



**Equal Employment Opportunity
Committee Meeting Minutes
Regular Meeting
1:30 PM – Thursday – May 12, 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, Sullivan, Harmon, Holmes, Walton, and Graves
Absent: Members McPhillips & Hubling
Staff: Chief HR Officer McMullen, Administrative Assistant Stagnaro, and HR Analyst Rebecca Dzamov

Statements of Disqualification - None

Oral Communications - None.

Announcements

1. Nancy Concepción has resigned from the EEO Committee. Tom Graves has taken Nancy's place as the management group member appointed by the Mid-Management Association and was introduced and welcomed to the Committee.

Approval of Minutes

1. Minutes of the February 10, 2011 meeting

Action

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

Ayes: Waldren, McMahon, Harmon, Sullivan, Walton, and Holmes
Noes: None
Disqualified: None
Absent: Hubling and McPhillips
Abstain: Graves

General Business

1. Formation of a new Ad-Hoc Sub-Committee
 - HR Analyst Dzamov

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Action

HR Analyst Dzamov discussed the formation of a new Ad-Hoc Sub-Committee to ensure that the City's EEO related documents are in compliance with Proposition 209 and to modify any other documents deemed necessary or desirable. HR Analyst Dzamov offered to send an email to members requesting volunteers to staff the committee. Member Sullivan moved, seconded by Member Graves, to form a new Ad-Hoc Sub-Committee. The MOTION carried unanimously. Members McMahon, Walton and Graves volunteered to be the sub-committee.

Information Items

1. Legal Update

- Staff Liaison McMullen reviewed and discussed *Turman v. Turning Point of Central California Inc.* which re-affirmed that all employers must maintain a harassment free environment despite the inherent and difficult challenges found in some workplaces.

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

- Staff Liaison McMullen on behalf of Training Analyst Zevin.
- Harassment Prevention Training
 - A Preventing Workplace Harassment training will be presented by Liebert Cassidy Whitmore through the Monterey Bay ERC on September 28, 2011.
- Supervisory Training Program
 - A nine session stand alone supervisory training program has been set up. Two modules have been scheduled so far: Effective Communication for Facilitating Meetings on May 31st presented by Claire Laughlin, and Planning and Organizing Your Work on June 9th presented by Steve Clark. A record is being kept of all employees who have attended the supervisory training and promote to supervisory/management positions.
- Mentoring/Succession Planning
 - No update.
- Diversity Training
 - A Diversity training course has been scheduled for May 19th. It will be presented by Wally Anderson through the City's EAP program.

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➤ Building Successful Teams

- Staff Liaison McMullen made an oral presentation on the recent Building Successful Teams workshop provided in a lunchtime Brown Bag format by Wally Anderson from the City's EAP program on May 9, 2011.

➤ Training Compliance Statistics

- Staff Liaison McMullen 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. These statistics will be provided by Training Analyst Zevin at every meeting and they will 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. A Harassment Prevention refresher must be taken by any employee scheduled to work out of class.
- 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 this meeting.

4. Quarterly Supervisor/Manager Meeting Held April 14, 2011

Member Waldren was unable to attend this meeting. She will plan to give a presentation to the EEO Committee at the September 8, 2011 meeting.

5. "Access to Employment" Job Fair

Member McMahan made an oral presentation and stated that due to funding at this time there is uncertainty regarding whether the Job Fair will take place. She will update the committee at the next meeting.

6. EEO Committee 2010 Annual Report

Staff Liaison McMullen reported that the 2010 Annual Report was presented to Council as an FYI item at the February 22, 2011 meeting. The 2010 Annual Report is also posted on the website.

7. Three Committee Membership Terms Expiring on June 30, 2011

Three current terms will be expiring on June 30, 2011. All three members are eligible for reappointment to another three year term.

8. One Committee Vacancy (Mid-Management Association)

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Staff Liaison McMullen reported that Chair Concepción has resigned effective April 21, 2011.

Subcommittee/Advisory Body Oral Reports

1. Website ad hoc subcommittee
 - Staff Kathy Stagnaro

The website will be complete prior to the September 8, 2011 meeting. E-mail aliases have been created for Members Walton and Holmes.

Items Initiated by Members for Future Agendas

1. Goals and Annual Objectives

This will be a standing agenda item with the goals attached and included with the meeting announcement email.

Adjournment

Action At 2:22 p.m. Member Sullivan moved, seconded by Member Graves, to adjourn the Equal Employment Opportunity Committee meeting from the regular meeting of May 12, 2011 to the next regularly scheduled meeting on Thursday, September 8, 2011 at 1:30 p.m. in Council Chambers. The motion CARRIED unanimously.

Additional Information

Visit the City's Web Site at <http://www.cityofsantacruz.com/> for information about City Advisory Body Meeting Agendas and Minutes, Advisory Body information and the Santa Cruz Municipal Code. Sign up to receive automatic notification when meetings are announced and Agendas are posted.

Respectfully Submitted,

Joe McMullen, Staff Liaison

Approved,

Laura Waldren, Vice-Chair