



# COUNTY OF KINGS


## DEPARTMENT OF HUMAN RESOURCES

County Government Center  
1400 West Lacey Boulevard  
Hanford, CA 93230  
Phone (559) 582-3211 x 2510  
Fax (559) 585-1036  
Job Hotline (559) 583-7631

EQUAL OPPORTUNITY EMPLOYER

July 2, 2013

To: EEOC Members

From: Allison Picard, Director   
Human Resources Department

Subject: **NEXT EEOC MEETING: JULY 9, 2013**

The next meeting of the Equal Employment Opportunity Commission is scheduled as follows:

Date: **Tuesday, July 9, 2013**

Time: 5:30-6:30 p.m.

Place: Kings County Government Center  
Human Resources Conference Room  
1400 West Lacey Boulevard  
Hanford, CA 93230

Attached is material for your review in advance of the meeting. This information will also be available at the County's website under the Human Resources page for the EEOC activity.

In order to ensure we can conduct business at this meeting, please call our office as soon as possible to confirm your attendance at 582-3211, extension 2510.

If you have any questions, please call me at 582-3211 ext. 2512.

Attachments

H:Aff action/meeting cover ltr.doc

Kings County  
Equal Employment Opportunity Commission

AGENDA – July 9, 2013  
5:30-6:30 p.m.

Human Resources Conference Room  
1400 West Lacey Boulevard  
Hanford

1. Call to Order; Introductions
2. Public Comment
3. Approval of Minutes from April 9, 2013 (see attached)
4. Review of Recruitment Activity Reports and New Hire/Terminations
5. Election of a FY 13-14 Chairperson and Vice-Chairperson  
(see attached by-laws which establish the annual vote in July – Article VI-D)
6. DEPARTMENT PRESENTATION: PUBLIC HEALTH SERVICES  
Keith Winkler, Director
7. New Business
8. Adjournment

Remaining 2013 meetings: October 8  
(Tentative until confirmed with each meeting agenda)

The EEOC encourages all people to participate in its programs and activities. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board's Office at (559) 852-2362, or Allison Picard, Human Resources Director at 559-852-2512, by 4:00 p.m. on the Friday prior to this meeting.

## Meeting Minutes: April 9, 2013

### **MEMBERS PRESENT:**

Richard Perez, Keith Winkler, Sumner Keyes, Amber Stiglianese, Marissa Chavez, Art Taft

### **MEMBERS ABSENT:**

Doris Tetz Garcia, Jose Romero

### **OTHERS PRESENT:**

Allison Picard, County HR Director; John Semas, Human Services Deputy Director

#### **1. CALL TO ORDER**

The Kings County Equal Employment Opportunity Commission meeting was called to order at 5:35 p.m. by the Chairperson. Introductions were made of the Commission and guest.

#### **2. PUBLIC COMMENT**

None.

#### **3. APPROVAL OF MINUTES**

Approval of Minutes of February 5, 2013. Motion by Sumner, second by Amber; unanimous vote.

#### **4. REVIEW OF EEO ACTIVITY REPORTS**

Allison reviewed the reports with the Commissioners and there were no questions.

#### **5. DEPARTMENT PRESENTATION: HUMAN SERVICES**

John Semas provided an overview of the major functions of the Agency and provided various handouts including an organization chart, and information regarding their Civil Rights/appeal process. Mr. Semas also reviewed in detail plans for the expanded Call Center to handle implementation of the ACA—Health Care Reform and the impacts to staffing in the department.

#### **6. NEW BUSINESS**

Allison provided an update on the status of the extensive hiring activity related to AB109 implementation (moving prisoners from State prisons to County jails) which has meant increased staffing in the Jails, Probation and several other support departments.

#### **7. ADJOURNMENT**

Adjourned at 6:30 p.m.

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMISSION MEMBERS

2012-13 ROSTER

<b>CHAIRPERSON:</b>	Phone Numbers	Term Expiration Date	E-mail
Marissa Chavez	633-0704	06/30/15 (Term Exp Date) Original Appt: 07/12/11	<a href="mailto:mchavez@coalinga.com">mchavez@coalinga.com</a>
<b>VICE-CHAIR:</b>			
Amber (Rapp) Stiglianese	410-7818	06/30/15 (Term Exp Date) Original Appt: 6/16/09	<a href="mailto:Amberstiglianese@yahoo.com">Amberstiglianese@yahoo.com</a>
<b>MEMBERS:</b>			
Sumner Keyes	583-6782	06/30/15 (Term Exp Date) Original Appt: 6/16/09	<a href="mailto:Slknmek.1@att.net">Slknmek.1@att.net</a>
Doris Tetz Garcia	707-0139	6/30/14 (Term Exp Date) Original Appt: 9/28/10	<a href="mailto:TETZGADE@AH.ORG">TETZGADE@AH.ORG</a>
Keith Winkler County Department Head	582-3211 x 2625	06/30/16 (Term Exp Date) Original Appt: 09/28/10	<a href="mailto:Keith.Winkler@co.kings.ca.us">Keith.Winkler@co.kings.ca.us</a>
Art Taft County Employee	582-3211 x 4247	06/30/16 (Term Exp Date) Original Appt: 09/28/10	<a href="mailto:Art.Taft@co.kings.ca.us">Art.Taft@co.kings.ca.us</a>
Richard Perez	584-7499	06/30/14 (Term Exp Date) Initial Appt: 2/12/08	<a href="mailto:laborc@cnetech.com">laborc@cnetech.com</a>
Jose Romero	212-8415	06/30/15 (Term Exp Date) Original Appt: 07/12/11	<a href="mailto:romeroja@ah.org">romeroja@ah.org</a>

7 Community At-Large Members; 1 County Department Head; 1 County employee for a total of 9 Commissioners

ADDRESSES

Amber (Rapp) Stiglianese  
842 E. Willow Cir  
Hanford, CA 93230

Richard Perez  
2173 W. Picadilly Lane  
Hanford, CA 93230

Sumner Keyes  
852 E. Grangeville, #29  
Hanford, CA 93230

Doris Tetz Garcia  
Hanford Community Human Resources  
450 N. Green Field Ave. Suite 7  
Hanford, CA 93230

Keith Winkler  
Kings County Health Department  
330 Campus Drive  
Hanford, CA 93230

Art Taft  
Kings County Human Services  
1400 W. Lacey Blvd.  
Hanford, CA 93230

Marissa Chavez  
1629 Peachwood Circle  
Lemoore, CA 93245

Jose Romero  
1720 Heffner  
Corcoran, CA 93212



KINGS COUNTY  
EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMISSION  
BY-LAWS

ARTICLE I NAME

The Commission shall be known as the Kings County Equal Employment Opportunity Advisory Commission. As used in these by-laws, the word "Commission" means and refers to the Kings County Equal Employment Opportunity Advisory Commission.

ARTICLE II PURPOSE, DUTIES AND FUNCTIONS

- A. The Commission will serve as a resource group to the Human Resources Department, the Equal Employment Opportunity Coordinator, and County staff for the review and formulation of ideas for Equal Employment Opportunity improvement.
- B. The Commission will review, comment, and submit recommendations for action on achieving Equal Employment Opportunity goals and objectives to the Human Resources Department and Equal Employment Opportunity Coordinator and will assist the County to achieve the results and reach the goals set forth in the Equal Employment Opportunity Policy.
- C. The Commission will review periodic equal employment opportunity progress reports and work with County staff members in developing specific corrective actions.
- D. The Commission will maintain an up-to-date knowledge of revisions to federal, state, and County Equal Employment Opportunity guidelines and staff policies.
- E. The Commission will maintain communications with the Human Resources Department and the Equal Employment Opportunity Coordinator on matters relative to Equal Employment Opportunity.
- F. The Commission will become cognizant of and therefore familiar with the policies, procedures and resources available in the Human Resources Department.
- G. The Commission will periodically meet with individual department heads to encourage their involvement in achieving the County's equal opportunity goals.

- H. The Commission will maintain a current awareness of the community's concerns relative to Equal Employment Opportunity, serve as a liaison body with interested groups in the community and assist in outreach recruitment and communication efforts.

ARTICLE III ORGANIZATION

The members of the Commission shall serve without compensation. The Commission shall consist of nine members. The members shall serve a staggered three year term. The membership shall include representatives from various protected groups and shall include a County department head and a County employee representative. All members are appointed by the Board of Supervisors.

The offices of the Commission will consist of an elected Chairperson and Vice-Chairperson who shall be elected annually for a one-year term. The Equal Employment Opportunity Coordinator or his/her designee shall serve as Secretary to the Commission.

ARTICLE IV DUTIES OF THE OFFICERS

- A. Chairperson:
  - 1) Preside at all meetings of the Commission.
  - 2) Decide all points of order. Unless two thirds of those present vote to the contrary, his/her decision shall stand.
  - 3) Establish temporary study groups/subcommittees and appoint their chairperson.
  - 4) Be an ex officio member of all subcommittees.
  - 5) Represent the Commission at public functions or appoint a member of the Commission to do so in his/her stead.
  - 6) Approve all non-policy Commission matters, other than those to be decided by the Commission itself.
  
- B. Vice Chairperson:
  - 1) Assume the duties of the chairperson in his/her absence.
  - 2) Be an ex officio member of all subcommittees.

## ARTICLE V VACANCIES

Vacancies on the Commission are filled by appointment of the Board of Supervisors. Any member of the Commission may be removed at any time by a majority vote of the Board of Supervisors. If any member, fails to attend at least fifty percent of the regular meetings during any one year period, his/her office becomes vacant, and the Secretary shall inform the member and the Board of Supervisors.

## ARTICLE VI MEETINGS

- A. Regular meetings shall be held on the second Tuesday of every quarter (January/April/July/October), unless otherwise scheduled by the Chairperson, at 5:30 p.m. at the Kings County Human Resources Department.
- B. Special meetings of the Commission may be called with consent of a majority of the members.
- C. A majority of Commission members shall constitute a quorum.
- D. The regular July meeting shall be considered the annual meeting for purposes of electing the Chairperson and Vice-Chairperson.
- E. Unless otherwise prescribed by these by-laws, all Commission meetings shall be governed by Roberts' Rules of Order, Revised.

## ARTICLE VII AMENDMENTS

These by-laws may be amended by the Board of Supervisors. The Commission will be consulted regarding any amendments and may recommend changes to the Board of Supervisors.



**KINGS COUNTY  
NEW HIRE SUMMARY 2003-2012**

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	<b>TOTAL</b>	<b>WHITE</b>	<b>BLACK</b>	<b>HISPANIC</b>	<b>ASIAN &amp; AM INDIAN</b>	<b>FEMALE</b>	<b>ALL MINORITIES</b>
<b>FY 03/04</b>	126	62 49.21%	4 3.17%	54 42.86%	5 3.97%	70 55.56%	63 50.00%
<b>FY 04/05</b>	143	76 53.15%	8 5.59%	50 34.97%	9 6.29%	94 65.73%	67 46.85%
<b>FY 05/06</b>	303	159 52.48%	14 4.62%	113 37.29%	17 5.61%	202 66.67%	144 47.52%
<b>FY 06/07</b>	194	86 44.33%	10 5.15%	84 43.30%	14 7.22%	113 58.25%	108 55.67%
<b>FY 07/08</b> from 07/15/07 thur 06/29/08 pp14	220	106 48.18%	6 2.73%	82 37.27%	14 6.36%	138 62.73%	102 46.36%
<b>FY 08/09</b> from 05/18/09 PP11 thur 06/28/09 PP13	86	44 51.16%	6 6.98%	31 36.05%	5 5.81%	2 2.33%	42 48.84%
<b>FY 09/10</b> from 04/05/10 PP08 thur 06/27/10 PP13	56	23 41.07%	4 7.14%	24 42.86%	6 10.71%	36 64.29%	34 60.71%
<b>FY 10/11</b> from 06/28/10 PP14 thur 06/12/11 PP12	71	36 50.70%	3 4.23%	27 38.03%	5 7.04%	40 56.34%	35 49.30%
<b>FY 11/12</b> from 12/26/11 PP01 thur 4/1/12 PP07	126	64 50.79%	5 3.97%	49 38.89%	8 6.35%	75 59.52%	62 49.21%
<b>FY 12/13</b> from 03/18/13 PP07 thur 06/23/13 PP13	130	62 47.69%	8 6.15%	52 40.00%	7 5.38%	85 65.38%	67 51.54%

**KINGS COUNTY  
SEPARATION SUMMARY 2003-2012**

	<b>TOTAL</b>	<b>WHITE</b>	<b>BLACK</b>	<b>HISPANIC</b>	<b>ASIAN &amp; AM INDIAN</b>	<b>FEMALE</b>	<b>ALL MINORITIES</b>
<b>FY 03/04</b>	123.00	82.00 66.67%	5.00 4.07%	34.00 27.64%	2.00 1.63%	55.00 44.72%	41.00 33.33%
<b>FY 04/05</b>	127.00	65.00 51.18%	5.00 3.94%	49.00 38.58%	8.00 6.30%	82.00 64.57%	62.00 48.82%
<b>FY 05/06</b>	273	137 50.18%	16 5.86%	104 38.10%	15 5.49%	179 65.57%	135 49.45%
<b>FY 06/07</b>	160	77 48.13%	12 7.50%	52 32.50%	9 5.63%	115 71.88%	73 45.63%
<b>FY 07/08</b> <small>from 07/15/07 thur 06/29/08 pp14</small>	182	92 50.55%	16 8.79%	65 35.71%	9 4.95%	113 62.09%	90 49.45%
<b>FY 08/09</b> <small>from 05/18/09 PP11 thur 6/28/09 PP13</small>	109	62 56.88%	1 0.92%	31 28.44%	15 13.76%	66 60.55%	47 43.12%
<b>FY 09/10</b> <small>from 04/05/10 PP08 thur 06/27/10 PP13</small>	91	55 60.44%	4 4.40%	19 20.88%	8 8.79%	47 51.65%	31 34.07%
<b>FY 10/11</b> <small>from 06/28/10 PP14 thur 06/12/11 PP12</small>	82	61 74.39%	4 4.88%	15 18.29%	2 2.44%	40 48.78%	21 25.61%
<b>FY 11/12</b> <small>from 04/02/2012 PP08 thur 06/24/2012 pp13</small>	122	80 65.57%	7 5.74%	29 23.77%	4 3.28%	75 61.48%	40 32.79%
<b>FY 12/13</b> <small>from 03/18/13 PP07 thur 06/23/13 PP13</small>	98	60 61.22%	2 2.04%	40 40.82%	4 4.08%	66 67.35%	46 46.94%

DATA AS OF: 06-23-2013

	Total	White	Black	Hispan.	Asian	Native American	Females	Total Minor.
Official/Admin	38	31	1	6	0	0	18	7
PrCNT (%)	4	82	3	16	0	0	47	18
Professionals	183	94	11	59	17	2	150	89
PrCNT (%)	19	51	6	32	9	1	82	49
Technicians	233	128	6	92	7	0	221	105
PrCNT (%)	25	55	3	39	3	0	95	45
Protective Srv	223	121	18	77	5	2	75	102
PrCNT (%)	23	54	8	35	2	1	34	46
Para-Profess.	54	20	1	32	1	0	53	34
PrCNT (%)	6	37	2	59	2	0	98	63
Office/Clerical	151	84	1	61	4	1	189	67
PrCNT (%)	16	56	1	40	3	1	125	44
Skilled Craft	31	19	0	10	2	0	2	12
PrCNT (%)	3	61	0	32	6	0	6	39
Serv. Maint.	37	15	1	19	1	1	13	22
PrCNT (%)	4	41	3	51	3	3	35	59
County Totals	950	512	39	356	37	6	721	438
PrCNT (%)		54	4	37	4	1	76	46

2000 Census Information

<u>Total Population</u>	<u>White</u>	<u>Black</u>	<u>Other Race Alone</u>	<u>Asian</u>	<u>Indian</u>	<u>Two or more Races</u>	<u>Total Minorities</u>
129,461	69,317	10,517	36,748	4,038	2,135	6,706	60,144
	53.5%						46.5%
<u>Total Workforce</u>	<u>Males</u>	<u>Females</u>					
95,979	56,676	39,303					
	59.1%	40.9%					

	Total Employees	White	Black	Hispanic	Asian	Indian	Females	Total Minorities
Administration Group	23	17	0	6	0	0	16	6
Prctnt (%)		74	0	26	0	0	70	26
Assessor	34	21	0	12	1	0	29	13
Prctnt (%)		62	0	35	3	0	85	38
Information Technology	38	24	0	10	3	1	8	14
Prctnt (%)		63	0	26	8	3	21	37
Child Support Services	54	30	3	19	2	0	51	24
Prctnt (%)		56	6	35	4	0	94	44
D.A. Group	49	36	0	9	4	0	26	13
Prctnt (%)		73	0	18	8	0	53	27
Sheriff Group	222	143	12	61	6	0	94	79
Prctnt (%)		64	5	27	3	0	42	36
Probation Group	115	48	5	56	4	2	64	67
Prctnt (%)		42	4	49	3	2	56	58
Fire	68	53	1	10	3	1	7	15
Prctnt (%)		78	1	15	4	1	10	22
Ag Comm/Sealer	22	17	0	5	0	0	8	5
Prctnt (%)		77	0	23	0	0	36	23
Planning Group	12	10	0	2	0	0	5	2
Prctnt (%)		83	0	17	0	0	42	17
Health Group	112	40	2	60	10	0	100	72
Prctnt (%)		36	2	54	9	0	89	64
Behavioral Health Servic	27	12	5	8	1	1	22	15
Prctnt (%)		44	19	30	4	4	81	56
Human Services	265	81	14	156	12	2	219	184
Prctnt (%)		31	5	59	5	1	83	69
JTO Program	22	15	1	6	0	0	13	7
Prctnt (%)		68	5	27	0	0	59	32
Library	17	11	2	3	1	0	14	6
Prctnt (%)		65	12	18	6	0	82	35
Public Works Group	72	44	0	24	4	0	13	28
Prctnt (%)		61	0	33	6	0	18	39
Other Combined	39	29	0	7	1	2	35	10
Prctnt (%)		74	0	18	3	5	90	26
COUNTY TOTALS	1,191	631	45	454	52	9	724	560
Prctnt (%)		53	4	38	4	1	61	47
TOTAL LABOR FORCE (1990 CENSUS DATA)	61,377 100%	37,603 61.27%	2,785 4.54%	18,146 29.56%	2,162 3.52%	552 .9%	30,308 49.38%	23,645 38.52%

End of Report

New Hire Report for EEOC Meetin

Eff Date	Job Title	Dept Name	Reg/Temp	Sex	Ethnic Grp
3/18/2013	Park Caretaker	Public Works-Parks & Grounds	Regular	M	WHITE
4/1/2013	Detentions Technician I	Sheriff - Jail	Regular	F	HISPA
4/1/2013	Social Service Worker II-CPS	Human Services	Regular	F	WHITE
4/15/2013	Deputy Probation Officer I	Probation	Regular	F	HISPA
4/15/2013	Ag & Standards Aide	Agr. Commissioner/Sealer	Regular	M	WHITE
4/15/2013	Social Service Worker III-CPS	Human Services	Regular	F	HISPA
4/29/2013	Computer Support Tech I	Information Technology	Regular	M	WHITE
4/29/2013	Veterans' Service Rep I	Public Guardian/Veterans Svc	Regular	F	HISPA
4/29/2013	Detentions Deputy I	Sheriff - Jail	Regular	M	HISPA
4/29/2013	Deputy Probation Officer I	Probation - SB-678	Regular	F	HISPA
4/29/2013	Planner I	Community Development Agency	Regular	M	WHITE
4/29/2013	Physical Therapist	Health - Calif Child Services	Regular	F	WHITE
4/29/2013	Office Assistant I	Human Services	Regular	F	HISPA
5/13/2013	Detentions Deputy I	Sheriff - Jail	Regular	F	WHITE
5/13/2013	Unlicensed MH Clinician	BHA - MH Services Act	Regular	F	WHITE
5/13/2013	Office Assistant I	Behavioral Health Admin	Regular	F	BLACK
5/13/2013	Social Service Worker III-CPS	Human Services	Regular	F	HISPA
5/27/2013	Deputy County Counsel III	County Counsel	Regular	F	WHITE
5/27/2013	Deputy County Counsel II	County Counsel	Regular	M	WHITE
5/27/2013	Animal Shelter Technician I	Sheriff - Animal Svcs. Shelter	Regular	F	HISPA
5/27/2013	Employment & Training Wkr II	Human Services	Regular	F	HISPA
5/27/2013	Office Assistant I	Human Services	Regular	F	HISPA
5/27/2013	Social Service Worker II-CPS	Human Services	Regular	M	WHITE
5/28/2013	Deputy Probation Officer I	Probation AB-109	Regular	F	HISPA
6/3/2013	Behavioral Health Program Mgr	BHA - MH Services Act	Regular	F	WHITE
6/10/2013	Detentions Deputy I	Sheriff - Jail	Regular	F	HISPA
6/10/2013	Detentions Deputy I	Sheriff - Jail	Regular	M	HISPA

6/10/2013	Detentions Deputy I	Sheriff - Jail	Regular	M	HISPA
6/10/2013	Detentions Technician I	Sheriff - Jail	Regular	M	WHITE
6/10/2013	Deputy Probation Officer I	Probation AB-109	Regular	F	HISPA
6/10/2013	Road Maintenance Worker I	Public Works-Engineering/Roads	Regular	M	HISPA
6/10/2013	Road Maintenance Worker I	Public Works-Engineering/Roads	Regular	M	HISPA
6/10/2013	Road Maintenance Worker I	Public Works-Engineering/Roads	Regular	M	WHITE