<i>PI</i>	
Mari Tamimi	Chief Executive Office – HR		
Tina Von Stade	Chief Executive Office – HR		
Norma Rodriguez	Chief Executive Office – HR		<i>Deployed</i>
Tamara Thomas	Chief Executive Office – HR	<i>TT</i>	
Derek Davis	Chief Executive Office – Risk Mgmt.		
JoAnn Sarhad	Child Support Services		
Denae Davis	Children and Families Commission	<i>dd</i>	
Jeremy Howell	Clerk Recorder		

