

Fire Commission EEO Office



DATE: April 4, 2007

TO: Human Relations Development Committee (HRDC)

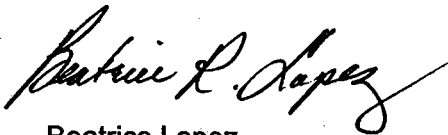
FROM: Beatrice R. Lopez, EEO Director

SUBJECT: HRDC BUDGET REQUEST – TRAINING CONFERENCE

APR 17 2007

The HRDC Budget Request – Training Conference is submitted for your consideration. The total amount of this request is \$1,920 for two Commission staff to attend the California Association of Equal Rights Professionals Conference in San Diego, California. The details for this request are provided in the attached report. Additional information about the training conference is provided in the conference brochure, registration form and tentative conference schedule program, which are also attached.

Should you require additional information, please call me at (213) 978-3837.



Beatrice Lopez  
EEO Director

Attachments

C: Douglas L. Barry, Interim Fire Chief  
Chief Emile W. Mack, Operations  
Edna Bernal  
Accounting

## HRDC BUDGET REQUEST

### TRAINING CONFERENCE

#### **1. Problem statement or needs assessment**

Commission staff provides general administrative and policy analysis in support of oversight responsibilities of the Board of Fire Commissioners. Staff writes reports, conducts analysis on matters of significance, and makes recommendations on those matters to the Board. It is essential that recommendations related to the implementation of Audit Action Plan goals on the areas of work environment issues, recruitment, retention, EEO, and human relations training be based on recent legislation. Staff also updates the Department's anti-discrimination policies (Book 90). Commission staff has not attended training on recent practices for two years, opting instead to stay current with the literature.

The California Association for Equal Rights Professionals (CAERP) is a professional association of equal opportunity, access, and human rights professionals. CAERP provides a forum in California for individuals from government, industry and education to come together to advance equal rights and equal access to opportunity in the areas of education, employment and contracting. CAERP offers an annual training conference dedicated to keeping participants up to date with the trends in managing a diverse workforce.

#### **2. State specific goals and objectives**

The purpose of attending the CAERP Training Conference is to keep Commission staff current on changes and developments in legislation and court decisions that effect employment practices.

Commission staff must remain informed on legislative changes, recent court decisions and best practices relating to equal opportunity and diversity in the workplace as issues or concerns arise from the Board's oversight of the following matters:

- Human Relations Program
- Code of Conduct (Rules and Regulations)
- Recruitment and retention of women
- Implementation of new disciplinary guidelines as they relate to EEO policies and procedures
- EEO practices in LAFD

The information learned at the training conference through workshops and networking with other professionals in the field will assist staff in making recommendations informed by current trends and legislation in the field of equal opportunity and employment discrimination.

#### **3. Method by which funding helps meet stated goals and objectives**

By attending the California Association of Equal Rights Professionals (CAERP) 31<sup>st</sup> Annual CAERP Training Conference from June 6 to 8, 2007, in San Diego. The topic is "Emerging Diverse Communities for Equality: Our Challenges & Opportunities". The conference provides information on issues relevant to professionals that work in the implementation and application of equal rights and equal access to opportunity. Among the many relevant topics for this year's conference are:

## HRDC BUDGET REQUEST

### TRAINING CONFERENCE

1. Intercultural Communications (English Only Issues)
2. Manager Immunity and Personal Liability
3. Recruitment Strategies for a Diverse Workforce

#### 4. Evaluation methods and anticipated results

Staff attended the CAERP training conference in 2005. The knowledge gained helped staff to effectively assist the Department, employees and the Board on issues related to the following topics offered at the 2005 workshops: "New Definitions of Sexual Harassment", and "Investigating Systemic Charges: What Determines Discrimination." Keynote speakers and workshop leaders for the 2005 training conference included professionals from US Equal Employment Opportunity Commission, attorneys specializing in employment discrimination, California Department of Fair Employment & Housing, as well as the California State Attorney General.

The knowledge acquired will provide up to date knowledge as the basis for recommendations, inform policy updates, analysis and oversight activities. This area of employment law is dynamic and requires active interest to stay current. The results of not staying up to date is likely more detrimental as it relates to a litigious area of employment.

#### 5. Justify budget request

Of the many conferences offered in the area of equal rights and equitable access, CAERP offers well staffed, informative and a broad range of workshops that cover both Federal and State statutes in a very cost effective format. Networking with colleagues in the field is an opportunity to exchange information and resources that prove invaluable through the year.

It is requested that a travel advance request be made so that checks can be issued to staff prior to the training conference. Conference registration includes all conference sessions, materials, lunches, and breakfasts. The location of this conference is in San Diego. The estimated cost is as follows:

DATES OF TRAVEL:	June 5 through 8, 2007	
DESTINATION:	San Diego, CA	
MODE OF TRANSPORTATION:	City car	
COST PER PERSON:	Registration:	\$410 per person
	Lodging:	\$366 per person (3 nights)
	Per Diem:	\$184 per person (4 days)
	Sub Total:	\$960 per person
TOTAL AMOUNT REQUESTED:	<u>\$1,920</u>	

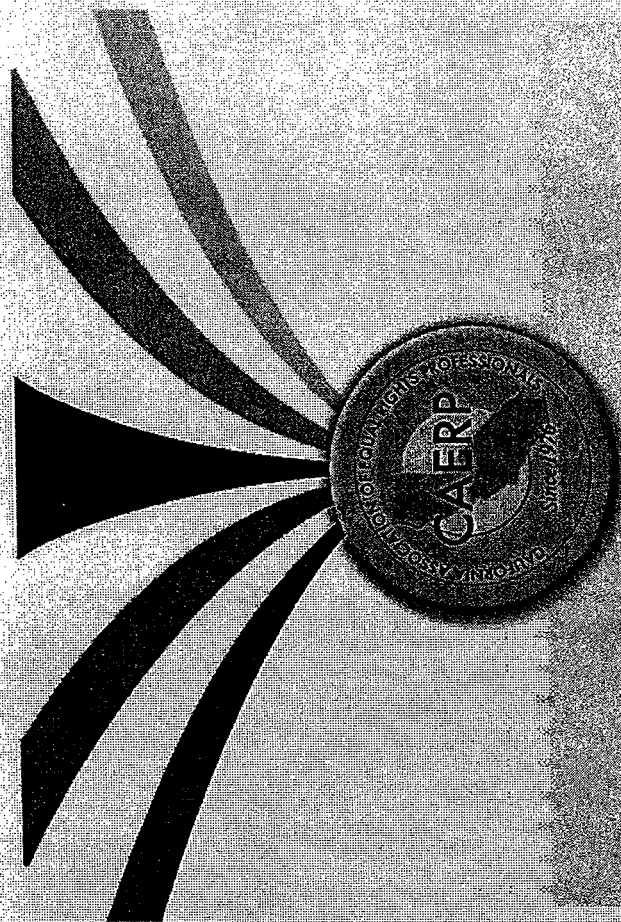
## HRDC BUDGET REQUEST

### TRAINING CONFERENCE

#### **6. Describe expected results and improvements anticipated to be realized**

It is anticipated that knowledge gained and materials provided from the training conference would assist staff in the following areas:

- Emerging EEO issues that impact the Department
- Updating Department EEO policies and procedures
- Reviewing new and existing Department programs that address Audit Action Plan goals in the areas of work environment issues, recruitment, retention and implementation steps for maintaining equity as a principle in employment decisions



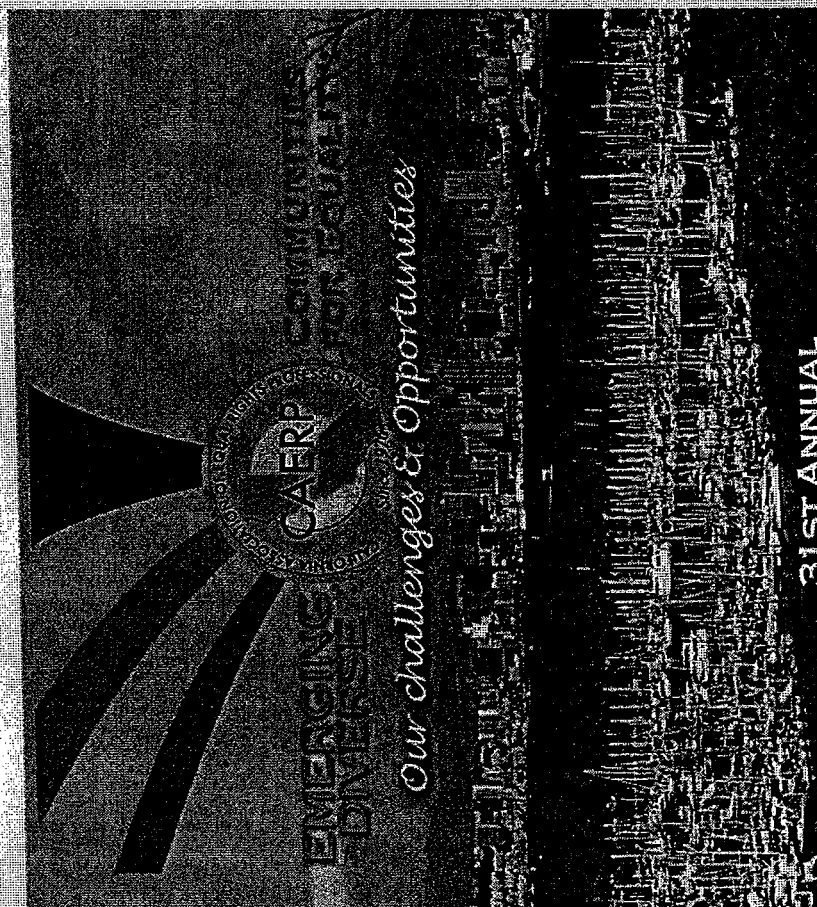
## EMERGING DIVERSE COMMUNITIES FOR EQUALITY

*Our Challenges & Opportunities*

JUNE 6-8 2007

31ST ANNUAL  
CALIFORNIA ASSOCIATION OF  
EQUAL RIGHTS PROFESSIONALS  
CONFERENCE

SAN DIEGO, CALIFORNIA  
SHERATON SUITES SAN DIEGO AT SYMPHONY HALL



31ST ANNUAL  
CALIFORNIA ASSOCIATION OF  
EQUAL RIGHTS PROFESSIONALS (CAERP)  
TRAINING CONFERENCE

JUNE 6-8 2007

IN BEAUTIFUL SAN DIEGO, CALIFORNIA  
SHERATON SUITES SAN DIEGO AT SYMPHONY HALL  
FOR MORE INFORMATION CHECK [WWW.CAERP.ORG](http://WWW.CAERP.ORG)  
OR IF YOU ARE INTERESTED IN VOLUNTEERING, PLEASE CONTACT  
CHERYL PERRY LEAGUE, 2007 CHAIR AT (510) 627-1417



# EMERGING DIVERSE COMMUNITIES FOR EQUALITY

*Our Challenges & Opportunities*  
WEDNESDAY, JUNE 6 - FRIDAY, JUNE 8, 2007

PRESENTED BY  
**THE CALIFORNIA ASSOCIATION OF EQUAL RIGHTS PROFESSIONALS (CAERP)**  
SHERATON SUITES SAN DIEGO AT SYMPHONY HALL

With the dawn of the new century, California's "Minority" population becomes the majority. California has long been a destination for immigrants from the Pacific as well as South and Central America. Coupled with the expanding redefinition of race and ethnicity, California is at the cutting edge of reframing the representation for our working population.

CAERP is the premiere organization for Equal Rights Professionals in the State of California. Founded in 1976, the Association has grown to become a statewide network for professionals in Equal Rights. CAERP provides a forum in California for individuals from government, industry, and education to come together to foster equal rights and equal access in all areas. As a professional organization, we strive to achieve and maintain high ethical and professional standards among our members and within our professions.

In order to achieve our goals, we establish and maintain liaison with Federal, State, and local monitoring agencies as well as other professional organizations with similar interests and aims. CAERP and its members act as a resource for others interested in furthering their knowledge in the fields of equal rights. The Association regularly provides training workshops, seminars, and conferences for its members.

Our Thirty First Annual Training Conference will highlight the challenges of managing a diverse workforce in today's economy. Our three day intensive training will feature keynote speakers, panel discussions and workshops.

We are inviting you to attend our conference and participate in conversations surrounding the challenges in managing a diverse workforce. Additionally, we will engage each of you in a healthy debate on strategies to implement into our equal rights programs.

## The goals of this year's conference are:

- 1.) To provide the attendees greater insights into the current trends in managing a diverse workforce.
- 2.) To engage professionals in a dialogue about our experiences in implementing programs for Non-Discrimination, Unlawful Harassment, including ADA Compliance.
- 3.) To offer training workshops that will provide knowledge and resources for professionals who are new to the field as well as seasoned veterans.
- 4.) To strengthen and build our relationships as Equal Rights Professionals.

# EMERGING DIVERSE COMMUNITIES FOR EQUALITY

*Our Challenges & Opportunities*  
WEDNESDAY, JUNE 6 - FRIDAY, JUNE 8, 2007  
SHERATON SUITES SAN DIEGO AT SYMPHONY HALL  
*Registration Form - One for each person (Please do Type Information)*

Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

**REGISTRATION:** Registration fee includes all conference sessions, materials, luncheon, and breakfast.

## Conference Registration and Membership Fee

Category	Registration Fee	Membership Fee
CAERP Professional Member (1 year)	\$150	\$150
Non-Member (One-time fee)	\$150	\$150
CAERP Student Member (1 year)	\$75	\$75
CAERP Youth Member (1 year)	\$30	\$30
CAERP Family Member (1 year)	\$150	\$150
CAERP Life Member (one-time fee)	\$1500	\$1500

Fee includes: Registration, materials, luncheon, and breakfast.

## Additional Registration Information

Registration fee includes: Registration, materials, luncheon, and breakfast.

Category	Registration Fee	Membership Fee
CAERP Professional Member (1 year)	\$150	\$150
Non-Member (One-time fee)	\$150	\$150
CAERP Student Member (1 year)	\$75	\$75
CAERP Youth Member (1 year)	\$30	\$30
CAERP Family Member (1 year)	\$150	\$150
CAERP Life Member (one-time fee)	\$1500	\$1500

Fee includes: Registration, materials, luncheon, and breakfast.

## Total Payment Enclosed

**HOTEL:** Sheraton Suites San Diego at Symphony Hall  
701 A Street, San Diego, CA 92101  
CALL IN GROUP CODE: PR050

Special CAERP Conference room price: Standard of \$110 per night (17 Tax).

For Online Reservation, see link for CAERP Member and the link below:  
<http://www.carp.org/registration>

Guests not present at the site to learn more about the event and to book a room, please contact the hotel directly at 619-594-1234 or 619-594-1235.

These rates are extended 2 days before & 2 days after conference (pending availability) to you can extend your stay in San Diego.

CAERP reserves your hotel reservation as in the above. Please contact the hotel directly at 619-594-1234 or 619-594-1235 for more information.

Check for an invoice order(s) should be payable to: CAERP

Mail combined form and payment to:

California Association of Equal Rights Professionals  
Theresa Vial Morris  
CAERP Treasurer  
P.O. Box 441  
Sacramento, CA 95812-0441

CONFERENCE CANCELLATION POLICY: Refunds must be requested in writing by 06/07.

ARE YOU INTERESTED IN A ROUND OF GOLF ON 06/07?  
YES \_\_\_\_\_ NO \_\_\_\_\_

**PAYMENT INFORMATION:** Registration fees must accompany this registration form. One form per person is required, though a single check or money order may be sent in payment for multiple registrations.

California Association of Equal Rights Professionals (CAERP) Federal Tax ID: 44-2990284  
P.O. Box 441, Sacramento, CA 95812-0441  
Phone: 510-401-7451 E-Mail: [CAERP@earthlink.net](mailto:CAERP@earthlink.net)  
Website: [www.carp.org](http://www.carp.org)