



**Equal Employment Opportunity  
Committee Meeting Minutes  
1:30 PM - Thursday - May 10, 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, Members McMahon, McPhillips, Hubling, Walton, Sullivan, Donovan, and Holmes  
Absent: Vice-Chair Harmon  
Staff: Chief HR Officer McMullen and HR Technician Stagnaro

**Statements of Disqualification** - None

**Oral Communications** – None

**Announcements** – Chair Waldren announced that Tom Graves has resigned from the EEO Committee (and the City) and that Katherine Donovan has been named the Management Appointee replacement. Chair Waldren also announced that she will be resigning from the City and this will be her last meeting. Member Sullivan’s term will be over this year and she is not eligible for reappointment.

**Approval of Minutes**

1. Minutes of the February 9, 2012 meeting

Action

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

Ayes: Waldren, McMahon, Hubling, Walton, Holmes, and McPhillips  
Noes: None  
Disqualified: None  
Absent: Harmon  
Abstain: Sullivan and Donovan (not present at meeting of 2/9/12)

**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. Vice-Chair Harmon announced at the April 26, 2012 Quarterly Supervisor’s/Manager’s Meeting that Deutron Kebebew would be speaking before the next EEO Committee meeting at 12:30 p.m. and that everyone is invited and encouraged to attend. Chair Waldren stated that the future goals of the committee should be to look for other engaged members of the community to speak at future meetings and to keep the committee fully staffed.

2. Access to Employment Job Fair Committee Representative

Member Holmes has agreed to succeed Member McMahon as the Committee Representative. Member Holmes attended her first committee meeting and reported that the objective is to determine if there is enough interest from employers. Items discussed at the meeting were location (Cocoanut Grove being the location of choice), bringing in a representative from Shoreline and Manpower, and moving the date up and changing the time from the afternoon to the morning. Another meeting has been scheduled for next week.

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

1. Legal Update

Staff Liaison McMullen presented and discussed a lawsuit against Pepsi for screening out applicants with an arrest record. This practice is illegal in the state of California.

2. 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. All claims for 2011 have been formally closed and will be taken off the spreadsheet. There are no open claims currently.

3. Training

Staff Liaison McMullen gave an oral presentation.

➤ Harassment Prevention Training

- There are two sessions of Harassment Prevention training presented by Liebert Cassidy Whitmore scheduled for May 31, 2012.

➤ Employment and Leadership Development Program

- Three of the eight modules of the second round of training have been presented as of April 25, 2012. The fourth module is scheduled for July 19<sup>th</sup>. More than 113 participants have participated including a mixture of Service, Supervisory, and Management employees. Nine employees have completed all eight modules and received a Certificate of Participation.

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- Diversity Training
  - Diversity training presented by Wally Anderson has been scheduled for May 16, 2012.
- Mentoring/Succession Planning
  - A mentoring closure/celebration for the 26 participants has been scheduled for June 21, 2012.
- Brown Bag Workshops
  - A Creative Thinking workshop presented by Wally Anderson has been scheduled for May 23<sup>rd</sup> from noon to 1:00 p.m.
  - A Stress and Laughter workshop presented by a Blue Shield Account Manager has been scheduled for June 13<sup>th</sup> from noon to 12:30 p.m.
- Tech Lunches
  - Chris Stathis, Chief Technology Officer, facilitated an iPad 101 Basics training on April 11<sup>th</sup>.

#### 4. Website Update

Staff Liaison McMullen reported that Chris Stathis has contacted Code for America 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

Chair Waldren reported on the progress of the Sub-Committee. She reported that the documents have been reviewed and the goal is to ensure all documents are consistent and contain anti-discrimination and anti-harassment language. Staff Liaison McMullen will schedule a final sub-committee meeting following which Chair Waldren will schedule a brief special meeting with all members to review the documents.

### **Items Initiated by Members for Future Agendas**

- Member Donovan requested addressing age discrimination issues. It was suggested that one of each of the protected 19 classes be discussed for a few minutes at each of the Quarterly Supervisor's/Manager's Meetings.

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Action   **Adjournment**

At 2:09 p.m. Member McMahon moved, seconded by Member Sullivan, to adjourn the Equal Employment Opportunity Committee meeting of Thursday May 10, 2012 to the next regularly scheduled meeting on Thursday September 13, 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

Approved,

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Laura Waldren, Chair