

**AGENDA**  
**TRANSPORTATION AGENCY FOR MONTEREY COUNTY**  
**SERVICE AUTHORITY FOR FREEWAYS EMERGENCIES**  
**AND**  
**MONTEREY COUNTY REGIONAL DEVELOPMENT IMPACT FEE**  
**JOINT POWERS AGENCY**

**EXECUTIVE COMMITTEE**

*Members are: Kimbley Craig (Chair),  
Fernando Armenta (1st Vice Chair), Alejandro Chavez (2nd Vice Chair),  
Jane Parker (Past Chair),  
Dave Potter (County representative), Robert Huitt (City representative)*

**Wednesday, September 02, 2015**

**TAMC Conference Room  
55-B Plaza Circle, Salinas**

**\*\*\*9:00 AM\*\*\***

Complete agenda packets are on display at the Transportation Agency for Monterey County office and at these public libraries: Carmel, Monterey, Salinas Steinbeck Branch, Seaside, Prunedale, and King City. Any person who has a question concerning an item on this agenda may call the Agency Secretary to make inquiry concerning the nature of the item described on the agenda. Please recycle this agenda.

- 1. ROLL CALL:** Call to order and self-introductions. If you are unable to attend, please contact Elouise Rodriguez, Senior Administrative Assistant. Your courtesy to the other members to assure a quorum is appreciated.
  
- 2. PUBLIC COMMENTS:** Any member of the public may address the Committee on any item not on the agenda but within the jurisdiction of Transportation Agency and Executive Committee. Comments on items on today's agenda may be given when that agenda item is discussed.

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**3. BEGINNING OF CONSENT AGENDA:** Approve the staff recommendations for item **3.1** below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the **CONSENT AGENDA** for discussion and action.

**3.1 APPROVE** minutes from the Executive Committee meeting of August 5, 2015. – Rodriguez

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**END OF CONSENT AGENDA**

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**4. REVIEW** the proposed Voluntary Form of Equal Employment Opportunity Plan and **RECOMMEND** the Board adoption of the Plan. - Goel

**5. RECEIVE** verbal update on state legislative activities. – Watson/Hale

**6. RECEIVE** report on draft agenda for TAMC Board meeting of September 23, 2015. – Hale

**7. ANNOUNCEMENTS**

**8. ADJOURN**

**Next Executive Committee meeting is:  
Wednesday, October 7, 2015  
Please mark your calendars.**

Documents relating to an item on the open session that are distributed to the Committee less than 72 hours prior to the meeting shall be available for public inspection at the office of the Transportation Agency for Monterey County, 55-B Plaza Circle, Salinas, CA. Documents distributed to the Committee at the meeting by staff will be available at the meeting; documents distributed to the Committee by members of the public shall be made available after the meeting.

**Transportation Agency for Monterey County  
55-B Plaza Circle, Salinas, CA 93901-2902  
Monday thru Friday  
8:00 a.m. – 5:00 p.m.  
TEL: 831-775-0903  
FAX: 831-775-0897**

*If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC, Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals requesting a disability-related modification or accommodation, including auxiliary aids or services, may contact Transportation Agency at 831-775-0903. Auxiliary aids or services include wheelchair accessible facilities, sign language interpreters, Spanish Language interpreters and printed materials, and printed materials in large print, Braille or on disk. These requests may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, and should be made at least 72 hours before the meeting. All reasonable efforts will be made to accommodate the request.*

**DRAFT MINUTES**

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY  
SERVICE AUTHORITY FOR FREEWAYS EMERGENCIES AND MONTEREY  
COUNTY REGIONAL DEVELOPMENT IMPACT FEE  
JOINT POWERS AGENCY**

**EXECUTIVE COMMITTEE MEETING**

*Members are: Kimbley Craig (Chair),  
Fernando Armenta (1<sup>st</sup> Vice Chair), Alejandro Chavez (2<sup>nd</sup> Vice Chair),  
Jane Parker (Past Chair),  
Dave Potter (County representative), Robert Huitt (City representative)*

**Wednesday, August 5, 2015**

\*\*\* 9:00 a.m. \*\*\*

Transportation Agency Conference Room  
55-B Plaza Circle, Salinas

1. **CALL TO ORDER:** Chair Craig called the meeting to order at 9:00 a.m. Committee members present: Craig, Chavez, Huitt, and alternate Martinez for Armenta. Staff present: Goel, Hale, Muck, Rodriguez, and Wright. Others present: Agency Counsel Reimann, John Arriaga, JEA & Associates, Meredith Evans, Senator Cannella's office and Sam Teel, MCHA.

2. **PUBLIC COMMENTS:** None.

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3. **CONSENT AGENDA:**

On a motion by Committee Member Chavez and seconded by Committee Member Huitt the committee voted 4– 0 to approve the consent agenda.

3.1 **APPROVED** minutes from the Executive Committee meeting of June 3, 2015.

**END OF CONSENT**

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4. **RECEIVED** an update on the Transportation Improvement Measure Outreach Plan, and **PROVIDED** input on the Transportation Improvement Measure Outreach Plan and Expenditure Plan.

Theresa Wright, Community Outreach Coordinator reported that staff along with Board alternate Kristi Markey, County Public Works Director Bob Murdoch members of CliffordMoss are part of the working group for the Agency's Transportation Improvement Measure Public Outreach Plan. She asked for the assistance of the Board members to get input from the community to help develop the draft expenditure plan. An ad hoc committee of TAMC Board members will be formed to provide input on the development of the expenditure plan and assist with outreach activities.

Public comment:

Sam Teel He expressed concern that there needs to be clarification that the Highway 156 project is not part of the sales tax, and stated that MCHA would assist in this regard. Ms. Wright noted that staff has been very clear in the discussions that funding for the Highway 156 project will not be in the sales tax Expenditure Plan.

5. On a motion by Committee Member Huitt and a seconded by alternate Martinez the Committee **RECEIVED** state legislative update, and **RECOMMENDED** the Board adopts positions on bills of interest to the Agency.

John Arriaga, State Legislative Consultant, reported on the State Legislative bills of interest to the Agency. He reported since the budget was passed in June, the Governor called a special session on transportation, and several bills were reintroduced under new numbers. Director Hale commented SB16 would be a real big boom for the cities and provide a concrete set of matching funds.

Meredith Evans, Senator Cannella's office, reported that Senator Cannella spoke very strongly in favor for more funding for transportation. She announced that Senator Cannella would be at the Grower Shippers office on Friday, August 7<sup>th</sup>, 11:00 a.m., and invited Committee members to attend.

6. On a motion by Committee member Chavez and seconded by alternate Martinez the Committee **RECEIVED** federal legislative update and **RECOMMENDED** Board adoption of statewide Surface Transportation Reauthorization consensus principles.

Director Hale reported the current transportation authorization act expires on July 31<sup>st</sup>. A number of proposals have been discussed at the federal level, although the funding for these bills remains the sticking point. She reported that the DRIVE Act bill "Developing Reliable and Innovative Vision for the Economy Act" would spend \$278 over the six years on highway programs. She noted that staff is looking to see what the impacts are and will keep the Committee posted.

7. On a motion by Committee member Huitt and seconded by Committee member Chavez the Committee **POSTPONED** the review of the proposed Voluntary Form of Equal Employment Opportunity Plan to a future date.

8. **RECEIVED** a report on the draft agenda for TAMC Board meeting of August 26, 2015:

Executive Director Hale highlighted the draft TAMC Board agenda items proposed for August 26, 2015. She reported that the Board would receive a Transportation Improvement Measure update, and a Regional Bicycle and Pedestrian Wayfinding Plan and be asked to provide input on regional routes and the wayfinding sign theme. On the consent agenda the Board would be asked to approve the Monterey Salinas Scenic Highway Plan Request for Proposals and approve the 2015 Strategic Expenditure Plan Update for the Regional Development Impact Fee program.

7. **ADJOURNMENT**

Chair Craig adjourned the meeting at 10:13 a.m.

  
Elouise Rodriguez, Senior Administrative Assistant



## Memorandum

**To:** Executive Committee

**From:** Rita Goel, Director of Finance & Administration

**Meeting Date:** September 2, 2015

**Subject:** **Voluntary Form of Equal Employment Opportunity Plan**

### **RECOMMENDED ACTION:**

**REVIEW** the proposed Voluntary Form of Equal Employment Opportunity Plan and **RECOMMEND** the Board adoption of the Plan.

### **SUMMARY:**

The Executive Committee requested that staff develop an Equal Employment Opportunity Plan for the Agency. There is no legal requirement for the Agency to have this plan. However, the voluntary adoption of it will ensure a policy of nondiscrimination in employment practices.

### **FINANCIAL IMPACT:**

There is no direct financial impact of adopting the Equal Employment Opportunity Plan. However, it will require additional staff time to collect, maintain and update data.

### **DISCUSSION:**

The Transportation Agency for Monterey County is an equal opportunity employer and does not discriminate based on race, color, ancestry, citizenship, medical condition, sex (including pregnancy, childbirth and related medical conditions), physical or mental disability, veteran or military status, sexual orientation, age (over 40), gender characteristics, genetic classification, national origin, religious affiliation, political affiliation, Union membership, marital status, Workers' Compensation in California, gender identity, or any other classification protected under federal, state, or local law. Currently, it has a diverse workforce. It also has an adopted Equal Employment Opportunity Policy, which has been in place since 2000. However, at the request of the Executive Committee, staff has developed a more comprehensive Voluntary Form of Equal Employment Opportunity Plan. The plan will provide guidance in administration and management of equal opportunity employment practices and will help ensure outreach and continued recruitment of a diverse population. This plan covers all facets of employment,

including but not limited to, recruitment, training, selection, promotions, transfers, compensation, demotions and terminations.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards in order to give preference to any employee or applicant for employment. Selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.



Approved by: \_\_\_\_\_  
Debra L. Hale, Executive Director

Date: 7/5/2015

Regular Agenda

Counsel Approval: Yes  
Finance Approval: N/A

Attachment: Voluntary Form of Equal Employment Opportunity Plan





# Voluntary Form of Equal Employment Opportunity Plan

Approved by the Board of Directors

On August 26, 2015

## TAMC Voluntary Equal Employment Opportunity Plan

The Transportation Agency for Monterey County (“TAMC”) is an equal opportunity employer and does not discriminate based on race, color, ancestry, citizenship, medical condition, sex (including pregnancy, childbirth and related medical conditions), physical or mental disability, veteran or military status, sexual orientation, age (over 40), gender characteristics, genetic classification, national origin, religious affiliation, political affiliation, Union membership, marital status, Workers’ Compensation in California, gender identity, or any other classification protected under federal, state, or local law. It has an adopted Equal Employment Opportunity Policy, which has been in place since 2000.

TAMC is not required to adopt an Equal Employment Opportunity Plan under State and Federal laws and regulations. Notwithstanding the lack of legal requirement, TAMC wishes to promote equal employment and has decided to adopt this plan as a means of demonstrating to the public TAMC’s commitment to equal employment opportunity. This Plan covers all facets of employment, including but not limited to, recruitment, training, selection, promotions, transfers, compensation, demotions and terminations.

It is not the intent of this Plan to permit or require the lowering of bona fide job requirements or qualification standards in order to give preference to any employee or applicant for employment. Selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.

TAMC will provide, when necessary, reasonable accommodations to applicants' and/or employees' disabilities, when doing so will enable them to successfully perform the essential functions of the job for which they are qualified, consistent with applicable law.

TAMC prohibits retaliatory actions against employees or applicants for employment, who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.

TAMC is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination. It is the policy of TAMC to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. TAMC strives to maintain an environment ensuring recognition of each employee's efforts, achievements and cooperation. Employees will be treated in a fair and non-discriminatory manner and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings

occur. TAMC will promote and afford equal treatment and service to all employees and citizens.

The following is a list of the job categories and definitions used in this Plan:

Officials/Managers- Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. This category includes titles such as department heads, executive directors, deputy directors, etc.

Professionals - Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training which provides comparable knowledge; Includes: accountants, planners, engineers, interns etc.

Administrative Support - Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office; Includes: customer service, accounting clerks, administrative assistants, receptionists, etc.

Tables A and B provide an analysis of TAMC’s workforce, classified by job category, gender, and race/national origin. The tables show the workforce in total employment numbers and percentages, which reflect the portion of employees in each job category of a given sex and race/national origin.

These tables are based upon the Agency’s employee data as of May 2015. Employment numbers are for all employees (including part-time employees).

**Table A**

**TAMC Workforce Analysis- Number of Employees**

Job Category	TOTAL EMPL	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE
		W	B	H/L	AS	AI/AN		W	B	H/L	AS	AI/AN	
Officials/Managers	3	1					1	1			1		2
Professionals	8	4					4	2	1	1			4
Admin. Support	3							1		2			3
<b>TOTALS</b>	<b>14</b>	<b>5</b>					<b>5</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>1</b>		<b>9</b>

**Table B**

**TAMC Workforce Analysis-Percentage Shares**

Job Category	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE
	W	B	H/L	AS	AI/AN		W	B	H/L	AS	AI/AN	
Officials/Managers	33.3%					33.3%	33.3%			33.3%		<b>66.7%</b>
Professionals	50.0%					50.0%	25.0%	12.5%	12.5%			<b>50.0%</b>
Admin. Support						0.0%	33.3%		66.7%			<b>100%</b>
<b>TOTALS</b>	<b>35.7%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>35.7%</b>	<b>28.6%</b>	<b>7.1%</b>	<b>21.4%</b>	<b>7.1%</b>	<b>0%</b>	<b>64.3%</b>

- W**                      **White**
- B**                      **Black or African American**
- H/L**                   **Hispanic or Latino Ethnicity**
- AS**                    **Asian/Pacific Islander**
- AI/AN**                **American Indian or Alaska**
- Native**

## **Analysis**

Table B shows that 64.3% of the Agency's staff is female and 35.7% are male. Two-thirds (two individuals) of the Agency's Officials/Managers are women and 1/3 (one individual) is Asian/Pacific Islander. The professionals are evenly divided between males and females. All male professionals are white, while half of the women are White, one is Black/African American and one is Hispanic Latino. All of the Administrative Support staff are women, of whom 2/3 (two individuals) are Hispanic/Latino and 1/3 (one individual) is White. Nine (or 64.3%) of the Agency staff are White and five (or 35.7%) are non-white.

## **Responsibility for Implementation**

The Executive Director of the Agency has the overall responsibility for ensuring that TAMC provides Equal Employment Opportunity. The Director of Finance & Administration, who reports directly to the Executive Director, is designated as the Equal Employment Officer. A continuing review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions are based upon valid relevant factors with respect to ability, performance, potential and bona fide occupational qualification.

The following steps will be taken to achieve these objectives:

- Send job opening announcements to partner agencies, community and state colleges, minority organizations, persons with disabilities groups, women's organizations, civil rights organizations; post on the Agency website, and advertise in the local newspaper to maximize outreach to all potential applicants.
- Periodically review Transportation Agency for Monterey County recruitment and hiring methods, practices and policies, ensuring that protected groups have an equal opportunity for employment with the Transportation Agency for Monterey County.
- Review all performance evaluations to foster fairness and equity across departments, and supervisors.
- Continually evaluate the employee selection process including the application forms, interviewing procedures, and the final selection process to strengthen job relatedness and validity.
- Continue to review all job descriptions to ensure no unnecessary barriers exist that would adversely affect protected groups.

### **External Outreach**

- All applications for employment will contain an Equal Employment Opportunity (EEO) policy statement.
- The Agency website will contain the statement "Equal Opportunity Employer" and employment advertisements will also contain the statement. Pictures showing a diverse workforce shall be shown.
- The EEOP will be posted on the Agency website to ensure easy access by the community.
- Job announcements will be distributed to the recruiting sources identified above, encouraging them to refer qualified applicants.

### **Internal Communications**

- "Equal Employment Opportunity is the Law" posters will be posted on appropriate employee bulletin boards.
- Supervisors and employees involved in recruiting will be trained in the EEO policies and procedures and applicable laws.
- A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEOP at any time.
- Board members, department heads and supervisory personnel will be given a copy of the EEOP to ensure they are familiar with the EEOP.

## **Monitoring**

The Director of Finance & Administration will maintain statistics on the following information:

- Applications, received by race and gender, provided this information is available through a voluntary Affirmative Action form or visual observation.
- New employees by job category, race, and gender.
- Interviews by race and gender.
- Terminations by job classification, race, gender, and the reason for termination.
- Tables A and B will be updated annually by the Director of Finance & Administration for review by the Board.