



**Equal Employment Opportunity
Committee Meeting Minutes
Regular Meeting
1:30 PM - Thursday - November 4, 2010
City Council Chambers
809 Center Street**

Call to Order

Chair Concepción called the meeting to order at 1:32 p.m.

Roll Call

Present: Chair Concepción, Vice-Chair Waldren; Members McMahon, Hubling, McPhillips, Harmon, Sullivan, and Holmes

Absent: None

Staff: Assistant HR Director McMullen, Administrative Assistant Stagnaro, and Training Manager Zevin

Statements of Disqualification - None

Oral Communications - None

Announcements - None

Approval of Minutes

1. Minutes of September 2, 2010 meeting

Action

Vice-Chair Waldren moved, seconded by Member Hubling, to approve the minutes. The motion CARRIED by the following vote:

Ayes: Waldren, McMahon, Hubling, McPhillips, and Harmon

Noes: None

Disqualified: Concepción, Sullivan, and Holmes (none were present at the 09/02/10 meeting)

Absent: None

General Business

1. Draft Table of Contents for 2010 Annual Report

An ad-hoc committee comprised of Members Waldren, McMahon, and Staff Liaison McMullen reviewed the Table of Contents and progress of the 2010 Annual Report. Members were asked to email their suggestions and input to the ad-hoc committee.

Information Items

1. Legal Update

Staff Liaison McMullen reviewed and discussed the “News and Developments in Employment Law & Labor Relations” handout excerpted from a Liebert Cassidy Whitmore publication.

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. Member Harmon requested an explicit statement be added indicating when a complaint is closed.

Staff Liaison McMullen reported that the Discrimination and Harassment Policy shall be updated to apply to all veterans and will bring a draft of his recommended changes to the February 10, 2011 meeting.

3. 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 has concluded today.

➤ Mentoring/Succession Planning

- Training Manager Zevin reported that the pilot mentoring program has begun, 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.

➤ Managing Stress

- Training Manager Zevin reported that there will be a brown bag workshop on November 16th.

Training Manager Zevin will prepare and present to the committee at its February 10, 2011 meeting an annual report of Diversity and Harassment percentages of training completion and compliance, by department.

4. "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 review the committee's objectives and determined what would be presented by Laura Waldren at the Quarterly Supervisors/Managers Meeting scheduled for January 2011.
- On behalf of the ad hoc sub-committee consisting of members McMahon, Hubling & Harmon, member Harmon made an oral presentation on updating the EEO pages on the Internet website. She distributed a hand-out describing suggested changes and asked the other Committee members to email any suggestions to her.

Items Initiated by Members for Future Agendas

1. Training compliance statistics, by department, for Harassment Prevention and Cultural Diversity (Training Manager Zevin).
2. Website ad hoc subcommittee (members Piret Harmon, Colleen McMahon and Jonna Hubling) to report on how the City's website might be leveraged to further the goals of the Committee.
3. Annual Report ad hoc subcommittee (members Laura Waldren, Colleen McMahon and staff liaison Joe McMullen) to present DRAFT 2010 Annual Report.
4. Update to include all types of veterans in the Discrimination and Harassment Policy.

Adjournment

Action At 2:33 p.m. Vice Chair Waldren moved, seconded by Member McMahon, to adjourn the Equal Employment Opportunity Committee meeting from the regular meeting of November 4, 2010 to the next re-scheduled meeting on Thursday, February 3rd, 2011 at 1:30 p.m. in Council Chambers. The motion CARRIED unanimously.

Additional Information

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Respectfully Submitted,

Joe McMullen, Staff Liaison

Approved,

Laura Waldren, Vice-Chair