

Diversity Commission Meeting Minutes – 10/07/13

In Attendance:

Diversity Commission Members: Donald Baker, Delores McLamb, Marcus Montejo, Paresh Patel and Marcos Ramos.

Other Attendees: Valencia Beaty, Chief Human Resources Officer (CHRO); Candy Boayue, Human Resources Assistant; Tanisha Merced, Counsel; Liz Petrick, Human Resources Administrator;

Absent: None

Commissioner Ramos called the meeting to order at 4:06 p.m. There was a quorum of Commissioners in attendance.

Approval of Minutes:

The September along with February and March minutes were approved by the Commissioners.

Discussion Items:

1) New/Old Business:

- a) **Boards and Commission:** Tanisha had a meeting with Sam Guy from the Executive Office where they discussed the possibility of compiling biographical data from the existing board members. Commissioner Ramos wondered if we could also have a voluntary disclosure form, appended to the current financial form we asked our board members to fill out. He also expressed his preference for an email based questionnaire rather than a written one. For sitting members of the board and commissions, he wants to send out a survey to ascertain the information listed above. Ms. Merced, Council to the Diversity Commission board, cautioned against generating this information because even if it is voluntarily given by incoming or existing Board and Commission members, once administered by the County, it would be subject to FOIA. The Commissioners decided to table the conversation, and think about what kind or type of survey they would like to administer to board members for discussion in November, and possible rollout in January 2014.
- b) **EDLG:** Liz Petrick of the Office of Human Resources presented a handout on the RESPECT program rollout. At this time, she is looking to have the pilot program demoed to a select group by mid-October. When that date is locked in, she expects to extend an invitation to the diversity commissioners. The feedback from the training/pilot program would then be implemented when the full rollout begins for the County employees. This program will be launched by the Office of Human Resources with the full participation from the members of the Employees Diversity Leadership Group (EDLG). The training session is scheduled to extend from 9:00 a.m. thru 3:00 p.m. This composition of the training pilot groups would consist of varying departments across the County.
- c) **Commission Meeting Schedule.** The Commissioners discussed the varied times they would prefer the commission meetings to take place. The times proffered were anywhere from 9:30 a.m. to 4:00 p.m. Commissioner Ramos indicated that he would take into consideration the different times other boards and commission meet, and think about the idea of changing the meeting times for the diversity commission. This idea can be further discussed at the November meeting.
- d) **Administrative Services.** The follow-up document provided by Andria Smith, the Acting Chief of Administrative Services was by request of the diversity commission. This document included

the breakdown of our surrounding states and their spend analysis. The consensus from the Commission were that, we have to do better on our minority spending.

Action Items for Next Meeting:

1. Commissioners to think about the execution of the survey discussed.
2. Administrative Services to provide the criteria used in awarding bids for minority purposes.
3. Ms. Merced is to research third party surveys and report findings to board.

The meeting adjourned at 5:37 p.m. The next Diversity Commission meeting will be held on Monday, November 18, 2013, at 4:00 p.m.