



**Equal Employment Opportunity
Committee Meeting Minutes
Regular Meeting
1:30 PM - Thursday - February 10, 2011
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, Sullivan, Harmon, Holmes, and Walton
Absent: Chair Concepción, Member McPhillips
Staff: Assistant HR Director McMullen, Administrative Assistant Stagnaro, Training Manager Zevin, and HR Analyst Rebecca Dzamov

Statements of Disqualification - None

Oral Communications - None.

Announcements

1. New Council appointed Committee Member Hollis Walton was introduced and welcomed to the Committee.
2. Staff Liaison McMullen reported on the Committee Members individual Ethics training status.

Approval of Minutes

1. Minutes of November 4, 2010 meeting

Action

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

Ayes: Waldren, Hubling, McMahon, Harmon, Sullivan, and Holmes
Noes: None
Disqualified: Walton (none were present at the 11/04/10 meeting)
Absent: Concepción and McPhillips

General Business

1. Chair and Vice-Chair Elections
 - Staff Liaison Joe McMullen

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Action Following Staff Liaison McMullen's explanation that the Committee needed to decide between the two options of holding an Officer election now or at the September meeting due to competing Bylaw provisions, Member McMahan moved, seconded by Member Harmon, to hold the election at the September 8, 2011 Committee meeting. The MOTION carried unanimously.

2. Draft 2010 Annual Report

Action The 2010 draft Annual Report was discussed. Member Hubling moved, seconded by Member Sullivan for Staff Liaison McMullen to finalize and submit the report as presented as an FYI item on the Council Agenda at the February 22, 2011 meeting (the report will not include a picture of the Committee Members). The MOTION carried unanimously.

Information Items

1. Legal Update

Staff Liaison McMullen reviewed and discussed the "News and Developments in Employment Law & Labor Relations for California Public Agencies" handout excerpted from a Liebert Cassidy Whitmore publication.

- McMullen will notify non-employee Members Holmes and Walton of appropriate training opportunities through the Monterey Bay Employment Relations Consortium.

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

Staff Liaison McMullen gave an oral presentation on the up-dated Discrimination/Harassment Complaint Log, reviewed the on-going complaints and received feedback on the format of the report. An attorney from Liebert Cassidy Whitmore recommended modifying the Discrimination and Harassment Policy to include "all veterans."

3. Training

- Training Manager Dale Zevin
- Harassment Prevention Training
 - Two Preventing Workplace Harassment trainings were presented by Liebert Cassidy Whitmore on January 18, 2011.
- Supervisory Training Program
 - Training Manager Zevin reported that Cohort III held a Meet and Gloat on February 10, 2011.
- Mentoring/Succession Planning
 - Training Manager Zevin reported that the pilot mentoring program has begun with 10 formal matches and 2 informal matches.

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- Diversity Training
 - Training Manager Zevin reported that Diversity training will be held in the near future.

- Improving Your Communication Skills
 - Training Manager Zevin made an oral presentation on the recent Communication workshop provided in a lunchtime Brown Bag format by Wally Anderson from the City's EAP program on February 9, 2011.

- Training Compliance Statistics
 - Training Manager Zevin made an oral presentation and noted that steady progress is being made to improve compliance with both the State of California and City of Santa Cruz requirements. The Committee requested that Dale provide these statistics at every meeting and that they include not only the number of employees still in need of a particular training but also the additional data point of the total number of employees the requirement applies to.
 - Harassment Prevention training for Temporary employees in departments other than Parks & Recreation and City Volunteers will be addressed by the ad hoc subcommittee to be formed at the May 12, 2011 meeting.

4. "Access to Employment" Job Fair

Member McMahon made an oral presentation and requested an item be included on the May 12, 2011 Agenda for her to give an update on the progress of planning the October 2011 Job Fair.

5. Quarterly Supervisor/Manager Meeting Held January 27, 2011

Member Waldren was unable to attend this meeting. She will plan to give a presentation on the EEO Committee at the April 2011 meeting.

6. Formation of a New Ad Hoc Subcommittee responsible for updating the City's EEO related documents for compliance with Proposition 209 and modifications to any other documents deemed necessary or desirable.

Staff member McMullen made an oral presentation informing the Committee that he is requesting an item be added to the May 12, 2011 Agenda forming a new ad hoc subcommittee for the purpose stated above and that the Members think about whether they'd like to volunteer to serve on that subcommittee. HR Analyst Rebecca Dzamov will lead the sub-committee in the role of Project Manager; to avoid having a quorum of the full Committee a maximum of four (4) Members may serve.

Subcommittee/Advisory Body Oral Reports

1. Website ad hoc subcommittee
 - Members Harmon, McMahan & Hubling
 - Following the November 4, 2010 Committee meeting Member Harmon met with Administrative Assistant Stagnaro and discussed the process for updating the web page. If the updates are complete in time for the Committee's May 12, 2011 meeting Stagnaro will make arrangements to project the web page on the screen in Chambers for visual review by the full Committee. The ad hoc subcommittee is now disbanded.
 - Updates will include adding a group photograph of the Committee Members and a list of everyone's names, telephone numbers and City email addresses (Staff Liaison McMullen's telephone number will be listed for the non-employee Members; Administrative Assistant Stagnaro will explore the possibility of creating City email addresses for the non-employee Members that anonymously and automatically re-direct to their home email addresses.

Items Initiated by Members for Future Agendas

1. Formation of a New Ad-Hoc Sub-Committee responsible for updating the City's EEO related documents for compliance with Proposition 209 and modifications to any other documents deemed necessary or desirable.
2. Staff liaison McMullen will plan to take a group photograph of the Committee for posting on the website.
3. Information Item for Member McMahan to give update on the progress of planning the October 2011 Job Fair.

Adjournment

Action At 2:33 p.m. Member McMahan moved, seconded by Member Hubling, to adjourn the Equal Employment Opportunity Committee meeting from the regular meeting of February 10, 2011 to the next regularly scheduled meeting on Thursday, May 12, 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