



**EQUAL RIGHTS COMMISSION MEETING**  
**Teams Conference Call / 1010 10<sup>th</sup> Street, Suite 1013**  
**Wednesday, February 17, 2021 @ 3:30 PM**

**MINUTES**

Present/Call: Please see attached attendance sheet.

- I. Meeting called to order by Evelyn Gardner at 3:35pm prior to quorum. Commissioners Leslie Beggs and Jeremiah Williams were not present for the meeting.
- II. Commission Business
  - Previous Minutes
    - December 16, 2020
      - Minutes cannot be approved as there are not three commissioners present to approve
  - Correspondence
- III. EEO Training
  - Training Update
    - Regularly scheduled trainings currently still on hold. Currently still continuing Mandatory Sexual Harassment Training. Since last meeting 221 employees have completed the training.
    - Virtual Training- Shaw Law EEO Investigations Training was held in January 2021 to equip individuals with experience, tools, and sample materials to help guide in the event that they are asked to participate in an investigation in their department.
    - Department Head Skelly Training is scheduled for March 8<sup>th</sup>, led by Alice Mimms and Keira Vink, to give a broad understanding of our disciplinary process and department head's role. Department heads and Assistant department heads, specifically those who have not attended as of recently, are to attend and get trained first and foremost. Training will be held from 9-11:30am to leave enough time for questions. We hope to schedule some time on an upcoming HR Managers meeting agenda for an overview of the basic process of Skelly and main ideas about holding a skelly.
  - Sheriff's Office Training Opportunity
    - The Sheriff's Office (SO) has offered to share information on how they conduct Internal Affairs (IA) trainings that can be utilized on how we conduct our own investigation techniques. The IA process done at SO are skills that can be transferred over and used in an EEO setting. If you are interested in doing that type of training, contact Keira Vink, and she will compile a list. Dates and times will be given at a later time once decided.
- IV. EEO Complaints
  - County and Departmental
    - All current open complaints available to Commissioners in provided spreadsheet.
    - County EEO Officer Tamara Thomas requests for the CEO Department to be informed of how many EEO investigations are open/closed to better understand that complaints are being processed timely. When a department is conducting an EEO investigation, they need to report it to CEO-HR keep the log updated. We need to keep track of them all as the log is used when doing the end-of-year reporting to ensure accurate data for the county. Reach out to Veronica Torres who will gather all information for those complaints. Moriah Bettencourt is the backup for those complaints.
- V. Community Outreach

- Report Out
  - County EEO Officer Tamara Thomas requests employees encourage others to work for Stan County, do shout outs. CEO-HR plans on attending CSUS's March 3<sup>rd</sup> virtual career fair and are actively participating and trying to get others via virtual opportunities/events to impact our recruitment. BHRS continues to keep Evelyn updated on what training opportunities are available in our community for their employees.

**VI. Non-Standing Items**

- Shaw Law Group Advanced EEO Investigations Training Update
  - Shaw Law- 44 county employees attended.
- 2021 Equal Rights Statement, approved by Board of Supervisors on 1/12/21
  - Signed statement is part of meeting packet. Senior leadership has recommitted to Equal Rights and nondiscrimination to Stanislaus County
- February is Black History Month
  - We encourage distribution or dissemination of this article to your departments. In this article there is history regarding origin of Black History Month. This year the theme of Black History Month is Black Family: Representation, Identity, and Diversity.
  - For a list of local and regional events celebrating Black History Month, consider visiting swiproducts.com – a website managed by Modesto local Savannah Maria Williams.
  - County EEO Officer Tamara Thomas mentions this is her first time not able to not be present at the MLK event in Modesto which is a community collaborative. Tamara Thomas spoke about different articles that she read regarding Black History Month and several contributions of unsung heroes (Susie Taylor) and encouraged to read these types of stories.
  - Ryan communicates that our structure is that we have this commission to talk about these important matters and it cannot just end with us and our discussions ending here. It is designed to empower the champions in our depts that are in this call. Utilize the links and articles that are included in the meeting packet which will spark conversation and moments of reflection.
  - Evelyn mentions that if there is a topic that is resonant for your department or an important moment for equal rights, please reach out to herself or Adriana Harakh to share that good news, to possibly highlight in future meetings.

**VII. Comments and Updates**

- Commissioners
- County EEO Officer
  - Tamara mentions that Alice Mimms will be retiring in March. She has been our safety net for all things EEO (CEO Department's and County's subject matter expert). Publicly thanks Alice and best wishes on behalf of the County as she goes on this next chapter.
- Departmental EEO Officers
  - County EEO Officer Tamara Thomas emphasizes to encourage others to apply to be EEO commissioners. We are in need of filling out all spots. Commission members cannot be current county employees.

**VIII. Adjourned at 4:15pm**

Respectfully submitted,

Adriana Harakh