



**Equal Employment  
Opportunity Committee  
Regular Meeting Agenda  
1:30 PM – 3:30 PM  
Thursday – February 9, 2012  
City Council Chambers - 809 Center Street**

**Call to Order**

**Roll Call**

**Statements of Disqualification**

**Oral Communications – No action may be taken**

**Announcements - No action may be taken**

**Approval of Minutes**

1. Minutes of the November 17, 2011 meeting
  - Motion to approve as submitted (only those present at the meeting of November 17, 2011 (and also present at this meeting) may vote: Laura Waldren, Hollis Walton, Deborah Holmes, Colleen McMahon, Piret Harmon, Jonna Hubling and Jack McPhillips (Lisa Sullivan and Tom Graves were not present).

**General Business**

1. Discussion of Committee Goals & Objectives, and Outcomes
  - Presentation about EEO Committee at January 19, 2012 Quarterly Supervisor/Manager Meeting
2. 2011 Annual Report of the Equal Employment Opportunity Committee – Final Approval
3. Discuss Incorporating Harassment Prevention Policy discussion into yearly employee performance evaluations
4. Access to Employment Job Fair Committee Representative
  - Select new Representative

**Information Items – No action may be taken**

1. Volunteers and City Mandated Harassment & Cultural Diversity Training
  - Meeting with CitySERVE Liaison Laurel Keefe held December 14, 2011 (rescheduled from December 7, 2011); decision was made to not require “the same” discrimination/harassment training as required of employees as we want to keep volunteer & employee requirements and status distinct & separate; Laurel will obtain curriculum of Santa Cruz County’s training for our review.

**The City of Santa Cruz does not discriminate against persons with disabilities.**  
Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free.  
Upon request, the agenda can be provided in a format to accommodate special needs.  
Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the City Clerk’s Department at 420-5030 at least five days in advance so that we can arrange for such special assistance, or email [CityClerk@cityofsantacruz.com](mailto:CityClerk@cityofsantacruz.com).  
**The Cal-Relay system number is: 1-800-735-2922**

## Equal Employment Opportunity Committee Meeting Agenda of February 9, 2012 1:30 PM

2. Legal Update
  - Staff liaison Joe McMullen
    - *Legal Update not prepared for this meeting*
3. Summary of Discrimination Complaint(s) and Outcome(s)
  - Staff liaison Joe McMullen
    - 2011 & 2012 Complaint Logs
    - Three Year Complaint Summaries (Calendar Years 2009-2011)
    - Definition of “Special Disabled Veteran”
4. Training
  - Training Manager Dale Zevin
    - Harassment Prevention Training
    - Cultural Diversity Training
      - Mandated Training Compliance
    - Succession Planning
5. Website Update
  - Staff Joe McMullen
    - New Mission Statement located at <http://www.cityofsantacruz.com/index.aspx?page=224>
    - Online Complaint Form
      - Status update

### Subcommittee/Advisory Body Oral Reports

1. Proposition 209/EEO-related documents ad hoc subcommittee formed at November 17, 2011 regular meeting
  - Members Harmon, McMahon, Waldren, and Walton; Staff Liaison Joe McMullen
    - Status of sub-committee’s work
    - EEO Vendor Contract Statement

### Items Initiated by Members for Future Agendas

#### Adjournment

The Equal Employment Opportunity Committee will adjourn from the regular meeting of Thursday February 9, 2012 to the next regularly scheduled meeting on Thursday May 10, 2012 at 1:30 p.m. in Council Chambers.

#### Additional Information

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