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COUNTY OF SOLANO BOARD OF SUPERVISORS AGENDA TRANSMITTAL FORM		CAO OFFICE USE ONLY Meeting Date: 2/11/92 Agenda Item: 18A	
AGENDA TITLE: Follow-up Report Re: Memorandum of Understanding Between County and Minority Task Force		Time Allotment: _____ min. Consent [ ] Informational [ ]	
DEPARTMENT: County Administrator		Deadline for Board Action:	
Contact: John Ahern	Phone: x6100		
DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION  At your January 14, 1992 meeting your Board adopted in concept the proposed Memorandum of Understanding Between the County and the Minority Task Force so that Supervisor Davis could meet with the Task Force and discuss some suggested additions to the language of the MOU. Supervisor Davis, the Affirmative Action Assistant and the Director of Human Resources have met with the Task Force and agreed on the language modifications identified in the attached MOU. The additional wording has been underlined and the few deleted words have been stricken. The previous transmittal form as it was submitted to the Board is attached along with the Summary of the MOU.			
CAO RECOMMENDATION  <div style="text-align: center;"><b>APPROVE DEPARTMENT RECOMMENDATION</b></div>			
Financial Impact: [ ] Yes [x] No		Funding Source:	
BUDGET RECAP: Total Estimated Cost \$ _____ Net County Cost \$ _____ Amt. Budgeted FY91 /92 \$ _____ New Funding Required \$ _____		New Revenue \$ _____ Lost Revenue \$ _____ New Personnel _____ Change in Board Policy? [ ] Yes [ ] No	
PRIOR BOARD ACTIONS:			
ALTERNATIVES:			
CONCURRENCES By: _____ County Counsel's Office			
By: _____ Other			

# MEMORANDUM OF UNDERSTANDING

## BETWEEN THE COUNTY OF SOLANO AND THE MINORITY TASK FORCE

### PREAMBLE

The Solano County County Administrator, Marilyn Brown, County Affirmative Action Officer and Susan Harrington, County Human Resources Director, have met several times during 1991 to develop the Memorandum of Understanding. Discussions were mediated by Vermont McKinney, Regional Senior Mediator, Community Relations Service, U.S. Department of Justice. It is the intent of the participants to these discussions to formalize management practices, communication structures, and common understandings aimed at enhancing County government's relations with its minority employees. To these ends, the following provisions of the Memorandum of Understanding are being enacted.

### I. ORGANIZATION

#### A. Affirmative Action Committee

1. The County will replace the existing Affirmation Action Committee with a new Committee. The composition of the Committee will include:

- a. Eight (8) County employees representing protected groups including minorities (one representative each for Blacks, Hispanics, Filipinos, Asians and Native Americans), women, gays/lesbians and persons with disabilities.

These eight members will be selected through an election process. The Minority Task Force will coordinate elections for the ethnic minority members and the Affirmative Action Officer will coordinate the elections for the remaining protected groups. The Affirmative Action Officer will serve as a resource to the Minority Task Force in the election process.

Alternate members will also be elected (second highest vote recipients) to attend meetings in the absence of the elected member. The Minority Task Force or the other protected groups may appoint a member to the Affirmative Action Committee if a vacancy occurs mid-term.

- b. Five (5) non-County employee members of the community appointed by the Board of Supervisors.

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The term of office for Affirmative Action Committee members shall be two (2) years. Near the end of the two year term new members will be elected through the process described above. Members may be re-elected for one additional two (2) year term.

2. The Committee's responsibilities and roles will include the following:
  - a. Review the implementation of the County's Equal Employment Opportunity (EEO) General Policy Statement.
  - b. Oversee the implementation of the Affirmative Action Plan including the recruitment and employment of minorities, women and other protected groups.
  - c. Report, at least annually, to the Board of Supervisors on the progress of meeting the goals of the Affirmative Action Plan.
  - d. Monitor the implementation of the Management/Minority Task Force Agreement.
  - e. Address specific areas of concern within the scope of EEO and affirmative action and provide recommendations to the Affirmative Action Officer to alleviate the problems identified.
  - f. Oversee and assist in the selection of trainer(s) for seminars or workshops on sexual harassment/racial discrimination/cultural diversity.
  - g. Coordinate with sub-committees of the Affirmative Action Committee regarding their activities.
  - h. Make recommendations regarding modification of responsibilities and roles of the Affirmative Action Committee, if appropriate.

**B. Minority Task Force**

1. The Minority Task Force shall remain as a permanent body to assist the County and address the concerns of minority employees. It shall serve as a sub-committee to the Affirmative Action Committee. The membership of the Minority Task Force shall be representative of minority County employees.
2. The role of the Minority Task Force shall be to:
  - a. Assist the Affirmative Action Committee as a technical advisory group in areas pertaining to the recruitment and employment of minorities.

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- b. Communicate with minority employees, review their concerns, and make recommendations to the Affirmative Action Committee addressing those concerns.
- c. Participate in the implementation of the Memorandum of Understanding.
- d. Review the Solano County Employee Handbook sections related to EEO and Affirmative Action and submit comments to the Affirmative Action Committee.
- e. Organize and/or participate in an annual Multi-Cultural Fair to be held during Multi-Cultural Month which is intended to increase awareness of and appreciation for various ethnicities and cultures represented by County employees.
- f. Evaluate and make recommendations regarding training on the subjects of sexual harassment/racial discrimination/cultural diversity and submit comments to the Affirmative Action Committee.
- g. The Minority Task Force will continue to function and meet for task-specific purposes. The Task Force will meet regularly and one hour per meeting will be on paid County time.

C. Client Services Evaluation Board

This Board shall be appointed by the Affirmative Action Committee. Members will include representatives of minorities, persons with disabilities and other protected groups. Its purpose shall be to make recommendations to the Affirmative Action Committee and the County Administrator on ways departments can improve the provision of services to their clients of various protected groups. This is further discussed in Section V. of this agreement.

D. Other Sub-Committees

The Affirmative Action Committee may appoint sub-committees as it determines appropriate to serve a specific purpose in meeting the goals of the Affirmative Action Plan.

II. RECRUITMENT/HIRING/PROMOTION POLICIES AND PROCEDURES

- A. The Human Resources Department will establish recruitment guidelines for use County-wide, review the recruitment and selection process for each job recruitment for compliance with EEO guidelines and review Affirmative Action goals with hiring departments prior to opening recruitments and to job offers being made to applicants.

Specific actions which will be taken in addition to those currently in place will include the following:

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- Send the appropriate excerpt from the Affirmative Action plan to departments with each certification
- Review job requirements of classifications annually to ensure they are not artificially excluding minorities (Priority shall be given to those job classifications that underutilize minorities)

The Affirmative Action Officer shall provide Solano County labor statistics by race and sex to the Affirmative Action Committee and the Chairperson of the Minority Task Force on a quarterly basis. Solano County will actively seek to recruit, hire and promote minorities, women and other protected groups. When labor force statistics indicate minorities are underutilized in job classifications, the Human Resources Department and the Affirmative Action Office shall work with the Minority Task Force to devise strategies to attract, hire and promote minorities into job classifications, as well as retain minority employees by insuring equal terms and conditions of employment.

- B. The County shall develop and use a continuously updated list of minority organizations for mailings of job announcements to public and private groups and organizations such as schools, churches, professional minority associations and organizations, civic organizations, colleges, etc. The County will mail job recruitment bulletins for each recruitment to the Chairperson of the Minority Task Force and the Chairperson of the Affirmative Action Committee.

Additional actions which will be taken include:

- Explore ways to make the employment opportunity announcement more attractive which may include use of graphics and less "personnel jargon"
  - Work with television and radio stations, including foreign language stations whose programming is directed at members of protected groups, to develop public service announcements advertising specific job recruitments
  - Advertise job recruitments in minority publications recommended by the Affirmative Action Officer and found to be effective sources of applicants
- C. It shall be the County's policy to have minority representation on oral boards for the establishment of eligible lists and minority representation during departmental interviews when a panel is used to interview eligible candidates. In addition, efforts will be made to include women and representatives from other protected groups on oral boards.

The Affirmative Action Officer will periodically remind hiring authorities that interview questions must be job-related and that each applicant shall initially be asked the same questions. The Human Resources Department will periodically distribute a "Do's and Don'ts" of interviewing to hiring authorities. The Human Resources Department will also send a copy of "Do's and Don'ts" of interviewing to the Affirmative Action Committee.

**III. EQUAL TREATMENT AND CULTURAL SENSITIVITY TOWARD EMPLOYEES**

- A. All County employees and County officials shall be required to complete four (4) to six (6) hours of training on sexual harassment/race discrimination/cultural diversity. The Affirmative Action Committee will participate in the selection of the organization and/or individual(s) that will provide this training.

Effective March 1, 1992, all new hires must complete this training within one year of employment. The goal of the County will be to train all employees and officials hired prior to March 1, 1992, within two years. If an employee has not received this training prior to promotion to a supervisory position, he/she will receive this training within six (6) months of promotion.

Annually, the Human Resources Department will prepare and distribute a report summarizing the County's success in meeting the goal of having a workforce fully trained with respect to harassment, discrimination and cultural diversity.

- B. The Human Resources Department will develop and the Minority Task Force will review and make recommendations on an employee handbook as stated in Section I. Included in the handbook will be a section on the Affirmative Action Plan/Program indicating that the County is interested in promoting affirmative action, describing activities of the Minority Task Force and the Affirmative Action Committee and where the employee may seek additional information or assistance. A handbook will be provided to each employee.
- C. The Board of Supervisors will annually declare a "Multi-Cultural Month".

**IV. CLEAR/WRITTEN DEPARTMENTAL POLICIES, EXPECTATIONS AND CAREER PATHS**

- A. Each department shall develop and maintain a current department procedures manual describing office policies and procedures. The manual shall be accessible and available to all employees. Departmental policies and procedures shall be in writing by December 31, 1992.
- B. Written goals and objectives shall be provided to employees upon hiring, when performance evaluations are completed and as job duties change. These objectives shall be used as indicators in assessing job performance for performance evaluations which shall be provided all County employees on a regular basis as provided in the Civil Service Rules Section 12.01.
- C. A component of the periodic performance evaluations for managers and supervisors will be their success in meeting affirmative action goals and sensitivity to cultural/ethnic diversity.

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- D. Paths for upward mobility shall be established. The Human Resources Department and the Affirmative Action Office shall develop and implement an Upward Mobility Program. In addition, reasonable opportunities will be made available to employees to enable them to travel these paths. Opportunities should include on-the-job training and instruction in test taking and skill development.
- E. It is the County's policy that all supervisory employees annually attend training classes. The purpose will be to assist them to develop effective supervisory skills, with emphasis on attaining the best possible job performance from subordinates by promoting teamwork among staff members, and encouraging and assisting in the development of each subordinate's knowledge and ability so he/she may reach his/her maximum potential. The supervisor shall be trained to recognize, respect and build upon the knowledge and skills each subordinate brings to the job and the positive and unique contributions a culturally diverse work force makes to Solano County government and the Solano County community.

Annually, the Human Resources Department will prepare and distribute a report summarizing the County's success in meeting this goal.

V. EQUAL TREATMENT AND CULTURAL SENSITIVITY TOWARD COUNTY CLIENTS AND THE PUBLIC

- A. The County shall promote the hiring of employees that meet the cultural needs of the served public. A Minority Client Services Evaluation Board shall be established which shall make recommendations to the County Administrator on ways departments can improve the provision of services to their minority clients and members of other protected groups. These may include but will not be limited to:

- Conducting client contact surveys
- Improving the use of signs outside and inside County buildings to aid disabled and non-English speaking persons
- Reviewing departmental publications and forms to insure their usability by disabled and non-English speaking individuals
- Soliciting members of the minority community to serve as interpreters and facilitators

The County shall establish/designate positions identified as requiring bilingual/bicultural skills in order to meet the needs of the diverse client population.

- B. When vacancies occur in such designated positions, they will be filled in a timely manner.

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- C. The County shall recognize employees who utilize special skills to meet the unique needs of the diverse client population. The policy regarding bilingual duties should be reviewed by the Affirmative Action Office, the Affirmative Action Committee and the Human Resources Department. The Affirmative Action Committee shall advise the County on appropriate recognition which may include compensation.

## VI. GRIEVANCE PROCEDURES

Clear and definite procedures shall be developed by the County to allow all employees a "safe" means to identify actions which conflict with the County's EEO Policy. Likewise, clear and definite procedures shall be developed to insure corrective action. These procedures will be made available to all employees as part of the required Equal Employment Opportunity training.

- VII. This agreement shall become effective March 1, 1992.

Janith Curtis	Date
Chair,	
Minority Task Force	

  
 Lee Simmons  
 Chairwoman,  
 Board of Supervisors

Date 2-11-92

Kent Taylor  
County Administrator

Witnessed by:

Vermont McKinney  
Regional Senior Mediator  
Community Relations Service  
U.S. Justice Department

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