



**EQUAL RIGHTS COMMISSION MEETING**  
**Teams Conference Call / 1010 10<sup>th</sup> Street, Suite 1013**  
**Wednesday, December 15, 2021 @ 3:30 PM**

**MINUTES**

- I. Call to Order - Meeting called to order by Evelyn Gardner at 3:33 p.m.
  - Welcome to Commissioner Solange Altman
    - Evelyn opens with a warm welcome to Commissioner Solange Altman. Commissioner Altman gave a brief overview of her career handling complaints for Department of Housing and on equal rights her whole career.
- II. Commission Business
  - Previous Minutes
    - Approval of past meeting minutes, to include December 16, 2020; February 17, 2021; April 21, 2021; June 16, 2021; and August 18, 2021.
  - Previous Minutes – Motion (Jeremiah Williams) / Second (Leslie Beggs) / Williams and Beggs approved. Solange Altman (Abstained) Carried 2/3 to approve minutes.
  - Correspondence
    - No Correspondence
- III. EEO Training
  - Training Update
    - 365 employees completed sexual harassment training online between 8/11/21-12/7/21. 28 employees completed in person sexual harassment training on 8/27/21. 16 employees completed in person sexual harassment training on 10/29/21.
    - Crucial Conversation training on 8/19/21-8/20/21 -18 employees participated
    - 29 employees completed managing employee's performance training on 10/27/21 & 10/29/21. Planning more for 2022.
    - Ryan noted CEO-HR staff participated in Classification Compensation training.
- IV. EEO Complaints
  - County and Departmental
    - Contact Jennifer Marchy if there is a complaint in your department. Evelyn handed over to Tamara. Tamara stated that handling EEO complaints properly is important.
    - Sweena & Tamara are planning a training on investigator writing skills, how to adequately address all potential information in an investigation report. Any EEO officer or HR Manager who is expected to write investigation reports to be present at training. More information to follow after the first of the year. Jennifer Marchy is getting stats on the amount of time spent on investigations in your departments.
    - Tamara recognizes tremendous turnover for EEO officers. Sweena is offering legal angle of why we are doing the training. Tentative date and time would be 2/16/22 from 1-3:30pm.

**V. Community Outreach**

- Report Out
  - Evelyn continues to get regular communication from BHRS CCESJC.

**VI. Non-Standing Items**

- Investigation Training and Report Writing, 2/16/22 from 1-3:30pm (tentative)
  - More detail coming out regarding registration, etc.
- Commissioner Recruitment: [Application for Appointment to Equal Rights Commission](#)
  - Application is hyperlinked in the agenda. Looking for individuals to volunteer.
  - 3 Commissioners currently. We can have up to 7 Commissioners.
- 2021 EEO Plan and Report Update
  - Draft plan shared with Commissioners and officers. Evelyn is working with County staff to pull 2020 census benchmark data for report.
  - Plan adoptions will be deferred until February.
- 2022 Equal Rights Commitment Statement
  - Draft statement shared with Commissioners and officers for any feedback. Statement will be submitted to Board of Supervisors in early 2022. Board of Supervisors for approval.

**VII. Comments and Updates**

- Commissioners
- County EEO Officer
  - Reducing Bias in Recruiting and Hiring
    - “7 Practical Ways to Reduce Bias in Your Hiring Process,”  
Rebecca Knight, SHRM
      - Attached article discusses ways that unconscious bias can influence hiring as well as steps we can take to reduce bias. Steps include review job descriptions, issue skills test and writing test, use standardized County tools.
    - LinkedIn Learning Clip
      - Please share these resources with individuals who are responsible for hiring.
- Departmental EEO Officers

**VIII. Adjournment at 4:54 p.m.**

**NOTES:**

- 1) Members of the public may be heard on any item of the Commission’s agenda. A person addressing the Commission will be limited to 5 minutes unless the Chairperson of the Commission grants a longer period of time. Comments by members of the public on an item on the agenda will only be allowed during consideration of the item by the Commission.
- 2) Reasonable Accommodations – In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact CEO-HR at (209) 525-6341. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting.

- 3) Supplemental materials will be available at the Chief Executive Office.
- 4) This meeting will be held online via Microsoft Teams. For a link to request access to the meeting, please email [gardnere@stancounty.com](mailto:gardnere@stancounty.com).

**EQUAL RIGHTS COMMISSION MEMBERS:**

Leslie Beggs      Jeremiah Williams      Solange Altman

Respectfully submitted,

Sena Tath