



EQUAL RIGHTS COMMISSION MEETING
Teams Conference Call / 1010 10th Street, Suite 1013
Wednesday, April 21, 2021 @ 3:30 PM

MINUTES

Present/Call: Please see attached attendance sheet.

- I. Meeting called to order by Evelyn Gardner at 3:34 p.m. prior to quorum. Commissioners Leslie Beggs and Jeremiah Williams were not present for the meeting.
- II. Commission Business
 - Previous Minutes
 - December 16, 2020
 - February 17, 2021
 - Minutes cannot be approved as there are not three commissioners present to approve
 - Correspondence
 - Ryan reminded everyone to continue to encourage people to submit applications to become members of the commission. There are currently open commission seats. Applications can be obtained from the Clerk of the Board.
- III. EEO Training
 - Training Update
 - Many of the in-person trainings are still on hold. If you have employees who need any of the trainings we offer, be sure to reach out to the Learning Institute.
 - Tamara Thomas facilitated a virtual training on Managing Employee Performance last week. This training had 70 attendees.
 - In March, there was a Skelly training for Department Heads and Assistant Department Heads. This training had 38 attendees.
 - The Mandatory Sexual Harassment Prevention Training continues to be offered to employees in supervisory classifications. This is a 2-hour class. All other employees must complete a 1-hour version of this class. Since February, we have had 117 employees complete this training.
- IV. EEO Complaints
 - County and Departmental
 - All current open complaints available to Commissioners in provided spreadsheet.
 - Reminder to Departments to inform CEO-HR on their EEO investigations. Veronica Torres maintains the EEO complaint log for CEO-HR.
 - Tamara mentioned CEO-HR is currently preparing for an arbitration related to audio recording of investigative interviews. We received a challenge from one of our unions stating that we cannot do this without a person's consent. However, that is not the law and that is not what our practice has been. We must advise people they are being recorded and they must acknowledge they are being recorded but they do not have to consent. This acknowledgment must be captured in the recording. We will remind the HR Managers of this as well. The County's expectation is that Departments will record investigative interviews and to retain those recordings for a minimum of 4 ½ years. If Departments decide to send their recordings to CEO-HR, we will retain that information in our files for that length of time.
- V. Community Outreach
 - Report Out
 - The CEO is partnering with one of the activities related the Love Modesto event. EEO Commissioner, Jeremy Williams, is leading the project of cleaning McHenry Avenue. This is a wonderful opportunity to engage with the community.

VI. Non-Standing Items

- **Reminder: 2021 Diversity Week Celebrations & Dale Butler Equal Rights Awards Nominations**
 - Evelyn mentioned the CEO's office had a mask decorating contest last year as part of Diversity Week Celebration and asked if departments would be willing to share their activities during that event. Evelyn encouraged everyone to start planning their celebration events for this year.
 - Tamara shared that she, Jody, Patrice and Raul met with all the CEO Confidential Assistants in a virtual setting where people shared about their connections with heritage and culture.
 - Evelyn reminded everyone about the Dale Butler Equal Rights Awards and the nomination process. More information will be shared in future meetings as we get closer to this event.
- **2021 EEO Plan and Reporting Drafting**
 - Please review the 2019 plan (included with meeting materials) and send suggested edits to Evelyn Gardner gardnere@Stancounty.com Evelyn asked for volunteers to review the 2019 plan and provide feedback by May 15, 2021.

VII. Comments and Updates

- Commissioners
- County EEO Officer
 - May is Asian Pacific American Heritage Month. The month of May was selected for Asian Pacific Heritage in recognition of the first Japanese immigrants to the United States on May 7, 1843 and it also coincides of the anniversary of the completion of the transcontinental railroad in May 10, 1869. The majority of the workers who laid the tracks were Chinese immigrants. Ryan shared personal experiences growing up in the Japanese community in the City of Loomis. We encourage everyone to check out the links included in the article and learn more about this culture and history.
- Departmental EEO Officers

VIII. Adjourned at 4:37 p.m.

Respectfully submitted,

Veronica Torres