



City of Mission Viejo

Administrative Services Department

Rhonda Reardon
Mayor

Trish Kelley
Mayor Pro Tem

Dave Leckness
Council Member

Cathy Schlicht
Council Member

Frank Ury
Council Member

July 29, 2013

The Honorable Thomas J. Borris
Presiding Judge of the Superior Court
700 Civic Center Drive West
Santa Ana, Ca 92701

Dear Presiding Judge Borris,

Attached please find responses to the finding and recommendations of the 2012-2013 Orange County Grand Jury report, "The Goal of Equal Employment Opportunity: No Victims," as requested. We appreciate the Grand Jury report and its findings. Please feel free to contact me should you have further questions.

Respectfully,

Cheryl Dyas
Director of Administrative Services



City of Mission Viejo

Responses to Findings

F1. The respondent agrees with the finding.

F4. The respondent agrees with the finding.

F5. The respondent disagrees partially with finding. While the respondent agrees that it appears line staff training may be limited, the respondent disagrees that training for non-line staff is not offered or is limited. The respondent's reasoning for this response lies in the data presented in the Grand Jury's report titled "Table 1 – Grand Jury Questionnaire, Question No.6" on page 8 of 17. Every city that responded does provide training to management and supervisor staff on a consistent basis, as required by current legislation.

F6. The respondent agrees with the finding.

Responses to Recommendations

R1. Recommendation has not yet been fully implemented, but will be fully implemented in the future, with a timeframe of one year for implementation. The City already adheres to the law by offering management and supervisors refresher Anti-Harassment, Anti-Discrimination and Prevention of Retaliation training every 2 years. Based on the Grand Jury's recommendation, the City will increase the funding for training in an effort to increase the frequency of training for line staff employees from an as needed basis to every two to three years.

R2. The recommendation has been implemented. The city annually reviews SIR aggregate limits to assess changes in risk management economies and insurance pool mix.

R3. The recommendation has been implemented. The City has and will continue to:

1. Provide Harassment, Discrimination and Retaliation informational brochures to newly hired employees;
2. Send HR staff to training covering both the legal requirements and best practices in the areas of Harassment, Discrimination, and Prevention of Retaliation;
3. Review internal policies and procedures to adhere to the changing law and best practices with respect to Harassment, Discrimination and Prevention of Retaliation; and
4. Offer both in-person and online training to employees in the areas of Harassment, Discrimination, and Prevention of Retaliation.