



**Equal Employment Opportunity  
Committee Meeting Minutes  
Regular Meeting  
1:30 PM - Thursday - September 2, 2010  
City Council Chambers  
809 Center Street**

**Call to Order**

Vice-Chair Waldren called the meeting to order at 1:30 p.m.

**Roll Call**

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

**Statements of Disqualification - None**

**Oral Communications - None.**

**Announcements -** Nancy Concepción and Jack McPhillips have been reappointed to new three-year terms by the City Manager.

All members with cityofsantacruz.com email addresses must update their Internet e-notifications in order to continue receiving notification of the meetings, on-line agendas, and minutes.

**Approval of Minutes**

1. Minutes of May 13, 2010 meeting

Action

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

Ayes: Hubling, McMahon, and Harmon  
Noes: None  
Disqualified: Waldren and McPhillips (none were present at the 05/13/10 meeting)  
Absent: Sullivan, Holmes, and Concepción

**General Business**

1. 2010 Annual Report
  - Staff Liaison Joe McMullen

**Equal Employment Opportunity Committee Meeting**  
**Minutes of September 2, 2010, 1:30 PM**  
**Page 2**

An ad-hoc committee comprised of Members Waldren, McMahon, and Staff Liaison McMullen was formed with the goal of presenting a draft 2010 Annual Report to the members at the February 2011 meeting.

2. The November 10, 2010 meeting will be re-scheduled to either November 4<sup>th</sup> or 18<sup>th</sup>. Staff Liaison McMullen will notify members of the new meeting date.

**Information Items**

1. 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.

2. Training

➤ Harassment Prevention Training

- Two Preventing Workplace Harassment trainings will be presented by Liebert Cassidy Whitmore on January 18, 2011.

Training Manager Zevin made an oral presentation.

➤ Supervisory Training Program

- Training Manager Zevin reported that Cohort III is expected to begin September 16, 2010. There are 19 participants.

➤ Mentoring/Succession Planning

- Training Manager Zevin reported that the pilot mentoring program is being launched in September, with 10 mentors and 10 mentees participating.

➤ Diversity Training

- Training Manager Zevin reported that Diversity training will be held November 10, 2010 presented by the City's EAP, Optum Health.

➤ Dealing with Conflict

- Training Manager Zevin made an oral presentation on the recent Dealing with Conflict workshop.

Training Manager Zevin will prepare and present to the committee an annual report of Diversity and Harassment percentages of training completion and compliance, by department.

3. “Access to Employment” Job Fair

Member McMahon made an oral presentation.

**Subcommittee/Advisory Body Oral Reports**

1. Finalization of Committee’s Strategic Goals
  - Training Manager Zevin continued to facilitate the finalization of the Strategic Goals and worked with the committee to develop key actions and timelines.

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

**Adjournment**

Action At 2:57p.m. Member Hubling moved, seconded by Member McMahon, to adjourn the Equal Employment Opportunity Committee meeting from the regular meeting of September 2, 2010 to the next re-scheduled meeting on Thursday, November 4<sup>th</sup>, 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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Laura Waldren, Vice-Chair