

County of San Bernardino
Equal Opportunity
Commission



Biennial Report
2010-2011

2012 Equal Opportunity Commission Members

First District

Jiles Smith

Evelyn Glasper

Second District

Dobbin Lo

Ron Stark

Third District

Reyes Quezada

Gwenn Perez

Fourth District

David Sakurai

James Willingham

Fifth District

Luis Blanco

Felicia Van Frank

Member-at-Large

Vacant

Our Mission

The Board of Supervisors of the County of San Bernardino established the Equal Opportunity Commission (hereinafter the Commission) to monitor and review the county's Equal Employment Opportunity (EEO) program; to ensure the program is administered in accordance with the policies established by the Board of Supervisors; to advise the Board of Supervisors about any necessary changes to the EEO program; and, to advise the Chief Executive Officer on the progress of the county's achievements in EEO.

Our Purpose

The Commission monitors and reviews the county's EEO program and advises the Board of Supervisors of progress in this area.

Our Vision

The Commission envisions a workforce reflective of the diverse communities it serves.

In accordance with our mission, the Commission submits this report to the Board of Supervisors and the Chief Executive Officer, Gregory C. Devereaux. This report provides an overview of the Commission's activities in 2010 and 2011, which include the EOC Annual Recognition Award presentation, the first annual Diversity Forum, and summaries of the presentations made by each county department appearing before the Commission. Throughout the year, county departments are invited to meet with the Commission to present and review their respective EEO programs and/or activities, outreach efforts, and succession plans. These departments were evaluated for their hiring and promotional efforts in achieving a diverse workforce, improving their workforce representation, and providing career development opportunities for county employees. The departments were also evaluated based on their creation of new and innovative ways to manifest the Commission's vision of achieving diversity in the workforce to reflect the communities served.

EOC Annual Recognition Award

In 2008, the Commission established the EOC Annual Recognition Award to recognize a department whose efforts and commitment to attaining diversity were exemplary, and whose workforce was reflective of the communities it serves. The Probation Department was honored with the 2010 EOC Annual Recognition Award for its efforts in identifying, researching, and addressing EEO problems within the department. The Commission is pleased to note that the Probation Department has a well-established departmental EEO Committee and a mentoring program.

In 2011, the Commission renamed the award to “Leading the Way” to recognize a county department whose efforts most closely mirror the goals and mission of the county’s EEO plan. This award was presented to the Department of Behavioral Health, which developed and implemented a succession plan to create a pipeline of talent to keep the departments’ critical functions at top levels as key personnel exit the department or their positions due to retirement or promotion. The Department of Behavioral Health was also successful at promulgating the development of a diverse staff at all levels of the organization. The Commission found that the department was proactive in identifying and addressing areas of underrepresentation in its workforce.

Also in 2011, the Commission established a second award, “Moving Ahead.” This award serves to recognize a department whose efforts demonstrate progress in improving diversity in the workplace and strives to meet the goals and mission of the county’s EEO plan. The Purchasing Department was recognized with this award for being proactive in identifying areas of underrepresentation in its workforce and for developing their staff to be prepared for future promotional opportunities. The department took pride in its staff retention and the existing talent in its workforce, and it had genuine concern about improving diversity within the organization.

Diversity Forum

In October 2011, the Commission hosted its first annual EOC Diversity Forum, “Achieving Equal Employment Opportunity and Diversity, One Piece at a Time,” to promulgate EEO and workforce diversity within the county. In keeping with the County’s Vision, the Forum emphasized the value of diversity; the county’s commitment to EEO and meeting the goals; each department’s integral role in outreach, recruitment, and succession planning; and developing departmental EEO committees, where possible.

Dena Smith, representing the county’s Administrative Office, and Andrew Lamberto, Director of Human Resources, in support of the Forum and its purpose, provided opening remarks. Board of Supervisors Chair and 5th District Supervisor Josie Gonzales, provided her thoughts on the importance of diversity. A panel of former recipients of the EOC Annual Recognition Award, which included Michelle Scray, CaSonya Thomas, and Patrick Petre, discussed top practices that helped them achieve or sustain a diverse workforce. The attendees, including district representatives, executive officers, department heads, and designees, received helpful information to assist them in cultivating a workforce that reflects the communities they serve.

Summary of Commission Activity and Department Presentations for 2010

A. EOC Members

First District

Jiles Smith
Evelyn Glasper

Second District

Ron Stark
Dobbin Lo

Third District

Reyes Quezada
Gwenn Perez

Fourth District

David Sakurai
James Willingham

Fifth District

Luis Blanco

Commission on the Status of Women

Roberta Shouse

In May of 2010, Roberta Shouse, Commission on the Status of Women (CSW) representative, resigned from the Commission. On September 14, 2010, the Board of Supervisors approved a recommendation to dissolve the CSW, leaving this seat vacant until the bylaws were amended in 2011.

On August 24, 2010, Gwenn Perez was appointed to the Commission representing the Third District.

B. Election of Officers

The Commission conducts an election of officers each year. The following Commissioners were elected as officers for 2010:

Luis Blanco, Fifth District

Jiles Smith, First District

Reyes Quezada, Third District

Chair

First-Vice Chair

Second-Vice Chair

C. Guests and Activities

1. In addition to the scheduled presenters, the Commission welcomed the following guests:

- First District Supervisor Brad Mitzelfelt – January
- Ken Hardy, County Counsel – February

2. In September 2010, the Sheriff's Department invited the Commission to tour the West Valley Detention Center (WVDC). The Commission appreciated the availability of the Sheriff's command staff to answer its questions. The Commission received demographic information regarding how many people are processed through the facility in an efficient manner. The deputies demonstrated that they are well-trained and familiar with handling the diverse inmate population. The Commission commended the staff at WVDC for the cleanliness and smooth operation of the facility.

D. Assembly Bill 1234 (AB1234) Training

AB1234 requires that local agencies provide ethics training to local agency officials, effective January 1, 2007 and every two years thereafter. The following Commissioners completed or renewed their training in 2010:

- Jiles Smith, March 3, 2010
- Evelyn Glasper, April 16, 2010
- Luis Blanco, August 4, 2010
- James Willingham, August 4, 2010

E. Summary of Department Presentations for 2010

1. Michelle Scray, Chief Probation Officer, Probation Department– January

The Probation Department demonstrated a thorough understanding of the purpose and benefits of workplace diversity. This is one of only two countywide departments that have active EEO committees. The Probation Department's EEO Committee is proactive in identifying, researching, and addressing EEO issues within the department. The Probation Department has a well-established mentoring program that encourages internal employee advancement.

2. Ken Hardy, County Counsel – February

County Counsel provided training to the Commission regarding their scope of authority and possible conflicts of interest. The Commission County Ordinance, Bylaws, Robert Rules of Order, and the Brown Act were reviewed and discussed.

3. Pat Cole, Economic Development Agency and Economic Development Department; Mitch Slagerman, Community Development and Housing Department; Kathy Thomas, Redevelopment Department; Sandra Harmsen, Workforce Development Department – March

The Workforce Development Department (WDD) was commended for its programs available to returning veterans. Hispanic males are underrepresented in the Economic Development Agency (EDA). The Commission recommended that the department focus on developing a succession plan and a recruitment strategy for outreach to attract Hispanic males for future hiring opportunities.

4. Mike Williams, Director, Department of Airports – April

The Department of Airports is a small department with low employee turnover. The Commission encouraged the department to establish a succession plan in order to avoid disrupting operations when employees leave the department. In an effort to attract qualified applicants, recruitment is done through the American Association of Airports and other local airports.

5. Bow Bowman, Director, Department of Public Works – May

The Commission commended Mr. Bowman for his active involvement in the selection process and for his future outreach plans to increase workforce diversity by using students, interns, and women for positions in nontraditional roles. The current Department of Public Works field staff consists of approximately 160 employees, none whom are female.

6. Roger Weaver, Director, Fleet Management – June

The Fleet Management Department leadership team is composed mostly of white males, each having 20-30 years of experience with the county. This is reflective of the industry nationwide; however, Hispanic males represent the highest number of new applicants. The Commission commended the department for using interns who come through the Workforce Development Department, and encouraged the department to establish a succession plan in order not to disrupt operations when employees leave. The Commission also recommended developing a recruitment strategy that includes recruiting automotive technology students from local educational institutions. The Commission received an update from Fleet Management detailing the department's efforts and its progress in increasing workforce diversity.

7. Nancy Swanson, Director, Transitional Assistance Department – July

The Commission commended the Transitional Assistance Department (TAD) on its succession planning, which includes workshops, mentoring, and education. It suggested developing a specific succession plan for those in supervisory and managerial positions who are nearing retirement age. In addition, the Commission recommended improving outreach and marketing efforts to increase the number of male applicants and further address the disparity between male and female Eligibility Workers. The Commission received an update from TAD, which began researching outreach strategies and statistics for human social services students enrolled at local colleges. Using feedback from a committee that included males, they revised their entry-level recruitment flyer for Eligibility Workers in order to attract more males into the workforce.

8. David Slaughter, Director, Facilities Management & Real Estate Services; Carl Alban, Director, Architecture & Engineering – September

White males are overrepresented in both Real Estate Services and Architecture and Engineering. The Commission recommended developing an action plan, including an outreach program, for increasing diversity when the economy allows for departmental expansion.

9. Keith Lee, Director, Regional Parks – October

Regional Parks was commended on the success of its youth outreach program. This program provides minority children with the opportunity to experience regional parks. The Commission appreciated Mr. Lee's involvement in all aspects of the department, including succession planning and mentoring. The Commission suggested that the department should continue its efforts to track the diversity of the patronage at the parks, and to use this data to assist the department in maintaining a workforce that reflects both the parks' patrons and the communities in which the parks are located.

10. Ed Kieczkowski, County Librarian, County Library – October

The County Library is underrepresented by male employees, specifically Hispanic males. The Commission encouraged the department to explore ways to assess the diversity of the population, utilizing the branches service, in order to better serve the needs of the communities by incorporating more diversity in its staffing and volunteers.

11. Robert McKernan, Director, County Museum – October

The Commission recommended that the County Museum expand its relationship with local Native American tribes, as they are an integral part of local history. The Commission recognized the museum’s large volunteer program and recommends that the Museum begin collecting data on the diversity of its volunteers and of the children enrolled in its various programs. This data can be used to plan for workforce and program diversity.

12. Matt Brown, Assistant Auditor-Controller/Recorder, Auditor-Controller/Recorder/Treasurer/Tax Collector – November

The Commission commended the department for its internship program, and recognized the department for its commitment to develop current employees’ skills to prepare for promotional opportunities and for promoting personnel from within. The department is underrepresented by minorities in supervisory and professional-level positions. The Commission recommended that recruiting efforts should focus on increasing the diversity of the applicant pool to address the area of ethnic underutilization.

Summary of Commission Activity and Department Presentations for 2011

A. 2011 EOC Members

First District
Jiles Smith
Evelyn Glasper

Second District
Dobbin Lo
Ron Stark

Third District
Reyes Quezada
Roger Thompson

Fourth District
David Sakurai
James Willingham

Fifth District
Luis Blanco
Felicia Van Frank

Member-a Large
Vacant

In November 2011, Commissioners Reyes Quezada and James Willingham were reappointed to 4-year terms to represent the Third and Fourth Districts, respectively. In December 2011, Commissioners Evelyn Glasper and Luis Blanco were reappointed to 4-year terms to represent the First and Fifth Districts, respectively.

Felicia Van Frank was appointed to represent the Fifth District on December 13, 2011.

B. Election of Officers

The Equal Opportunity Commission conducts an election of officers each year. The following Commissioners were elected for 2011:

Jiles Smith, First District	Chair
Reyes Quezada, Third District	First Vice-Chair
Luis Blanco, Fifth District	Second Vice-Chair

C. Guests and Activities

1. Assistant Sheriff Robert Fonzi met with the Commission to provide an update on the department's EEO activities. Captain Rod Torres, Captain Scott Mesa, Deputy Chief Ron Cochran, and Norm Nunez, Sheriff's Community Relations Officer, were also in attendance. The Commission commended the department for identifying and addressing areas of concern that, over time, will positively reflect the diversity of women and minorities of various ranks within the organization.
2. In July 2011, staff of the Human Resources Department provided the Commission with informal training that covered the functional areas of Human Resources divisions. The discussion included the recruitment process, classification, and other hiring practices. There was additional discussion regarding the EEO office's functions and miscellaneous EEO-related policy and training needs.
3. On August 9, 2011, a recommendation to approve the revised bylaws of the Commission and proposed ordinance was submitted to the Board of Supervisors. The ordinance (No. 4148) was adopted on August 23, 2011. The Commission ordinance was updated to reflect a change in the composition of the Commission to include a member-at-large appointed by the Board of Supervisors. This was done to replace the position of the representative from the Commission on the Status of Women, since it was dissolved. The Commission bylaws were updated in accordance with the revised ordinance which also included some minor changes regarding the definition of a quorum and other procedural matters that did not alter the Commission's authority. The Commission reviewed and unanimously approved these changes on May 5, 2011.

D. Assembly Bill 1234 (AB1234) Training

AB1234 requires that local agencies provide ethics training to local agency officials by January 1, 2007, and every two years thereafter. The following Commissioners completed or renewed their training in 2011:

- Gwenn Perez, July 4, 2011
- Dobbin Lo, November 10, 2011
- Ron Stark, November 11, 2011
- David Sakurai, November 16, 2011

E. Summary of Department Presentations for 2011

1. Dennis Draeger, Assessor – January

The Commission appreciated the candid responses from Mr. Draeger and will look forward to continued efforts to promote workforce diversity through selection, career development, and

promotion. The Commission commended the department for the career ladder pamphlet that was developed for new employees.

2. Colleen Krygier, Director, Department of Aging and Adult Services – February

The Department of Aging and Adult Services increased the overall workforce diversity. The Commission recommended focusing on areas of underutilization in the workforce, particularly regarding Hispanics and individuals who are bilingual in English/Spanish. This will allow the department to better serve the community. The Commission commended the department for its continuing efforts at mentoring and developing its employees' skills.

3. DeAnna Avey-Motikeit, Director, Children and Family Services – March

The Commission commended the Department of Children and Family Services for its efforts to reflect more closely the communities it serves by hiring interns and former foster children to work with current foster youths. This best practice also increased the diversity of the Department's workforce. The Commission recommended that the Department develop a recruitment strategy to address its underutilization of men. The Commission wanted to know which best practices could be implemented to retain employees in the Department.

4. John Gardner, Agricultural Commissioner/Sealer, Agriculture/Weights & Measures – March

Mr. Gardner was commended for his commitment to establish a succession plan for the Department that will allow a smooth transition when employees leave through attrition or retirement. Mr. Gardner was also recognized for his efforts to provide reasonable accommodation in the workplace, which helped employees, particularly females, to more easily perform their essential job functions with greater ease. The Commission also appreciated Mr. Gardner's candid responses concerning the Department's diversity challenges.

5. Allan Rawland, Director, Department of Behavioral Health – April

The Commission appreciated the succession plan established by Mr. Rawland that will allow for continuity of operations, replacement of critical staff nearing retirement, and promotion of the development of a diverse staff at all levels of the organization. The Commission found the department proactive in identifying and addressing areas of underutilization, specifically the male-to-female ratio within the workforce.

6. Connie Brunn, Director, Department of Child Support Services – June

Child Support Services was commended for providing extensive training to their staff, which included diversity. The Commission also commended the department's ethnic diversity within its lower classification positions and recommended that the department increase and promulgate diversity at the upper levels. The Commission was pleased to receive a response from Ms. Brunn that included statistical data regarding the ethnicity of clientele, along with plans to address disparities and develop a mentoring program for employees.

7. Laurie Rozko, Director, Purchasing Department – August

The Commission noted that Ms. Rozko had a genuine concern about diversity within the Purchasing Department. She did a suitable job identifying underrepresentation of minorities and asking about best practices to improve diversity. The Commission suggested increasing community outreach, specifically in the Asian-American communities, and continuing the department's diligence in succession planning.

8. Bill Moseley, Director, Veterans' Affairs – November

The Commission commended the Department of Veterans' Affairs for a well-prepared presentation and for addressing the issues that arose during its 2009 presentation. The Commission recommended formalizing a succession plan to help prepare current employees for promotional opportunities. The Commission also requested a breakdown of the demographics of the veterans served by the Department.

Summary

The Commission expressed the need to be an integral and proactive member in spreading the messages of EEO, diversity, and inclusion throughout the county. To explore these messages, and as a result of the collaborative effort between the Commission and the Department of Human Resources, the EOC Diversity and Inclusion Forum was instituted. This Forum allowed the Commission to evaluate and recognize the efforts and strides made by individual county departments. It also provided a more efficient and productive opportunity to train all county departments on EEO diversity and inclusion, share best practices, and promulgated county department participation.

The EOC Diversity Forum served as a proactive and affirmative step in demonstrating the commitment of the Commission and the County of San Bernardino in regard to EEO and diversity in the workforce. The attendees of the forum gained a better understanding of and appreciation for the value of diversity, and received valuable information and resources needed to achieve a more diverse workforce that represents the communities served.

Over the past two years, numerous county departments have had the opportunity to share with the Commission their visions of diversity in the workplace. The Commission recognized the efforts and progress of each department. The Commission continues to stress the importance for each department to develop and implement a succession plan. Succession planning allows for smooth transitions when employees leave departments through attrition or retirement. The Commission also realizes some of the challenges that lie ahead. The county continues to experience areas of aggregate underrepresentation of Hispanic and white males. However, in upper-level management positions, white males are the majority. The underutilization of Hispanic males is a phenomenon experienced across-the-board for most classifications within county departments. Overall, the county's workforce is representative of the communities it serves. The Commission will continue to provide guidance and support to increase and balance the diversity in areas of underrepresentation.