



**Equal Employment Opportunity  
Committee Meeting Minutes  
1:30 PM - Thursday - February 9, 2012  
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, Graves, and Holmes  
Absent: Member Sullivan  
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**

Action

1. Minutes of the November 17, 2011 meeting

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

Ayes: Waldren, McMahon, Harmon, Hubling, Walton, Holmes, and McPhillips  
Noes: None  
Disqualified: None  
Absent: Sullivan  
Abstain: Graves (not present at meeting of 11/17/11)

**General Business**

1. Discussion of Committee Goals & Objectives, and Outcomes

The Committee's Goals & Objectives, and Outcomes were discussed. The Committee agreed that it is important to remain visible and committed. Chair Waldren's presentation at the January 19, 2012 Quarterly Supervisor's/Manager's Meeting was successful and informative. She will also make a presentation to Council on the Committee's accomplishments at a future meeting.

**Equal Employment Opportunity Committee Meeting**  
**Minutes of February 9, 2012, 1:30 PM**  
**Page 4**

2. 2011 Annual Report of the Equal Opportunity Committee – Final Approval

Action

Member McMahon moved, seconded by member Hubling, to approve the final 2011 Annual Report of the Equal Employment Opportunity Committee. The MOTION carried unanimously.

3. Discuss Incorporating Harassment Prevention Policy Discussion into Yearly Employee Performance Evaluations

The Committee agreed to add incorporating a discussion of the Discrimination/Harassment Prevention Policy into employee's yearly performance evaluations. This may be incorporated into the evaluation revamping process currently being undertaken by the Human Resources Division.

4. Access to Employment Job Fair Committee Representative

Member Holmes will meet with Member McMahon to discuss the duties of being the representative of the Job Fair. This item will be brought back for further discussion at the May 10, 2012 meeting.

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

1. Volunteers and City Mandated Harassment & Cultural Diversity Training

Staff Liaison McMullen met with CityServe Liaison Laurel Keeffe on December 14, 2011 to discuss mandated training for City volunteers. A decision was made to not require the same training that is required by City employees. Volunteer and City employee requirements should be kept distinct and separate. CityServe Liaison Keeffe will obtain the County of Santa Cruz current training curriculum for the Committee to review.

2. Legal Update

Staff Liaison McMullen did not have a legal update for discussion at this meeting.

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

Staff Liaison McMullen gave an oral presentation on the updated Discrimination/Harassment Complaint Log and reviewed the on-going complaints. A summary of the last three years history was presented and will be provided yearly at the February meeting by Staff Liaison McMullen. The ad hoc sub-committee will work on adding an item to the Complaint Policy on how long a complaint should remain open once the claim has been filed, and inquire how the complainant found out about how to file the complaint. Staff Liaison McMullen reviewed the definition of "Special Disabled Veteran" with the Committee.

4. Training

Training Manager Zevin gave an oral presentation.

- Harassment Prevention Training
  - Forty-three Supervisors and Managers currently need refresher training, twenty-one employees Working Out of Class currently need refresher training, and twenty-six employees have never taken the training. Training Manager Zevin will determine which Service employees with supervisory responsibilities should be taking the refresher training.
- Employee & Leadership Development Training Program
  - The eight stand-alone session training program has concluded. Employees who participated in 6 or 7 modules of the last session and those who were on a waiting list will receive priority enrollment in the next session which starts with the Communications module on March 6, 2012.
- Diversity Training
  - There are currently nine employees in need of attending Diversity training. These employees are all new hires. Diversity training has been scheduled for May 17, 2012.
- Mentoring/Succession Planning
  - There are currently 12 matches in the second round of the Mentoring Program. Training Manager Zevin is currently looking for one more mentor. She reported that some of the prior mentors and mentees continue to meet.
- Brown Bag Workshops
  - The first of an ongoing Brown Bag Workshop series on how to use an iPad is being presented February 21, 2012 in the Tony Hill Room. They will continue on the third Tuesday of every month for as long as there is interest in attending.

5. Website Update

The new pages of the Equal Employment Opportunity are ready to go live. Staff Stagnaro will post the new pages. Staff Liaison McMullen will look into contacting Code for America or Chris Stathis, Chief Technology Officer for assistance with refining the sending function on the Complaint Form for posting on the City's Intranet webpage.

**Subcommittee/Advisory Body Oral Reports**

1. Proposition 209/EEO-Related Documents Ad Hoc Sub-Committee Formed at November 17, 2011 Regular Meeting

**Equal Employment Opportunity Committee Meeting**  
**Minutes of February 9, 2012, 1:30 PM**  
**Page 4**

Vice-Chair Harmon reported on the progress of the Sub-Committee. She reported that the full package should be ready for presentation at the May 10, 2012 Committee meeting, with the goal of having three separate documents. Staff Liaison McMullen reviewed the language of the City's Vendor Contract with Purchasing Manager Laura Nolan. The Equal Employment Opportunity statement was approved by City Attorney John Barisone on December 14, 2011.

**Items Initiated by Members for Future Agendas**

- Vice-Chair Harmon suggested having Deutron Kebebew, recent winner of the Tony Hill Award, speak at a future meeting. Staff Liaison McMullen will contact him to inquire about his availability.

Action **Adjournment**

At 2:48 p.m. Member McPhillips moved, seconded by Member Holmes, to adjourn the Equal Employment Opportunity Committee 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. 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, Chair