



STANISLAUS COUNTY EQUAL RIGHTS COMMISSION

1010 10th Street, Suite 6800, Modesto, CA 95354
P.O. Box 3404, Modesto, CA 95353-3404
Phone: 209.525.6333

MEETING MINUTES

Wednesday, June 21, 2023 @ 3:30 PM
Stanislaus County Veterans Center
Coffee Road, Suite 15, Modesto, CA 95355

I. CALL TO ORDER:

The meeting was called to order at 3:33 p.m.

II. COMMISSIONER ROLE CALL (To Establish Quorum)

- | | |
|-------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Leslie Beggs | <input checked="" type="checkbox"/> Solange Altman |
| <input checked="" type="checkbox"/> Jeremiah Williams | <input checked="" type="checkbox"/> Rhonda Biesemeier |

All Commissioners were present, and a quorum was met to conduct business for the Equal Rights Commission.

III. APPROVAL OF MINUTES - April 19, 2023 (Action Item)

A motion to approve April 19, 2023, meeting minutes was made by Commissioner Biesemeier and seconded by Commissioner Williams. Commissioner Leslie Beggs abstained from voting. The motion was passed with 3/4 vote.

IV. PUBLIC COMMENT

No public comments were received.

V. STAFF REPORT AND UPDATE (Non-Action Item)

- CEO Staff reviewed the Equal Employment Opportunity (EEO) Training Report.
 - There will be an upcoming Diversity, Equity, and Inclusion (DEI) Training on **July 20th** held as a Special Meeting Workshop which will be open to the public.
 - Mandatory Sexual Harassment Prevention Training
 - Most Sexual Harassment Prevention training is conducted in an online format. In-person training is contingent on departmental needs. Requests for in-person Sexual Harassment Training can be made to Human Resources.
 - 156 employees completed the online Sexual Harassment Prevention Training between April 13, 2023 – May 30, 2023.
 - Supervisor Training Series
 - Supervisor Training Series is in progress.
 - The Supervisor Training Series includes training on Disability Management. Thirty-eight (38) employees completed the most recent Disability Management course.
 - The Supervisor Training Series also includes Employee Performance Training which is scheduled for September 2023.

- Crucial Conversations Training concluded in June 2023, and one course is scheduled for July 2023.
- Review of Equal Employment Opportunity (EEO) Complaints Summary Report
In a previous Equal Rights Committee (ERC) meeting, Commissioners had suggested a more detailed EEO Complaints Report. In response, Human Resources has generated a revised report which includes new data such as Unique Identification Numbers (UIN) for each department to identify the frequency of complaints by Department. The UIN will provide data on reoccurring departmental issues to strategize tailored training.

In the EEO Complaints Summary Report, five (5) claims were received from two (2) Unique Identifiers. An ERC Commissioner requested more detailed trends be added to the report, including a cumulative summary of complaints and their dispositions or resolutions siting that such information would be useful in creating effective and targeted strategies. The DEI Manager offered that a future Biennial EEO Plan will be expanded to include summary results from an all-staff survey on experiences of inclusion and belonging; workforce diversity data; and EEO complaint data on a county-wide level. The Biennial EEO Plan will be issued by the end of the calendar year and is concurrent with the federal annual report cycle.

- County EEO Officer Update
 - The Chief Executive Office Human Resource Assistant Director reported on behalf of the County EEO Officer.
 - Recognition of Juneteenth being an observed holiday by the County and closure of offices in observance.
 - A video highlighting the Board of Supervisors meeting from June 6th was presented, showing constituents receiving a Proclamation for PRIDE month.
- Department EEO Officers Update
 - On June 27th, 2023, Workforce Development will be assembling for a Department Potluck to celebrate Juneteenth.

VI. COMMISSIONER MATTERS (Non-Action Item)

- Commissioners Update
 - An ERC Commissioner shared there will be a 4th July Parade held on July 4th, 2023. in downtown Modesto. The parade is in recognition of service members and their sacrifices. For more information, please visit www.modestojulyparade.com.
 - An ERC Commissioner shared that the Stanislaus County Fair is beginning July 7th, 2023, and will be taking place through July 16th, 2023. Entrance to the fair is free before 3:00 pm on Sundays.
- Summary of Correspondence Received – None

VII. INFORMATIONAL (Non-Action Item)

- Review Commission Training Needs
 - The Diversity, Equity, and Inclusion (DEI) Manager received thirty-two (32) responses on a survey sent out to internal County employees on training needs. The suggested top 3 topics included DEI Common Terms and Definitions training; Bias and Discrimination training; and LGBTQ+ training.
 - Based on the results of this survey, a pilot DEI Fundamentals training will be held on July 20th at 8:30 am. This will be an interactive training for the Equal Rights Commission and will be open to the public. This training covers DEI Terms and Definitions. The DEI Manager will request feedback at the end of the training and

open dialog on the activities. DEI Fundamentals may be added to the Learning Institute.

- It may be beneficial to add content experts such as from the Visually Impaired Person Support and the NorCal Center for Deaf and Hard of Hearing.
- Training may also include History of Impactful Policies to provide an understanding on legislation and policies and the impact they have on diversity, equity, and inclusion.
- Annual October 2023 Diversity Week Activities Discussed

VIII. DISCUSSION (Action Item)

- Discuss Equal Rights Award Nomination Guidelines and approve revisions made to the Guidelines.
 - Minor changes were made to the guidelines, which included:
 - Removed pronouns so that application is more inclusive.
 - Added some language to encourage more specific examples for nominations.
 - Change “Nominate another County Employee” on the third line to “Nominate OTHER County Employee”.

Motion: A motion to accept the change was made by Commissioner Bieseimer and seconded by Commissioner Solange. The motion passed with unanimous approval.

- CEO Human Resources will update the form to be a fillable PDF form.
- The Deadline for nomination is August 2nd, 2023.
- Discuss Equal Rights Award Application and approve revisions made to the Application.
 - The content will remain the same; however, the form will be updated to a fillable PDF form.

Motion: A motion to approve was made by Commissioner Williams and seconded by Commissioner Bieseimer. The motion was approved and passed unanimously.

- The next Equal Rights Committee meeting is scheduled for August 16th, 2023.

IX. ADJOURNMENT:

The meeting was adjourned at 4:55 p.m.