



**Equal Employment Opportunity  
Committee Meeting Minutes  
Regular Meeting  
1:30 PM - Thursday - May 14, 2009  
City Council Chambers  
809 Center Street**

**Call to Order**

Chairperson Escalante called the meeting to order at 1:30 pm.

**Roll Call**

- Present: Members Concepcion, Harmon, Herkins, Holmes, Sullivan, Roland (arrived 1:36 p.m.), Chair Escalante
- Absent: Members McPhillips, Waldren
- Staff: Assistant HR Director McMullen, Deputy City Clerk Graves

**Statements of Disqualification - None**

**Oral Communications – None**

**Announcements - None**

**Approval of Minutes**

1. Minutes of November 20, 2008 meeting

Motion to approve as submitted (only those present at the meeting of November 20, 2008 and also present at this meeting may vote: Nancy Concepcion, Rudy Escalante, Simant Herkins, Lisa Martinez-Sullivan, Jack McPhillips, Don Roland).

Member Sullivan moved, seconded by Member Concepcion, to approve the Minutes of November 20, ~~2008~~. The motion FAILED by the following vote:

Deleted: 2009

- Ayes: Sullivan, Concepcion, Herkins, Escalante
- Noes: None
- Disqualified: Harmon, Holmes
- Absent: Roland, Waldren

Action

Member Sullivan moved, seconded by Member Concepcion, to approve the Minutes of November 20, ~~2008~~. The motion CARRIED by the following vote:

Deleted: 2009

- Ayes: Sullivan, Concepcion, Herkins, Roland, Escalante
- Noes: None
- Disqualified: Harmon, Holmes
- Absent: Waldren

**Equal Employment Opportunity Committee Meeting Minutes of  
May 14, 2009, 1:30 PM**

**General Business - None**

**Information Items**

1. Summary of Discrimination Complaint(s) and Outcome(s)
  - Staff liaison McMullen gave members an update.
2. Training
  - Staff liaison McMullen gave members updates, and reminded members that AB1234 Ethics Trainings are required every two years.
    - AB1234 Ethics Training for Committee Members
    - Harassment Prevention
      - Held on February 2, 2009; next in August 2009
      - Starting to look at online and CD-ROM versions
    - Diversity Training
      - Scheduled for May 28 and June 2, 2009
    - Supervisory Training Program
    - Self Defense Classes for Female City Employees
      - One paired session: 5/14 & 5/21, 3pm to 5pm
3. Update on "Access to Employment" Job Fair
  - Member Roland stated he is ready to pass this responsibility to another member. The next Job Fair Planning Committee meetings are scheduled for June 2, 2009 and July 23, 2009 at the State Dep't of Rehab. office in Capitola (41<sup>st</sup> & Jade). The Job Fair is scheduled for October 7, 2009 at the Coconut Grove.

**Subcommittee/Advisory Body Oral Reports**

1. Annual Report Sub-Committee
  - Staff liaison McMullen
    - Reviewed revised Work Plan and noted additional changes requested by Committee members
    - Reviewed revised Annual Report Table of Contents and noted additional changes requested by Committee members
  - Training Manager Dale Zevin assisted members in developing annual goals.
    - Four Goals were suggested for adoption:
      1. To reorganize the Committee for a sense of purpose, measurable goals and consistent procedures
      2. To promote and model a respectful, welcome work environment to the community
      3. To keep the Committee fully staffed
      4. To maintain and sustain a harassment-free and respectful workplace

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**Items Initiated by Members for Future Agendas**

1. Staff Liaison McMullen reminded members the annual Chair and Vice-Chair election will be held at the meeting of September 10, 2009.
2. Invite Dale Zevin to the September 10, 2009 meeting to facilitate the finalization of the Committee's 2010 Annual Goals.

**Adjournment**

Action Member Roland moved, seconded by Member Herkins, to adjourn the Equal Employment Opportunity Committee meeting of May 14, 2009 to the next regularly scheduled meeting on Thursday September 10, 2009 at 1:30 p.m. in Council Chambers. The motion carried unanimously (Members McPhillips and Waldren absent).

**Additional Information**

Visit the City's Web Site at [www.ci.santa-cruz.ca.us](http://www.ci.santa-cruz.ca.us) with links including City Advisory Body Meeting Agendas and Minutes, advisory body information and the Santa Cruz Municipal Code.

Respectfully submitted,

\_\_\_\_\_  
Joe McMullen  
Equal Employment Opportunity Officer

Approved,

\_\_\_\_\_  
Rudy Escalante  
Committee Chair