



SOLANO COUNTY BOARD OF SUPERVISORS  
ADVISORY BOARD/COMMISSION REVIEW SHEET

**Date:** October 15, 2014

**Name of Advisory Board:** Solano County EEO Committee

**Name of person completing review sheet:** Charmie Junn

**Name and Department of County Contact/Staff assigned to Board:** Charmie Junn, Human Resources

**PURPOSE**

1. What is the purpose of the advisory board?

The EEO Committee's primary function has been to review the EEO Program Functions and make recommendations to the EEO Compliance Officer on EEO Training, Mentoring Program and any issues that may affect protected categories on a county-wide level. The EEO Committee is also responsible for coordinating and providing County events that help educate and increase awareness on diversity issues that affect our County employees.

2. Does the board/commission have a mission statement? If so, please provide.

No, the EEO Committee does not have a mission statement.

3. Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors.

The EEO Committee does not have bylaws that have been approved by the Board of Supervisors.

4. Please reference how, why and when the board/commission was created.

A memorandum of understanding (MOU) between the County of Solano and the Minority Task Force (Department of Justice) dated March 1, 1992 was created and in that MOU there was a requirement for the County of Solano to implement an EEO Advisory Committee

**MEETING SCHEDULE**

5. How often does the advisory board meet?

The EEO Committee meets every third Wednesday of every month. However, historically there are no meetings scheduled in the months of November and December, due to holidays.

6. Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn't one?

The EEO Committee does not adopt an annual work plan, due to the fact that the EEO Committee is primarily comprised of County employees. Given the employees' workload, departmental operational needs and staffing levels within their respective departments, the employees' involvement in EEO Committee events and functions, including attending the monthly meetings, is limited.

7. Please attach membership list and attendance records for October 2013 through September 2014 or since the last reporting period.

### **BROWN ACT REQUIREMENTS**

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered "no" to any of the questions below, please explain:

- A. Was a quorum present at each meeting?

No, attendance throughout the year has been low. In addition, due to staffing changes in the Department of Human Resources, there were several months that there was no EEO Committee meeting scheduled.

- B. Did each new member receive training and written guidelines on the Brown Act?

During this current reporting period (October 2013 – September 2014), there were two (2) new members appointed (May 2014 and August 2014). Both have not received the Brown Act training but will be scheduled when County Counsel schedules the next training (usually in February).

- C. Did existing members receive a review of the Brown Act?

With the exception of one (1) member who has not attended any of the scheduled EEO Committee meetings, existing members have received the Brown Act training.

- D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Policies?

Yes, agendas were posted and minutes were taken in accordance with the Brown Act.

### **OBJECTIVES AND ACCOMPLISHMENTS**

9. List primary goals and objectives from the last reporting period and note if they were met.

- To increase membership and participation in the EEO Committee. Two (2) additional Committee members were appointed by Board of Supervisors from District 1 and District 3.

10. List primary goals and objectives for the current reporting period.

- Review and conduct EEO Departmental Representative training and Countywide training materials.

- Review the EEO/Discrimination and Harassment Policy on an annual basis (March).
  - Schedule events that help educate and increase awareness on diversity issues, including but not limited to multigenerational and multicultural workplace topics, that affect our County employees.
11. Briefly outline accomplishments for the current reporting period (October 2013 – September 2014), and how those accomplishments were shared with other agencies.
- The EEO/Discrimination and Harassment Policy was reviewed. There were no recommended changes from the EEO Advisory Committee members.

**ADDITIONAL INFORMATION**

12. Please add any additional comments. Comments should be 150 words or less.

The EEO Advisory Committee would like to extend the invitation to all employees to participate in upcoming diversity events. In addition, the Committee plans to organize and promote the Multicultural Fair tentatively scheduled October 2015 with hopes that there is renewed interest at the Countywide-level.

## Equal Employment Opportunity Committee Attendance Record October 1, 2013 - September 30, 2014

Committee Position	Member	October	November	December	January	February	March	April	May	June	July	August	September
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Brown Act Training Completed Last	Sexual Harassment Prevention Training Completed Last	Received Copy of Principles and Policies
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### Employees

<b>Hispanic</b>	Elda Finnegan	A	NO MEETING	NO MEETING	X	A	A	NO MEETING	NO MEETING	NO MEETING	NO MEETING	A	
<b>Alt.</b>	Maribel Saenz	X			X	X	X						
<b>Americans with Disabilities</b>	Theda Peck	V			X	X	A						
<b>American Indian</b>	Vacant	V			V	V	V						
<b>Gay/Lesbian</b>	Vacant	V			V	V	V						
<b>Women</b>	Keli White	X			X	A	X						
<b>Alt.</b>	Andrina Quan	X			X	X	X						
<b>Filipino</b>	Vacant	V			V	V	V						
<b>African American</b>	Donna Coon	X			X	X	X						
<b>Asian/Pacific Islander</b>	Vacant	V			V	V	V						

6/19/2013	8/6/2013	Y
6/19/2013	3/31/2014	Y
2/20/2014	10/15/2013	
2/20/2014	5/31/2014	Y
6/19/2013	1/31/2012	Y
6/19/2013	9/30/2012	Y

### Community Members

<b>District 1 Representative</b>	Ronald Johnson	V	NO MEETING	NO MEETING	V	A	X	NO MEETING	NO MEETING	NO MEETING	NO MEETING	A	
<b>District 2 Representative</b>	Viola Robertson	X			X	X	A						
<b>District 3 Representative</b>	Delon Jackson	V			V	V	V						
<b>District 4 Representative</b>	Vacant	V			V	V	V						
<b>District 5 Representative</b>	Mervin Davis	A			A	A	A						
<b>Agenda Sent to BOS</b>		Y			Y	Y	Y						
<b>Agenda Sent to CAO</b>		Y			Y	Y	Y						
<b>Quorum Present</b> <small>(51% of filled membership)</small>		Y			Y	Y	Y						

6/19/2013	9/27/2009	Y
		Y

Agenda Posing Location: Board of Supervisors Chambers Bulletin Board

### KEY:

X = PRESENT Y = YES V = Vacant

A = ABSENT N = NO