

County of San Bernardino
Equal Opportunity
Commission



Biennial Report
For Years
2018 and 2019

Current Equal Opportunity Commission Members

First District

Margaret Smith
Evelyn Glasper

Second District

Linda Sargent

Third District

Al Hernandez

Fourth District

David Sakurai
Dr. James Willingham

Fifth District

Pastor Samuel Casey
Carolyn Tillman

Member-at-Large

Norm Nunez

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.

THE EQUAL OPPORTUNITY COMMISSION COMMITMENT TO PROMOTE FAIR AND IMPARTIAL DIVERSITY IN ALL COUNTY DEPARTMENTS OCTOBER 2020

In 1984, the San Bernardino County Board of Supervisors created the Equal Employment Opportunity Commission to implement best practices and to gain a common sense understanding of the diverse workforce in all County Departments.

The Commission believes that the County is a workplace where we prioritize diversity, equity and inclusion. This creates an environment that respects and values individual differences in the workplace. Inclusive organizations foster cultures that minimize bias and recognize and address systemic inequities, which, if unaddressed, can create disadvantage for certain individuals. These efforts are reflected in the organizational mission, vision and Department Diversity Committee (DDC) policies.

The Commission strives to ensure that no policies, procedures, or practices exist that might result in any groups being advantaged or favored and others being disadvantaged or devalued, resulting in fewer opportunities and slower upward movement. Finally, the Commission will attempt to have the workplace of the County of San Bernardino to be a place of inclusiveness, fairness and equity.

WHEREAS: The Commission makes deliberate decisions when evaluating the diversity in County Departments. The Commission strives to be compassionate, fair-minded and sensitive. We use qualitative measures on how the County can ensure that all employees are respected and treated fairly, and quantitative demographic data of the current workforce and projected workforce composition. The Commission strives to require that upper management supports the goal of achieving a diverse workforce that embodies different perspectives and approaches toward maintaining a multicultural workplace and valuing diversity in the workforce. Toward that objective, DDCs have been instituted and supported by the Commission and an annual EOC Forum has been sponsored by the Commission, held for the benefit of all San Bernardino County Department leadership that explores current issues that might be of interest to the 22,000 county employees.

WHEREAS: The Commission advocates compliance with all federal and state laws related to discrimination and harassment on the basis of age, ancestry, color, marital status, medical condition, national origin, physical or mental disability, race, religion, genetic information, military/veteran status, gender, gender identity/expression, sex or sexual orientation. The Commission does not advocate any type of discrimination or harassment on the basis of any category protected by law.

WHEREAS: The Commission with the development of DDCs requests that all department heads reexamine all policies, practices and managerial values that affect the responsibilities, treatment and advancement of protected groups according to the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, and the Age in Discrimination Act of 1967.

WHEREAS: The Commission, as a County Board, has a duty to maintain high standards of conduct and to display attributes of honesty, impartiality, trustworthiness and to abide by all rules and regulations as advocated by the Board of Supervisors.

WHEREAS: The Commission restates that county departments are friendly, flexible, and supportive.

IN SUMMARY, the Commission will disseminate this Commission Statement as it is incorporated into the 2018-2019 Biennial Report.

Introduction

In accordance with our mission, every two years the Commission submits a report to the Board of Supervisors and the Chief Executive Officer regarding the progress and achievements of the Commission. This report provides an overview of the Commission's activities in 2018 and 2019, which include the Annual Diversity and Inclusion Forums, the EOC Annual Recognition Award presentations, the Department Diversity Committees (DDC) 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.

Diversity and Inclusion Forums

In October 2018 and 2019, the Commission continued to host its annual Diversity and Inclusion Forum to promulgate equal employment opportunities and workforce diversity within the County. In keeping with the County's Vision, the forums emphasized the value of diversity; the County's commitment to EEO; each department's integral role in outreach, recruitment, and succession planning; and developing DDC.

2018 Diversity and Inclusion Forum – Developing the Unexpected Workforce: Second Chancers, Homeless Individuals, and Veterans “Diamonds in the Rough”

Gary McBride, County Chief Executive Officer, provided the opening remarks for the Forum. Deborah Caruso, Human Resources Director, welcomed approximately 175 County employees in attendance at the eighth annual event, followed by Fifth District Supervisor Josie Gonzales. Chairman Willingham and Commissioner Ron Stark of the Equal Opportunity Commission then provided additional opening remarks. Session I focused on “Second Chancers”, individuals with a prior criminal history, and consisted of guest speaker, Brenda Sowers, Workforce Development Specialist, from the Workforce Development Department. This section of the forum focused on the importance of second chancers learning to prepare for the application and interview process.

Session II concentrated on homeless individuals and opened with guest speaker Deputy Aaron Halloway from San Bernardino County Sheriff's Homeless Outreach Proactive Enforcement Team (HOPE) Team. Deputy Halloway discussed the importance of the HOPE Team. He detailed how we must recognize the fine line between homelessness as a social issue and a criminal issue, detailing some acts that occur in public that can be a crime, such as public intoxication, panhandling, and loitering, to name a few.

Session III concentrated on veterans and the benefit of hiring veterans into the county workforce. The guest speaker was EOC Commissioner and Chairman James Willingham. Chairman Willingham helped the audience to understand some misconceptions of hiring veterans. Veterans are not mindless drones. They do not all suffer from PTSD. They are not combative, physically abusive and foul-mouthed. Chairman Willingham also educated the attendees on the benefits of hiring veterans. Veterans are trained to adapt, improvise and overcome. They are taught to plan, organize and complete tasks in the shortest, most effective and efficient manner, to name a few.

The EOC acknowledged the DDCs that had completed their 4th, 3rd, 2nd and 1st years of DDCs,

Chairman Willingham concluded the 2018 Diversity and Inclusion Forum by thanking all attendees and reminding them all about the importance of continued progress in the area of diversity and inclusion within their departments.

2019 Diversity and Inclusion Forum GenerationGo! “The County's future workforce”

The 2019 Forum focused on GenerationGo! Supervisors Janice Rutherford and Josie Gonzales welcomed the approximate 175 attendees to the event. Gary McBride, Chief Executive Officer and Diane Rundles, Interim Human Resources Director, made opening remarks. Chairman Linda Sargent and Commissioner

Carolyn Tillman began the event with a few words of wisdom, welcoming words and an ice breaker activity.

The first keynote speaker was Ms. Marianne Johnson, Deputy Director of Workforce Development Department (WDD). Ms. Johnson's presentation highlighted San Bernardino County's Vision 2 Succeed Generation Go! program. Ms. Johnson highlighted the Workforce Development Board's Workforce Roadmap and detailed how has positioned itself to be a magnet region by committing to providing businesses a quality workforce. She defined GenerationGo! as the County's Workforce Innovation and Opportunity Act (WIOA) youth program. Ms. Johnson highlighted systems integration, detailed what WDD is trying to accomplish and how they are working to accomplish the goals. She also discussed the career pathways available through the program. She discussed how the program was successful and community partners who have helped to strengthen the program. Ms. Johnson also discussed the challenges and what the future holds for the program.

Next, Bill Tynan, Director of Education from Garner Holt Education through Imagination presented on the experiences of his company utilizing GenerationGo! participants and successfully hiring the interns after completion of their internships with Garner Holt. He shared videos and stories of participants that have successfully integrated into the Garner Holt family via GenerationGo! Ms. Tynan shared how they may have entered wanting to learn about the robotics and end results of the technology but at the end of their time with the company, he saw that they became more intrigued with learning how the technology was created. He shared very touching stories of Mr. Garner Holt himself showing acts of kindness and understanding to the participants of this program. Mr. Tynan's presentation was extremely enlightening.

Lastly, Ms. Johnson returned with two GenerationGo! program participants. They shared their stories of how the program has helped them to grow. They answered questions from the audience and were extremely honest and open about their fears, likes and hopes for the future after being involved in such a worthy project.

EOC Annual Recognition Awards

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. 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. A second award was also established, which is entitled, "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.

2018 EOC Annual Award Recipients

The "Leading the Way" Award was presented to the Preschool Services Department (PSD). The Commission commends PSD for its collaboration with school districts and libraries to bring more resources to the community it serves. The assistance to PSD parents with attaining their education goals is tremendous and the success of this initiative is evidenced by parents who have obtained jobs within the department. The Commission applauds PSD's use of the Fatherhood Coalition for future recruiting efforts. The collaboration and procurement of the Footsteps 2 Brilliance program is a huge benefit to the County residents you serve.

The “Moving Ahead” Award was presented to the Department of Veterans Affairs for their commitment to the veterans of San Bernardino County which is evident in its visits and memberships in multiple veterans’ posts within the area. The Commission also appreciates the removal of the veteran requirement from the Veterans Service Representative series, opening the applicant pool within the department. Finally, the Commission applauds the active involvement in the department’s DDC and encourages continued participation on this committee.

2019 EOC Annual Award Recipients

The “Leading the Way” Award was presented to the Information Services Department for its excellent accomplishments of the department’s DDC and its growth since its creation in 2015. The Commission is pleased with the department’s reception and acceptance of the Commission’s suggestions from previous presentations and was excited to see the actions taken within the department. The Commission is optimistic that the department will take advantage of upcoming internship opportunities that the County is working toward and we look forward to learning of those successes in the future.

The “Moving Ahead” Award was presented to the Economic Development/Workforce Development Department for its awareness of diversity within its department. The Commission is thrilled with this department’s collaboration with other organizations outside of the County. It is also very impressed with the thought process that went into the selection of its Department Diversity Committee. The Commission has no doubt that the Economic Development/Workforce Development Department will continue to be successful in its diversity and inclusion efforts.

Department Diversity Committees

In response to several departments requesting assistance in obtaining more diversity, the Commission recommended that Human Resources help them establish Department Diversity Committees (DDCs). Beginning in the 2014-15 fiscal year, the following six departments formed DDCs and are part of the pilot group: Aging and Adult Services, Public Defender, Purchasing, Children and Family Services, County Library, and Public Works.

In the 2015-16 fiscal year, another 9 departments formed DDCs, Department of Behavioral Health, Child Support Services, County Counsel, County Fire, Fleet Services, Human Resources, Information Services, Land Use Services, and the Sheriff’s Department.

In the 2016-17 fiscal year, another 11 departments formed DDCs, Agriculture/Weights & Measures, Airports, Arrowhead Regional Medical Center, Auditor-Controller/Treasurer/Tax Collector; District Attorney, Museum, Probation, Registrar of Voters, Risk Management, Special Districts, and Veterans Affairs. In addition, for the 2017-18 fiscal year, another nine departments formed DDCs including Assessor-Recorder-County Clerk, Economic/Workforce Development, Performance Education Resource Center, Preschool Services, Public Health, Real Estate Services, and Transitional Assistance. We are proud to announce that all County departments now are represented by a DDC.

The DDC concept is supported by Human Resources and is included in their annual performance measures. The staff from the Equal Employment Opportunity Office provide quarterly training to the DDCs. Some of the training topics included: unconscious bias, generational diversity, and covering. In addition to providing assistance to departments in obtaining diversity, DDCs are also in line with the County of San Bernardino Vision Statement and the County of San Bernardino Equal Employment Opportunity (EEO) Policy. The County Vision statement says, “We envision a complete county that

capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play.” One of the objectives of the EEO Policy is “to make a good faith effort to achieve diverse employment representation throughout job classes and salary grades in County service, as allowed by law.”

Department Diversity Committee Highlights

Aging and Adult Services

- Diversity Film Series
- Expanded Safe Zone training
- Celebrity Diversity! wall

Agriculture, Weights and Measures

- Added four new members
- Participated in several outreach and career fair events
- Held a successful clothing drive to benefit a local Inland Empire non-profit

Arrowhead Regional Medical Center

- Developed a new revitalized mission statement
- Initiated a leadership curriculum that includes a segment on “Hardwiring the ARMC mission, vision, and values” that teaches managers how to align their staff with the mission
- Brought a new bilingual Hospital Customer Advocate on board and put together a patient family advisory council to include patients’ perspective during improvement planning
- Provides bilingual materials for patients, visitors and the community
- Raised the new-hire process to the next level with a warm-welcome program
- Developed a recognition program to recognize staff for exemplifying our “HEART” (honor, engagement, accountability, respect, teamwork) values
- Developing a community needs assessment to ensure the hospital has a diverse group that represents the community served

Assessor-Recorder-County Clerk

- Developed an Appraiser Series program to help staff advancement
- Participated in various job/resources fairs
- Established Team ARC Appreciation Day, July 18, 2019
- Team ARC apparel available for staff to purchase

Auditor-Controller/Treasurer/Tax Collector

- Quarterly Newsletter
- Certificate of Completion for Department Diversity Training, May 4, 2017
- Attended the Diversity & Inclusion Forum in 2016, 2017, and 2019
- Hosted “Generational Differences” Lunch and Learn Even; featuring Assistant Public Defender, Thomas Sone
- Coordinated Annual ATC Friendsgiving Celebration in November 2018 and 2019
- Facilitated DDC Children’s Fund Toy Drive in December 2017, 2018, and 2019
- Represented and recruited for ATC at the Meet The Governments Career Exposition on April 13, 2018
- Hosted ATC DDC “What is Your Story” Events:

- September 2019 – Featuring Jai Prasad, Supervising Accountant III
- December 2019 – Featuring Diana Atkeson, Chief Deputy Tax Collector

Children and Family Services

- Increased line staff participation/communication in the regions
- The creation of the “Retention Subcommittee” and continued efforts to improve retention rates
- DDC’s participation at the “CFS Speed Hiring” events – continued focus on diversity and recruiting more males and individuals from diverse backgrounds
- The recruitment team participates in many recruitment and educational events through the local elementary, middle and high schools, as well as universities and community schools
- CFS “Speed Hiring” Events:
 - Two events in April 2019
 - Successful turnout
 - DDC presentation to the applicants
 - Opportunity to meet CFS leadership, HS Personnel, and members of the training team
- Continued efforts to improve retention through collaboration with all regions and reviewing and assessing the stay/exit interviews and next steps to take
- Continued efforts in promoting staff’s “Circle of Support”
- The retention subcommittee will transition the focus of its strategies to retaining seasoned staff as well as newly-hired staff
- “Stay Surveys” – comprehensive questionnaire regarding what helps the staff stay as well as their concerns/areas of improvement. The survey elicits feedback from staff regarding what suggestions they have to improve retention

Community Development and Housing

- April 2019, Committee formed and elected officers
- May 2019, Created mission statement
- June 2019, Drafted bylaws, discussed suggestion box, started “Did you Know” activity with staff

County Counsel

- July 2018, World Cup food celebration, information and cultural dish from nations playing in the World Cup
- August 2018, Published quarterly newsletter
- December 2018, Coordinated Diversity & Inclusion game for Holiday party
- March 2019, Attended career fairs at local schools and colleges
- June 2019, World Eder Abuse Awareness Day event – ice cream sundae spread, informational posters, and purple ribbons provided to staff

County Fire

Attended Crafton Hills College Fair 8/23/19: Fire/EMS as well as attending their Allied Health and Public Safety Day. Implemented PT Practice Days for applicants interested in the tower. These classes are designed to increase the success rate of recruits that are hired as firefighter trainees. First classes were offered 12/12/19, 1/3/2020, and 2/21/2020.

- Meet quarterly/discuss caseload; discuss DA office's role in administration of criminal cases and role in educating community members. This provides education to the community members and department members.
- 2/22/19 – Love is Love; Providing information at a resource booth at the event held at Ontario Reign Pride Night.
- 3/25/19 – Re THINK Public Safety SB Coalition Town Hall Meeting; DA, Jason Anderson spoke; shared his accomplishments of this first 100 days in office.
- 3/30/19 – Diversity in the Law Summit – DA, Jason Anderson was a guest speaker at this Criminal Justice Reform and Diversity in the Law Summit.
- 4/15/19 – Inaugural Dolores Huerta Day – celebrated Dolores Huerta, co-founder of the United Farm Workers. She is a labor leader and civil rights activities. The audience was comprised of elementary school aged children.
- 5/16/19 – Deputy DA Laura Robles received the 30th Annual Award for Excellence from the Board of Supervisors. Laura was selected by distinguishing herself as a dedicated volunteer and President of the Inland Empire Latino Lawyers Association, dedicating over 200 hours of her time in San Bernardino, providing free legal help.
- 6/4/19 – The Flame of Hope – Special Olympics Law Enforcement Torch Run; DA staff joined in on the Torch Run to support the Special Olympics.
- 6/11/19 – County Pride – LGBT DDC Training; Victim Advocate, Maren Casteneda participated on the panel, sharing her personal story.
- 8/17/19 – The DA's office participated in "Everyday Heroes" event by chaperoning underserved children on a shopping spree for school clothes and supplies.
- 10/17/19 – Richard T (RT) Fields Bar Association Meeting – DA Jason Anderson and Deputy DA staff attended the organization's first meeting. RT Fields was the Riverside DA before becoming the first African American to sit as a judge in Riverside. His namesake Bar Association represents the interests of African American Attorneys in the Inland Empire and serves as a vital source for networking, continued education and career development.
- 11/4-15/19 – Veteran's Donations Drive; DA employees participated in organizing the drive for Veterans.
- 12/14/19 – San Bernardino County Sheriff's Employees' Benefit Association (SEBA) 19th Annual "Shop With a Cop". The office participated by chaperoning underserved children on a holiday shopping spree.

Economic/Workforce Development

- DDC intranet website
- May – Holiday calendar
- October – 5050 (Fundraiser for DDC activities); help organize the department All Staff Meeting
- November/December – participated in ISD warmer clothes drive
- December – 5050 (Fundraiser for future DDC activities); Holiday family sponsorship

Facilities Management

- Chili Cook Off

Fleet Management

- October 2018, Fleet O'Treat, DDC members distributed goodie bags with diversity messages, candy and water to employees who brought County vehicles to the fuel station
- Winter 2018, Diversity Bingo, Issued bingo cards to staff with the objective of matching diversity quotes with the correct author. The DDC awarded prizes to winners
- December 2018, Toy Drive, Collected toys to benefit the Children's Network
- Spring 2019, Diversity Dog, All service centers received hot dogs, with the idea that everyone likes hot dogs, but how each person creates their own makes us unique
- Diversity Dog (Spring Event), "Cross the Line" game that included in-depth questions that helped share the diversity of the department and prejudices people have had to face
- Outreach
 - February 2019, attended 4 career fairs hosted in conjunction with CRY-ROP at high schools in Redlands and Yucaipa. Hosted an on-site career fair
 - Participated in the GenerationGo! intern program for high school youth
 - Advertised job announcements in the Black Voice News and El Chicano Community News
- Tolerance in the workplace activity – seek to understand each other and help each other succeed
- Did you know activity – watch your words; right and wrong terms
- Fleet diversity grab bag July 18, 2018

Human Resources

- Added two new male members
- Continued playing "Who Am I" game during HR General Staff meetings. Reading a few short facts about a staff member and then waiting to see who could guess who that staff member was. A great exercise in inclusion
- Hosted a Brown Bag Lunch on 10/24/18 – HR Director Meet and Greet with Deborah Caruso
- Hosted a Brown Bag Lunch on 1/23/19 with CEO Gary McBride
- Hosted a Brown Bag Lunch on 2/19/19 at the County Museum to view Black History artifacts.
- Hosted a Brown Bag Lunch on 5/21/19 on Mental Health in the Workplace with guest speakers from the Department of Behavioral Health
- Hosted a Brown Bag Lunch on 8/6/19 with Equal Opportunity Commission Ron Stark who discussed the role of the EOC within the County
- Continued publishing a monthly newsletter for Human Resources staff
- Provided quarterly diversity trainings to all county department DDCs

Human Services – Administration

- Potlucks for Hispanic Heritage Month, Black History Month and Asian American/Pacific Islander Heritage Month
 - Volunteers of the particular ethnicities spoke about their culture and experiences at the beginning of each potluck
- Quarterly Newsletter

Library

- Staff Development 2019, Diversity Boards served as a visual representation of the diversity in each Branch and their work in implementing the County Vision to better service the community
- Library Games, four games distributed to all branches and the administration office with the goal of bringing together coworkers to work as a team and with the games. Winning branches were: Needles, Big Bear, Loma Linda and Yucaipa.
- DDC Website Collaboration, all of the Community Service departments came together to collaborate for the DDC website
- Vision to Reach, partnered with San Bernardino County Superintendent of Schools office. Participated in a Reading Rally.
- Career Days, partnered with Colton Unified School District, Regional Managers visited schools in the community to speak about exciting careers within the library system and to promote the importance of literacy
- Heritage Months Celebrations, Branches celebrate using book displays; promoted through the library website
- Summer Reading Program, graphics used to promote the Summer Reading program and other programs have a representation of the diverse community the library serves
- Fontana and Highland branches 10-year anniversary, an event was hosted with both branches to celebrate the big event
- Career Online High School, The San Bernardino County Library offers adults the opportunity to earn an accredited high school diploma and career certificate online through Career Online High School. The library's program provides a limited number of scholarships to qualified adult learners who are looking to expand their career opportunities, prepare for workforce entry and continue their education

Museum

- Exhibits
 - “Nuestra Cultura Colorida” for Hispanic Heritage Month, in partnership with the Inland Empire Latino Art Association. The Hispanic Employees Alliance of San Bernardino County helped sponsor the opening reception
 - “Footsteps to You: Chattel Slavery,” in partnership with the Black Voice Foundation. At the Redlands site and Victor Valley Museum
 - “Images of Black Culture, Life and History” for Black History Month, in partnership with the Southern California Black Chamber of Commerce, Inland Cities, East. A closing reception was sponsored by CEEM (Cooperative Economic Empowerment Movement)
 - “Eat Well, Play Well,” teaching kids about health, nutrition and exercise – at the Redlands site and Victor Valley
 - “Pulp Culture” a totally bilingual exhibit tracing the story of industry, migrant workers, fruit pests, and a visual culture that became intrinsically tied to the region's citrus groves and packing houses. In addition to a community voices station for visitors to record their own memories, an interactive packing conveyor belt and large timer educates visitors on the realities of tying pay to how fast one could pack crates
- Programs
 - 2019 Dome Talks speaker line-up included
 - Rue Mapp, founder and CEO of Outdoor Afro

- Richard Rothstein, author of *Color of Law: A Forgotten History of How Our Government Segregated America*
 - Old West Days attracted over 2,000 visitors in one weekend and featured partners with diverse perspectives, including the Malki Museum, Black Voice Foundation, and San Bernardino Historical and Pioneer Society, and included gallery talks on chattel slavery, and the complicated history of minerals, mining and indigenous communities
- NACo Awards for two exhibits
 - Footsteps to You: Chattel Slavery – an exhibit in partnership with the Black Voice Foundation
 - Sacred Earth – an exhibit with the San Manuel Band of Mission Indians

Preschool Services Department

- Inaugural 2018 for PSD DDC
- Created mission and vision statements
- Created a draft calendar of holidays and cultural events to be recognized by PSD management/PDS DDC throughout the year
- Re-established monthly PSD Administration birthday celebrations and holiday activities

Probation Department (PDC)

Donated to employees in need such as the Baker to Vegas Team and the Pink patch project. Held fundraisers in conjunction with other committees including bake sales, sell or Probation pink patches, commemorative pins, and shirts. Conducted the Annual Cultural Diversity potlucks within 12 locations throughout the county, and are currently looking into diversity training through the museum of tolerance. PDC currently has 29 members, and nominations will occur January 20o20 for new board members.

Public Defender's Office

- Outreach to college students through recruitment and job fairs
- Guest speakers for staff
 - Clients' perspective
 - Diversity focused training
- Education on LGBTQ and preferred gender pronouns

Public Works

- 6/2/18 Public Works Week at the County Museum\
- 10/2/18 Public Works "Speed Hiring Event" for Snow Plow Drivers
- 10/3/18 3rd Annual Colton Joint Unified School District College & Career Fair
- 10/5/18 Inland Empire Job Fair, National Orange Show Event Center
- 10/25/18 Diversity Committee Cultural Potluck
- 11/27-11/29/18 Department Leadership Training
- 3/13/19 Career Day, Southridge Middle School, Fontana
- 3/22/19 Career Day, Aquinas High School, San Bernardino
- 5/4/19 6th Annual Educational Fair, Spring Valley Lake
- 5/20/19 AGA Meet the Government Career Expo, CSUSB
- 5/30/19 Career Day, Cypress Elementary School, Highland

Regional Parks

- DDC Formation
 - First DDC meeting held 1/10/19
 - Completed slate of officers with the election of secretary in March
 - Completed first draft of DDC bylaws
- Celebrated the following:
 - Black History Month – presentation about Frederick Douglas (Fighter for Freedom)
 - National Women’s History Month – presentation on women who impacted National Parks
 - Diversity Month and Arab-American Heritage Month with a presentation in April
 - Cinco de Mayo and Mexican-American Heritage Month in May with a presentation about Mexican-American traditions
- Drafted a new agency Mission Statement in May using key words provided by staff

Risk Management

- Career day presentations at the following elementary schools:
 - Muscoy; Monterey, and Mt. Vernon
- Sponsored Thanksgiving and Multicultural potlucks
- Held a “Thank a Vet, Get a Donut” activity
- Participated in Children’s Fund toy drive
- Gingerbread house decorating activity
- Staff sent Valentine’s Day cards via the St. Jude’s portal
- Launched DDC website
- Lunar New Year Tree activity
- Provided newsletter to staff

Sheriff’s Department

- Increased the size of the DDC to 15 members to better represent the department
 - 9 professional and 6 sworn staff
 - 8 females and 7 males
- Participated and marched in uniform in the Los Angeles Pride Parade
- Currently redesigning the DDC website using Wordpress for better internet accessibility
- Implemented a DDC specific Instagram (@sbcseec) and Twitter account (@sbcseec)
- Added DDC members to the department’s recruiting team

Special Districts

- Family Heritage Showcase, a moment to showcase the diversity of our staff members and their family stories

Transitional Assistance Department

- Implemented High School Confidential activity to promote awareness of multiple generations
- Launched quarterly newsletter to inform staff about significant dates, celebrations, and/or historical events
- Expanded committee to include representation for all 22 TAD district offices

Veterans Affairs

- Heart Healthy Month, department participated in healthy eating by having a heart healthy potluck on February 14, also participated in a “biggest loser challenge” and fun physical activities
- Honoring Women Veterans (March 17 – March 23), potluck with information sharing about women in the military. Honored several female servicewomen in the department and showed appreciation to clients
- Memorial Day (May 27), participated in an event at the Rialto Cemetery. Provided information about departmental services to veterans and their families

Summary of Commission Activity and Department Presentations for 2018

A. 2018 EOC Members

First District

Jiles Smith
Evelyn Glasper

Second District

Ron Stark
Reyes Quezada

Third District

Reyes Quezada
Deirdre Thomas

Fourth District

David Sakurai
James Willingham

Fifth District

Luis Blanco
Carolyn Tillman

Member at Large

Violet Gutierrez

Resignations

Deirdre Thomas resigned her Third District seat March 15, 2018

Reyes Quezada resigned his Second District seat July, 12, 2018

Violet Gutierrez resigned her Member at Large seat August 2, 2018

Appointments

Linda Sargent was appointed to the Second District January 9, 2018

Al Hernandez was appointed to the Third District October 16, 2018

Kellie Bruhl was appointed to the Third District October 16, 2018

B. Election of Officers

The Commission conducts an election of officers each year. The following Commissioners were elected as officers for 2018:

Deirdre Thomas
Violet Gutierrez
Dr. James Willingham

Chair
First-Vice Chair
Second-Vice Chair

C. 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 2018:

- Linda Sargent, April 4, 2018
- Margaret Smith, June 25, 2018
- James Willingham, August 20, 2018
- Ron Stark, August 28, 2018
- Evelyn Glasper, November 10, 2018
- Al Hernandez, December 19, 2018

D. Summary of Department Presentations for 2018

1. Mike Ramos, District Attorney, January

District Attorney Ramos was commended for his extreme diversity efforts, even with the limited applicant pool. He was also commended for the current support staff, Michael Fermin, Daniel Silverman and Christopher Lee, as they are a fantastic addition to the leadership team. The EOC added that they would like to see more partnerships with schools and/or community based organizations in the future to assist in attracting a more diverse applicant pool. The EOC also would like to see the DA's office management staff better reflect the diversity of the County. The Commission also encouraged the DA to seek greater recruitment efforts to increase the department's diversity and to see more training targeted towards increasing department retention.

Phyllis Morris-Green, Public Defender, January

Ms. Morris-Green was commended for her outreach efforts, specifically to the youth population. Her collaborations with outside agencies and the participation in the various programs were seen as a great asset to the community served. The Commission encouraged Ms. Morris-Green to continue to pursue African-American and Hispanic applicant pools through her recruiting efforts.

2. Reg Javier, Economic Development/Workforce Development, February

Mr. Javier was commended on his awareness of diversity within his department. The Commission was thrilled with the fact that his department was collaborating with other organizations outside of the County. The Commission was also very impressed with the thought process that went into the selection of the Department Diversity Committee. With the County being the largest employer, the Commission was excited to see more partnerships with other County departments. The Commission would like Economic Development/Workforce Development to continue in the same direction as it has been.

Gary Hallen, Community Development/Housing Authority, February

Mr. Hallen was thanked for appearing before the Commission. It was suggested that the department focus on creating a Department Diversity Committee. The Commission would like to see details related to the department DDC's goals and accomplishments, and the department's succession plan when it appears before the Commission again.

3. Michelle Blakemore, County Counsel, March

Ms. Blakemore and Ms. Alexander-Kelley were thanked for appearing. The Commission requested that County Counsel provide a written succession plan within a year. It was noted that this information had also been requested in 2015 but may have been lost in the transition of the new department head appointment. The Commission also requested considering the utilization of Deputy County Counsel's I, II and III levels to cultivate new graduates into experienced attorneys. Other departments have changed their practice and are hiring new graduates. This change in practice would assist with building a more diverse workforce.

4. Jeff Rigney, Director, Special Districts Department, April

Mr. Rigney was thanked for provided the Commission with coffee mugs, an unexpected treat. The Commission acknowledged his sincerity and noted their pleasure with the department initiative to promote diversity and inclusion. The DDC's idea of establishing interview panels that reflect more diversity is great and the Commission hopes to see it come to life in the near future. The Commission also would like to see the department continue to foster an environment that retains a diverse and inclusive employee base and with that being said, the Commission requested an action plan on how Special Districts proposed to do that.

5. Sheriff John McMahon, Sheriff-Coroner, May

The Commission thanked the executive staff in attendance at the meeting and acknowledged its pleasure with the programs developed to attract a diverse pool of candidates interested in law enforcement. The Commission was also pleased with the department's awareness and acknowledgement of the comments from the 2015 appearance before the Commission. The Commission would like to see more diversity in upper management positions. Due to attrition, the Commission urges a proactive succession plan of action. They also requested more focus on mentorship of the under-represented, referred applicant pool.

6. Luther Snoke, Interim Director, Land Use Services, June

Mr. Snoke was commended for his awareness of the direction the department needed to move in and applauded him for his early steps taken in moving positively toward that change. The Commission requested a written strategic implantation plan that contained a succession plan, showing evaluation measures, timelines, and the impacts of diversity in every classification. They Commission also requested a timeline for a marketing strategy that would increase public awareness of the department.

7. Leanna Williams, Director, Department of Risk Management, August

Ms. Williams was commended, as a new department head, for the adoption of a new mission statement, which had been suggested by the Commission during the previous presentation. The Commission would like to see more opportunities at a trainee level for Liability Claims Representative, possibly opening the pool to more male applicants. It was suggested reconsidering the wording used in the job descriptions, as it may factor in to gender disproportions within the department. The Commission also requested a written outline for succession planning.

Ron Lindsey, Director, Fleet Management Department, August

Mr. Lindsey was commended for diversity reflected within his department's ethnicity and gender statistics. The 14% increase in diversity as reflected in the Employee Utilization Comparison Chart was a noticeable step in the right direction. The Commission requested the creation of methodology for diversity and inclusion of staff in the near future. They also encouraged collaboration with the Workforce Development Department to allow for increased exposure within high schools.

8. Jennifer Hilber, Chief Information Officer, Information Services Department, September

Ms. Hilber was commended on her excellent accomplishments with the Department Diversity Committee and its growth since its creation in 2015. The Commission was pleased with the reception and acceptance of its suggestions from previous presentations and excited to see the actions the department had taken as a result of the suggestions. The Commission is optimistic that the department will take advantage of the upcoming internship opportunities that the County is working toward and look forward to learning of those successes at the department's next appearance before the Commission.

9. Beahta Davis, Director, Department of Regional Parks, November

Ms. Davis was commended for her recruitment and outreach efforts. They are positive and creative. The Commission is optimistic that the department will take advantage of the opportunity to increase diversity utilizing current vacancies. The Commission recommended updating the mission statement to reflect efforts to promote workforce diversity that mirrors the community being served. The Commission also requested a report in six months showing the department diversity demographics. Additionally, they asked to be apprised of the vacant positions that were filled, and how diversity objectives were met with the filling of those vacancies. The Commission also encouraged expediting the creation of the DDC, recommending outreach to HR's EEO office for guidance, if necessary.

James Jenkins, Director, Department of Airports, November

Mr. Jenkins was applauded for the collaboration of the department's DDC with other Community Services Group departments to overcome the geographical constraints faced. The Commission was excited about the upcoming manager recruitment and the hopes to see an increase in diversity with the filling of that vacancy. The Commission recommended that the mission statement be updated to reflect the department's commitment to staffing, rather than just community service. Although community service is important, a diverse and inclusive staff is also important. The Commission also recommended that the department update the mission statement prior to its next appearance before the Commission.

Summary

Through a collaborative effort between the Commission and the Department of Human Resources, the Commission continues to host its Annual Diversity and Inclusion Forums. These forums allow the Commission to provide 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 Forums serve as a proactive and affirmative step in demonstrating the commitment of the Commission and the County of San Bernardino in regard to EEO, diversity and inclusion in the workforce.

In a joint effort with Human Resources, more departments established Department Diversity Committees (DDCs) and Human Resources included DDCs as a performance measure. DDCs are a group of enthusiastic employees that work together to promote diversity and inclusion in their department. Departments will benefit through diverse input that will encourage success; maximizing collaboration between departments and Human Resources; being proactive rather than reactive; and increasing insight, awareness, creativity, innovation, and communication at all levels of the department. Human Resources provides training to the DDCs and meets with them quarterly. There are currently 37 DDCs throughout County departments, with the goal of all departments establishing a committee by fiscal year 2017-18 almost being met.

Over the past two years, numerous County departments have had the opportunity to share with the Commission their visions strategies of diversity in the workplace. The Commission recognizes the efforts and progress of each department. The Commission will continue to provide guidance and support to increase and balance the diversity in areas of underrepresentation.

Summary of Commission Activity and Department Presentations for 2019

A. 2019 EOC Members

First District

Margaret Smith
Evelyn Glasper

Second District

Ron Stark
Linda Sargent

Third District

Kellie Bruhl
Al Hernandez

Fourth District

David Sakurai
James Willingham

Fifth District

Luis Blanco
Carolyn Tillman

Member at Large

Vacant

Luis Blanco vacated his seat on September 24, 2019.

Kellie Bruhl was reappointed to her seat on October 22, 2019.

B. Election of Officers

The Commission conducts an election of officers each year. The following Commissioners were elected as officers for 2019:

Linda Sargent
Al Hernandez
Ron Stark

Chair
First-Vice Chair
Second-Vice Chair

C. Assembly Bill 1234 (AB1234) Training

AB1234 requires that local agencies provide ethics training to local agency officials every two years. The following Commissioners completed or renewed their training in 2019:

- Kellie Bruhl, January 7, 2019
- Carolyn Tillman, April 3, 2019
- David Sakurai, April 25, 2019

D. Summary of Department Presentations for 2019

10. Mark Hartwig, Chief, County Fire Department, January

Chief Hartwig was applauded for his presentation as a whole. The Commission commended him for the strides taken to implement new goals recommended by the DDC, and was extremely happy to see the inclusion of outside persons and agencies in the DDC to give input on behalf of under-represented groups in the community. The commission was excited to see updated recruitment material that reflected a more diverse workforce. The community outreach efforts were above average and the Commission would like to see them continue in the future. It was recommended that the mission statement include a reference to the diverse community being service. Also, the Commission would like to see outreach to the Information Services Department for assistance with the creation of a website for the DDC.

11. Deborah Caruso, Director, Human Resources Department, February

The Commission applauded Ms. Caruso for her presentation and commended her support staff in setting the bar high for diversity and inclusion. They noted seeing great progress and accomplishments since the department's last appearance before them and were thrilled with the online testing that is now being offered to applicants. The Commission recommends amending the mission statement to utilize the word "improving" rather than "increasing" as it relates to diversity. They also encouraged continued outreach to male candidates in an effort to bridge the gender gap in your department's workforce. As was requested in 2012, the Commission would again like to know how San Bernardino County's recruitment, testing, and selection processes, including demographics, compare to those of Riverside County.

12. Michelle Scray-Brown, Chief Probation Officer, Probation Department, March

The Commission thanked Deputy Chief Probation Officer, Scott Frymire, for meeting with them. He was applauded for his presentation. The EOC commended the department for its mentoring program, as well as the videos used during the presentation. The EOC was thrilled with the PDC's Culture Convo monthly video series and things it is a great tool to promote diversity and inclusion. The EOC recognized the worked with HR in establishing an online testing which helped generate more applicants and therefore a more diverse applicant pool. The EOC also applauded the Probation Department for creating and maintaining an Equal Opportunity Committee since 1998, long before departments were encouraged to implement department diversity committees. The EOC again recommended amended of the mission statement or the creation of a workforce specific mission statement that addresses diversity. The EOC was disappointed that their recommendation to development a strategic plan was not completed in the three years since the department last presented to the EOC. They asked that the department present an estimated date of completion for

the strategic plan and revised mission statement to the EOC within 60 days from the date of the feedback letter. The EOC also wanted to see continued efforts made towards balancing gender representation within the department's workforce numbers.

13. Kevin Blakeslee, Director, Public Works Department, April

The Commission thanked Mr. Blakeslee for appearing before them and applauded him for his department's outreach, recruitment and retention efforts. The EOC also appreciated that the department has a strong partnership with Human Resources, as voiced by Deborah Caruso, HR Director. As Mr. Blakeslee acknowledged, he was unfamiliar with his department's diversity statistics until presented with the statistics provided by the EEO Office. The EOC recommended that Mr. Blakeslee evaluate the makeup of his staff on a regular basis and begin sharing the information within his organization to improved internal communication. The EOC would also like to see a rebuilding of the DDC since the recent loss of members due to retirements and departures from the County. The EOC requested that an updated on these efforts be provided to the EEO Office within six months. At that time, the EOC also requested an update on the status of the vacancies that were filled since the April 2019 appearance and an explanation on how those hires have changed the diversity within the department from an ethnicity and gender perspective.

14. Laurie Rozko, Director, Purchasing Department, May

The Commission appreciated the diversity among the department's workforce and Purchasing was to be commended for keeping the department statistics in line with the SMSA data. The Commission also applauded Purchasing for their department's innovative career ladders. After Purchasing's 2017 appearance before the Commission, the department was asked to better target minority businesses for opportunities with the County. During your most recent presentation, Purchasing explained that outreach done at the reverse vendor shows and how it met this objective; however, the EOC does not feel that those efforts sufficiently target minority businesses. It also appears as though Administration needs to put more of an emphasis on diversity, inclusion, and education by promoting the DDC and its benefits on a department-wide scale. The Commission recommended that the department's DDC include one member from upper management to show executive-level commitment to diversity and inclusion efforts. They also ask that Purchasing share its timetable for rebuilding their DDC with the EOC by August 15, 2019.

15. Michael Jimenez, Librarian, County Librarian, June

The EOC appreciated the wonderful job the Library was doing of providing meaningful services to the public. The diversity among the workforce was equally admirable. The Library's DDC is making great strides; however, the EOC would like to see growth in male membership, as well as the participation of employees from outlying branches. The EOC also requested to see a greater focus on the internal diversity events provided by the DDC. Lastly, at the next appearance before the Commission, the EOC requested to see a plan of action pertaining to succession planning and would like to hear more specifically what the Library is doing to achieve diversity.

16. Bob Dutton, Assessor-Recorder-County Clerk, August

The EOC thanked Mr. Dutton for sending Joani Finwall, Daniel Sanchez, and Lisa Nickel to represent the department at the August 1, 2019 meeting. Mr. Sanchez did a wonderful job presenting to the EOC. The diversity and inclusion among the workforce was admirable and the

significant changes made since the previous appearance did not go unnoticed. The Assessor's Department Diversity Committee, Team ARC, is making great strides in outreach and bridging the gap of underrepresentation of Hispanic males in the workforce. The utilization of social media and the timeline style blog Team ARC newsletter is an excellent resource to the community, applicants, and employees. The presentation well exceeded the EOC's expectations. Your department has increased Hispanic representation, and the only recommendation the EOC has is to focus your recruitment efforts in the same way to increase Black representation.

Melissa Russo, Museum, August

The EOC thanked Ms. Russo for meeting with them on August 1, 2019. They appreciated the work the museum was doing to preserve and protect the legacy of history and artifacts within the County. The service provided in preservation and education to the community is outstanding. The EOC appreciated that Ms. Russo was very involved in her Department Diversity Committee (DDC), but would like to see a restructure of the DDC to include lower level staff. The EOC recommended that the DDC develop a mission statement and elect officers. The DDC should refocus its purpose of activities, to include more of an internal focus. The EOC felt that the DDC was being utilized to plan museum exhibits when it should be focusing on creating diversity and inclusiveness within the department. The EOC felt that with these recommended changes to the DDC, the department would benefit greatly.

17. Marie Girulat, Director, Department of Children and Family Services, September

The EOC appreciated the work that Children and Family Services (CFS) was doing for the children and families within the County. The EOC commended CFS on a well-prepared presentation and applauded Ms. Girulat for being in the inaugural group of DDCs and the passion that has been demonstrated by its members. The EOC appreciated the fact that the workforce mirrored the population served. We commended CFS' DDC on its utilization of *cultural humility* as well as collaboration with other department DDCs. The EOC appreciated that CFS took the EOCs advice and restructured its DDC to include lower level staff. We recommended that the DDC reach out to Assessor-Recorder-County Clerk's DDC for tips on utilization of social media for outreach to the male population. It would be great if at CFS's next appearance before the EOC, we would see an increase of at least 2-3 percentage points in male employee representation.

18. Sharon Nevins, Director, Department of Aging and Adult Services (DAAS), November

The EOC appreciated that DAAS was responsive to their feedback from 2016. The statistics and details backed up the recommendations the EOC provided and they felt that DAAS and Office of Public Guardian (OPG) was headed in the right direction under Ms. Nevins stellar leadership. The EOC cautioned DAAS to be aware of the disparity of white employees in the workforce and encouraged that they work towards increasing it slightly to prevent a case of reverse discrimination in their workforce. The EOC asked that DAAS observe the impact the female dominated workforce has on the male clientele and be prepared to report on that at their next regular appearance before the EOC. The EOC realized that DAAS/OPG is providing a much needed service to the residents of San Bernardino County and is confident that under Ms. Nevins leadership, those services will remain diverse and inclusive.

Bobbie Willhite, Director, Department of Agriculture/Weights & Measures (AWM), November

The EOC appreciated the work that AWM is doing for the County. The EOC commends AWM on its successful hiring events as well as the new policy of reimbursing employees who successfully pass their licensing exams. The EOC also appreciated that AWM worked with HR on a recent classification study to benefit the employees within their department. The EOC appreciated that the department accomplished diverse hiring with its most recent hiring event. The EOC requested that AWM provide the EOC with the updated workforce statistics once those new staff were successfully on-boarded. The EOC also recommended outreach to the Redlands private charter school that specialize in agriculture. They also asked to see how AWM plans to improve outreach efforts at the high school level. Realizing that AWM is a small department covering a broad scope of services to the community, the EOC is excited by how the department has expanded its diversity efforts.