



**EQUAL RIGHTS COMMISSION MEETING
Stanislaus County Learning Institute
917 Oakdale Road, Modesto CA
Wednesday, December 19, 2018 @ 3:30 PM
MINUTES**

PRESENT: Please see attached sign-in sheet.

- I. Meeting called to order by Arielle Arias at 3:33 p.m. Ryan announced Arielle promoted to management position in the Chief Executive Office and Adrienne will take over the role that Arielle fulfilled for the Commission.
- II. Commission Business
 - Previous Minutes – As there was not a quorum present, the August minutes will be held over until the February meeting.
 - Correspondence – No correspondence.
- III. EEO Training
 - Effective Communication – Last sessions were held on August 23rd with 26 employees attending and on October 18th with 18 employees attending.
 - Preventing Sexual Harassment (non-mandatory training) – Last session was held on October 25th and 25 employees attended. The next session is scheduled for January 2019.
 - Mandatory Sexual Harassment – Class was held on September 13th and 27 employees attended. 218 employees have completed the training online since our last meeting.
 - Ethics – Class was held on October 24th and 15 employees attended. Class was held this morning with approximately 20 in attendance. The next session is scheduled for early 2019.
 - Disability Management Training – 32 employees attended the session on September 18, 2019. The next session is scheduled for early 2019.
 - Crucial Conversations – 47 employees have completed Crucial Conversations training since our last meeting. There is a session happening today and 22 people are enrolled. This class will be offered most months of 2019. Don't forget about your departmental allocations. Ryan – Workplace Answers for online sexual harassment training has been purchased by EVERFI so it is a new, updated training but still online. The PeopleSoft training report for the online class will show ISLATE versus the code entered for the in-person class. Notifications are sent out for 60 days in increments of 15 days notifying staff, supervisors, managers and up to the department head of the need for employees to enroll. Each 15 days, someone further up the employee's report-to chain is notified. Employees are warned in the notifications regarding attendance.
- IV. EEO Complaints

- All current open complaints available to members in provided spreadsheet.

V. Community Outreach

- Report Out:
 - Donna Riley – There was fun in TTC in December. Hanukkah with jelly donuts, Our lady of Guadalupe, Kwanzaa, Christmas cookies, food stuffs for all the December cultural holidays.
 - Recruitment team can provide job fair info
 - CALPELRA conference – companion which will reference the materials from conference will be made available.

VI. Non-Standing Items

- 2019 Legal Updates
 - Anti-Harassment Training Requirements in Stanislaus County – The law has expanded so that in 2020 employees and supervisors need to be trained every 2years. In 2019, will need to spend time training all County employees. One idea is that DFEH will be making available an online training but would also like to train EEO officers in the department to provide training for their department employees. For non-supervisors, it would be a one-hour course. For supervisors, two hours. Would like the EEO officers, eventually, to teach the one-hour class. Temporary and seasonal employees are included in this requirement. What do you need to be successful to succeed? Curriculum, train the trainers. Waiting for guidance from DFEH for curriculum. Alice suggested those who are going to do the training could shadow current trainers. Ryan suggested creating pairings of staff to allow for team teaching. Donna, once core is trained and then trying to provide one-hour training to one employee, that is pretty labor intensive. Ryan said for new employees, we are looking at doing with the on-line course. Current employees have a six-month window to take course. Seasonal staff have a smaller window of 30 days to take the course. A question was asked about making a video of the training and then have a facilitator for the Question and Answer portion. We currently do not know how this requirement will affect volunteers and interns. This new law was passed September 30th and DFEH has not yet provided guidance on that. If you have more suggestions, reach out to Arielle.
- Review of the 2019 EEO Commitment Statement – The statement has not yet gone to the Board of Supervisors but has no changes from last year. This year, only the date has been changed. When the Board reaffirms this statement, departments need to go over the information with their own employees. For mental disability, the language was updated last year to include the perception of a disability. Anticipated to go before the Board early in the new year and will be re-distributed. JoAnn had a question about perception of disability – is it person’s perception of their disability or my perception of their disability? If we as managers have a perception that they have a disability and we treat them differently, they are protected under the law. If we treat them differently, then we are discriminating against them. Be careful to not accommodate a perceived disability where one might not exist. Key is not treating anyone differently.
- EEO Report – Working Sections III and IV
 - Ryan – Pointed out a couple of changes – Under section 4 – training – update to include additional laws and include information about on line and in-person training and talk to how to deliver one hour mandated training to all employees. After effective communication, language to address Crucial Conversations and Lynda.com. Section 8 – Dale Butler Awards – update language to not indicate not just for department heads. We previously changed who could nominate to promote inclusivity. For diversity week, not just the first week in October, generally a week and generally first week in October in alignment with the International Festival here in Stanislaus County. Arielle said that section IV is basically already completed as you just drop in the new statement each year. Question was asked as to why New Employee Orientation is not

included. New Employee Orientation is not required but left to department heads to determine how information is relayed to their employees. Some departments conduct their own orientation for new hires.

- o Will move forward with making corrections and suggestions and will have for review at February meeting. Send suggestions to Arielle, Adrienne or Ryan.

VII. Comments and Updates

- Commissioners – no commissioners present.
- County EEO Officer – Ryan on behalf of Tamara – December 10 was International Human Rights Day which celebrates when the United Nations was formed. Still a lot of bad things that happen in the world. While we have come a long way globally and as a country, still a lot to be done and a reminder of the importance of what this commission does and the important work to be done back in the departments. We are not perfect though that is what we strive for. Preamble to the declaration of independence shared in packet.
- Departmental EEO Officers – No Comments or Update

VII. Adjourned at 4:11 pm

Respectfully submitted,
Barbara Barker