



**Equal Employment Opportunity
Committee Meeting Minutes
Continued Regular Meeting
1:30 PM – Thursday – September 29, 2011
City Council Chambers
809 Center Street**

Call to Order

Vice-Chair Waldren called the meeting to order at 1:30 p.m. (continued from the meeting of September 8, 2011 which was adjourned for lack of a quorum).

Roll Call

Present: Vice-Chair Waldren; Members McMahon, Sullivan, Harmon, McPhillips, Hubling, and Graves
Absent: Members Walton & Holmes
Staff: Chief HR Officer McMullen, Administrative Assistant Stagnaro, and Training Manager Dale Zevin

Statements of Disqualification - None

Oral Communications - None.

Announcements

1. Laura Waldren was reappointed by City Manager Martín Bernal on May 12, 2011.
2. Jonna Hubling was reappointed by SEIU Local #521 on May 13, 2011.
3. Deborah Holmes was reappointed by the City Council on June 28, 2011.

Approval of Minutes

1. Minutes of the May 12, 2011 meeting

Action

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

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

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General Business

1. Chair & Vice Chair Election

Action

Member Graves nominated Vice-Chair Waldren as new Chair. Member Hubling nominated Member Harmon as new Vice-Chair. Nominations were closed and each was elected unanimously by voice vote and were declared to be legally elected to fill the respective offices; Waldren begins her first one-year term as Chair and Harmon begins her first one-year term as Vice-Chair.

2. Rescheduling of November meeting due to City offices being closed on Thursday November 10, 2011 in Observance of the Veteran's Day Holiday.

Action

Member Harmon moved, seconded by Member McMahon to change the date of the next meeting to Thursday November 17, 2011 at 1:30 p.m.

3. Discussion of Annual Goals & Objectives, and Outcomes

The Annual Goals & Objectives were reviewed and discussed as a new Standing Agenda item. There are currently no revisions needed to the Goals & Objectives; updates to the "Activities Planned in Support of Goals & Objectives" were suggested for inclusion in the 2011 Annual Report.

4. Formation of a new Ad-Hoc Sub-Committee

Members Graves and Sullivan have volunteered to serve on the new Ad-Hoc Committee responsible for creating the EEO Committee's 2011 Annual Report. The draft is scheduled to be brought to the EEO Committee for review at the November 2011 meeting, scheduled for final approval at the February 2012 EEO Committee meeting, and scheduled for presentation to Council as an FYI Item at the first March 2012 meeting.

5. Volunteers and City Mandated Harassment & Cultural Diversity Training

The Committee agreed to recommend that CitySERVE Volunteers should attend Diversity and Harassment training. Joe McMullen & Dale Zevin will meet with the CityServe Coordinator to work out how they will implement and monitor the online Target Safety Training Program for Volunteers; they will report back at the November 2011 meeting. They will also inform the Library Director and encourage them to do the same with their Volunteers, who are currently administered by the Friends of the Library.

Information Items

1. Legal Update

Staff Liaison McMullen reviewed and discussed *Kelley v. Conco Companies*. The case represents an anomaly in the current case-law in that the Fourth District Court of Appeals ruled that to succeed with his claim of same-sex illegal harassment the Plaintiff must show that the Defendant had a sexual interest in him (i.e. that the Defendant is homosexual) – all prior related case-law has held that this was not necessary.

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

- Training Manager Zevin.

➤ Harassment Prevention Training

- A Preventing Workplace Harassment training was presented by Liebert Cassidy Whitmore through the Monterey Bay ERC on September 28, 2011. Seventeen City of Santa Cruz employees attended.

➤ Supervisory Training Program

- A nine session stand alone supervisory training program has been set up. Five modules have been presented so far: Effective Communication for Facilitating Meetings on May 31st presented by Claire Laughlin, Planning and Organizing Your Work on June 9th presented by Steve Clark, Decision Making & Problem Solving on August 9th presented by Mauro Garcia and Grant Parker, Customer Delight on August 29th presented by Eric Aasen and Mark Dettle, and Performance Evaluations on September 26th presented by Lisa Sullivan and Teresa Landers. A record is being kept of all employees who have attended the supervisory training and promote to supervisory/management positions.
- Member Harmon requested that Training Manager Zevin take back a suggestion to the Succession Planning Advisory Committee that they consider giving priority enrollment to employees who wish to complete all the available modules to allow them to earn a Certificate of Completion, which can be used in lieu of some supervisory experience in recruitment processes.

➤ Mentoring/Succession Planning

- There are 14 mentors and 14 mentees. The Succession Planning Advisory Committee will meet on November 1, 2011 to

match applicants according to the Mentee's stated development goals.

- Diversity Training
 - Training Manager Zevin reported that almost all new employees have taken the training and are in compliance.
- Supporting Aging Parents
 - A Brown Bag workshop on Supporting Aging Parents will be presented by Becky Peters, RN & CEO of Lifespan on October 5, 2011.
- Training Compliance Statistics
 - Training Manager Zevin made an oral presentation and noted that steady progress has been made to improve compliance with both the State of California and City of Santa Cruz requirements.

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

Chair Waldren was unable to attend this meeting. Because the EEO Committee operates under the umbrella of the HR Division it was decided that she will give a presentation at the meeting hosted by the Administrative Services Department in January 2012.

5. "Access to Employment" Job Fair

Member McMahon made an oral presentation and stated that due to a lack of funding at this time there will not be a job fair this year.

Subcommittee/Advisory Body Oral Reports

1. Website ad hoc subcommittee
- Member Harmon and Staff Kathy Stagnaro

Member Harmon and Staff Stagnaro gave a presentation on the updated EEO Committee website. The pages were reviewed and discussed. Staff McMullen and Stagnaro will make the Committee's recommended changes and email Members with the link to the finalized website when it has been completed. Staff McMullen will prepare a new draft Mission Statement for the members to consider at the November 17, 2011 meeting.

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

Staff McMullen presented an update on the subcommittee. Staff McMullen will email the redline version of the documents and a clean version for comparison in order to provide feedback and discussion at the November 17,

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2011 meeting. Any questions or comments regarding the documents will be directed only to Staff McMullen.

Items Initiated by Members for Future Agendas

1. Draft Mission Statement

Staff McMullen will prepare a new draft Mission Statement for the members to consider at the November 17, 2011 meeting for posting on the website.

Adjournment

Action At 2:46 p.m. Member McMahan moved, seconded by Member Sullivan, to adjourn the Equal Employment Opportunity Committee meeting from the Continued Regular meeting of September 29, 2011 to the next Rescheduled Regular meeting on Thursday, November 17, 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, Chair