



**Equal Employment Opportunity  
Committee Meeting Minutes  
1:30 PM – Thursday – November 17, 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: Chair Waldren, Vice-Chair Harmon, Members McMahon, McPhillips, Hubling, Walton, and Holmes  
Absent: Members Sullivan and Graves  
Staff: Chief HR Officer McMullen, HR Technician Stagnaro, and Training Manager Dale Zevin

**Statements of Disqualification - None**

**Oral Communications – None**

**Announcements – None**

**Approval of Minutes**

1. Minutes of the September 29, 2011 meeting

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

Ayes: Waldren, McMahon, Harmon, Hubling, and McPhillips  
Noes: None  
Disqualified: Walton and Holmes (not present at 9/29/11 meeting)  
Absent: Sullivan and Graves  
Abstain: None

**General Business**

1. Discussion of Committee Goals & Objectives, and Outcomes

The Committee's Goals & Objectives, and Outcomes were discussed. The Committee will look closely at the timelines to ensure no items get missed. The Access to Employment Job Fair item was updated to change the timing for selecting the EEO Committee's representative from the May meeting annually to the February meeting.

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2. Formation of a New Ad-Hoc Sub-Committee responsible for updating all EEO related City documents

A new “EEO Policy Review Ad Hoc Sub-Committee” has been formed. Chair Waldren, Vice-Chair Harmon, and Members Walton, and McMahon have volunteered to serve on the sub-committee. The prior sub-committee has officially disbanded.

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

1. Presentation by Patrick Clark, former EEO Committee Chair (Member 2002-2009)

Former EEO Committee Chair Patrick Clark gave a presentation on the National Coalition Building Institute program: *Prejudice Reduction Workshop*, which acknowledges and appreciates Cultural Diversity. He reported that the program began in 1984 and the organizational structure is international.

2. Volunteers and City Mandated Harassment & Cultural Diversity Training

Staff Liaison McMullen and Training Manager Zevin were not able to meet with the CityServe Liaison prior to this meeting. They will report to the Committee at the next meeting.

3. Legal Update

Staff Liaison McMullen reviewed and discussed *Earl v. Nielsen Media Research, Inc.* regarding age discrimination in the workplace, and *AB 887 and SB 559* which prohibit harassment and/or discrimination based on gender identity and expression, and genetic information, respectively.

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

Staff Liaison McMullen gave an oral presentation on the up-dated 2008 & 2011 Discrimination/Harassment Complaint Log and reviewed the on-going complaints. The committee requested a summary of the last three years history to determine if there are any patterns. Staff Liaison McMullen will provide this information at the next meeting.

5. Training

Training Manager Zevin gave an oral presentation.

➤ Harassment Prevention Training

- Seventeen City employees attended a Preventing Workplace Harassment training presented by Liebert Cassidy Whitmore on September 28, 2011. Notices have been sent to all employees requiring refresher training as well as employees currently Working Out of Class.

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- Supervisory Training Program
  - An eight session stand alone supervisory training program has been set up. Seventy employees have attended to date. Today's training was on Project Management.
  
- Diversity Training
  - There are currently only eight employees who have never taken Diversity Training. Many of them are new employees. The City is very close to 100% compliance on employees attending Cultural Diversity Awareness Training.
  
- Mentoring/Succession Planning
  - The second round of the Mentoring program kicked off on November 1<sup>st</sup> with ten mentors and ten mentees.
  
- Brown Bag Workshops
  - A Brown Bag Workshop on Balancing Work and Home will be presented in February 2012. A different Brown Bag Workshop is being offered every quarter.

6. Presentation about EEO Committee at a Quarterly Supervisor/Manager Meeting

Chair Waldren will give a presentation at the January 19, 2012 quarterly meeting hosted by the Administrative Services Department.

7. Access to Employment Job Fair

Member McMahon reported that due to lack of interest and the current state of the economy, this year's Job Fair was cancelled. They are looking to bring it back next year with the Capitola Mall being a potential venue. A new EEO Committee representative to the Job Fair Committee will be selected at the February meeting.

8. Website Update

Staff Liaison McMullen reported that the updated web pages of the EEO Committee are now complete with the exception of the statement for the main page. Chair Waldren will work with Staff Stagnaro to draft a statement for posting to the home page. Staff Liaison McMullen reported that the online Complaint Form may be used for supervisors to fill out after receiving a complaint from an employee. He will make minor suggested changes to the form then Staff Stagnaro will post as a fillable form to the City's Intranet web page.

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**Subcommittee/Advisory Body Oral Reports**

1. EEO Committee 2011 Annual Report sub-committee

Staff Liaison McMullen reviewed the draft 2011 Annual Report prepared by Members Sullivan and Graves. The report will be brought back to the Committee for final approval prior to presentation to Council.

2. Proposition 209/EEO-related documents ad hoc committee

The current sub-committee has disbanded. A new EEO Policy Review sub-committee has been formed. Chair Waldren, Vice-Chair Harmon, and Members McMahon and Walton have volunteered to serve on the committee.

**Items Initiated by Members for Future Agendas**

- Three year historical report on complaints
- 2011 Annual Report
- Website
- Job Fair Representation
- Discuss Incorporating Harassment Prevention Policy discussion into yearly employee performance evaluations.

Action **Adjournment**

At 2:57 p.m. Member McPhillips moved, seconded by Member Hubling, to adjourn the Equal Employment Opportunity Committee meeting of Thursday November 17, 2011 to the next regularly scheduled meeting on Thursday February 9, 2012 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,

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Joe McMullen, Staff Liaison

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Approved,

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Laura Waldren, Chair