



**Equal Employment Opportunity  
Committee Meeting Minutes  
Regular Meeting  
1:30 PM – Thursday – May 13, 2010  
City Council Chambers  
809 Center Street**

**Call to Order**

Chair Concepción called the meeting to order at 1:51 p.m.

**Roll Call**

Present: Chair Concepción; Members McMahon, Holmes, Roland, Harmon, and Hubling  
Absent: Members McPhillips, Sullivan, and Waldren  
Staff: Assistant HR Director McMullen, Administrative Assistant Stagnaro, Recruitment Manager Fukuda, and Training Manager Zevin

**Statements of Disqualification - None**

**Oral Communications - None.**

**Announcements -** This was Member Roland's last meeting.

**Approval of Minutes**

1. Minutes of February 11, 2010 meeting

Action Member McMahon moved, seconded by Member Hubling, to approve the minutes. The motion CARRIED by the following vote:

Ayes: Concepción, Hubling, McMahon, and Holmes  
Noes: None  
Disqualified: Harmon and Roland (none were present at the 02/11/10 meeting)  
Absent: McPhillips, Sullivan, and Waldren

**General Business**

1. Rescheduling of the Thursday September 9, 2010 meeting to Thursday September 2, 2010.

Action Chair Concepción moved, seconded by Member McMahon, to reschedule the Thursday September 9, 2010 meeting to Thursday September 2, 2010. The motion CARRIED unanimously.

## Information Items

1. New City Website

Recruitment Manager Fukuda gave a presentation of the City website focusing on Advisory Body information and the Human Resources Department. All information on the website is available in Spanish. All members were asked to sign up for e-notification for future EEOC meetings and staff liaison McMullen will email instructions to each committee member.

2. Summary of Discrimination Complaint(s) and Outcome(s)

Staff liaison McMullen gave an oral presentation on the up-dated Discrimination/Harassment Complaint Log and reviewed the on-going complaints.

3. Training

- AB1234 Ethics Training for Committee Members
  - All members are up to date on Ethics Training

Staff liaison McMullen made an oral presentation.

- Harassment Prevention Training
  - Two year refresher training for supervisors
  - Police Department
  - Parks & Recreation will begin scheduling refresher training
  - There will be a scheduled training presented by Liebert Cassidy Whitmore in June or July 2010.
  - Training Manager Zevin has worked with Police Department Training Sergeant Jack McPhillips who has created a targeted version of the training for Police Department employees using a DVD presentation purchased from the Commission on Peace Officer Standards and Training (POST).

Training Manager Zevin made an oral presentation.

- Diversity Training

Training Manager Zevin made an oral presentation.

- Supervisory Training Program
  - Training Manager Zevin reported that Cohort II was completed on March 18, 2010. Cohort III is expected to begin September 2010.

- Mentoring/Succession Planning
  - Training Manager Zevin reported on the up-coming pilot mentoring program.

4. Update on "Access to Employment" Job Fair
  - Member McMahon has agreed to serve as the City representative.

#### Subcommittee/Advisory Body Oral Reports

1. Annual Report Sub-Committee
  - The Sub-Committee has now disbanded. There was discussion regarding how to maintain and update the Annual Report. The framework will remain the same with updates/reviews every couple of years.
2. Finalization of Committee's Strategic Goals
  - Training Manager Zevin facilitated the finalization of the Strategic Goals of the Committee using the S.M.A.R.T. Method in order to define and clarify what the role of the Committee is. Training Manager Zevin will attend the next meeting to further finalize the goals which are expected to be completed by the end of this year.

**Items Initiated by Members for Future Agendas – None.**

#### Adjournment

Action At 4:03 p.m. Member McMahon moved, seconded by Member Hubling, to adjourn the Equal Employment Opportunity Committee meeting from the regular meeting of May 13, 2010 to the next re-scheduled meeting on Thursday, September 2, 2010 at 1:30 p.m. in Council Chambers. The motion CARRIED unanimously.

#### Additional Information

Visit the City's **NEW** Web Site at <http://www.cityofsantacruz.com/> with links including City Advisory Body Meeting Agendas and Minutes, Advisory Body information and the Santa Cruz Municipal Code.

Respectfully Submitted,

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Joe McMullen, Staff Liaison

Approved,

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Nancy Concepción, Chair