



**Equal Employment Opportunity Committee
Regular Meeting Minutes
1:30 PM - Thursday - November 15, 2012
City Council Chambers
809 Center Street**

Call to Order

Chair Harmon called the meeting to order at 1:30 p.m.

Roll Call

Present: Chair Harmon, Vice-Chair McMahon, Members Donovan, Hubling, Walton, and Warren
Absent: Members Holmes, Landers, and McPhillips
Staff: Chief HR Officer McMullen, HR Administrative Assistant II Trumbull, Training Manager Zevin

Statements of Disqualification - None

Oral Communications – None

Approval of Minutes

1. Minutes of the September 13, 2012 Regular meeting

Chair Harmon moved, seconded by Vice-Chair McMahon, to approve the minutes. The MOTION carried unanimously.

Action

General Business

1. VIDEO (YouTube): “It’s Time to Evolve How We Resolve”
 - The Reverend Deborah L. Johnson, Founding Minister and President, Inner Light Ministries, Soquel, CA.
 - Open discussion by the Committee. The Committee agreed unanimously to add the Video to the EEO Committee website.
2. Update Committee Goals & Objectives, and Outcomes
 - Group Process Facilitated by Dale Zevin, Training Manager
 - Goals & Objectives were updated by the Committee. The Activities Planned will be reviewed in the next meeting on Thursday February 14, 2013.
3. Presentations at upcoming Quarterly Supervisor/Manager Meetings
 - Committee Discussion & Determination of Presentation Parameters
 - Chair Harmon, Vice-Chair McMahon, and Chief HR Officer McMullen will prepare a presentation for the January Quarterly Supervisor/Manager Meeting being hosted by the Library. All EEO Committee members who are able to will attend meeting and present “It’s Time to Evolve How We Resolve” video.

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4. Establish 2012 EEO Committee Annual Report Ad Hoc Subcommittee
 - Member Donovan & Member Warren volunteered to be a part of the Annual Report Subcommittee along with Staff Liaison McMullen.

5. EEO Committee Webpage Improvements
 - Committee Discussion: Ad Hoc Subcommittee Needed? Recurring Agenda Item?
 - Members Hubling, McPhillips, Walton, and HR Administrative Assistant II Trumbull volunteered to be a part of the Webpage Subcommittee.
 - The committee approved a Rolling Ad Hoc Subcommittee. All creative ideas and content will be approved by the EEO Committee. All website repairs will be brought to the attention of Human Resources.

Information Items – No action may be taken

1. Legal Update
 - Staff liaison Joe McMullen
 - Employer Liability for Franchisee Harassment
 - Staff Liaison McMullen reviewed with the Committee.
 - Definition of a Supervisor Under Title VII
 - Staff Liaison McMullen reviewed with the Committee.

2. Summary of Discrimination Complaint(s) and Outcome(s)
 - Staff liaison Joe McMullen
 - 2012 Complaint Log
 - Staff Liaison McMullen gave an oral presentation on the updated Discrimination/Harassment Complaint Log and reviewed the on-going complaints for 2012.
 - Committee Review and Input: Draft Annual Three-Year Summary Document Format
 - Staff Liaison McMullen reviewed the document format with the Committee. Committee agreed on format and to add a graph to the Annual report.

3. Training

Training Manager Dale Zevin gave an oral presentation.

- Employment and Leadership Development Program
 - 125 employees have participated in the program. There have been 14 completed modules. The 3rd round of modules starts in January. This training can be used in lieu of supervisory experience if they don't have previous supervisory experience.

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- Harassment Prevention Training
 - Harassment Prevention has been scheduled for February 28, 2013.
- Mentoring/Succession Planning
 - The next round of mentoring has started. There are 11 mentees.
- Diversity Training
 - Diversity training has been scheduled for January 16, 2013.
- Brown Bag Workshops
 - The next Brown Bag is Cholesterol Management on December 1, 2012
- Job Shadowing Program
 - The 2nd round of Job Shadowing program has started. We have 8 Shadow Host from different departments.

4. Group Photo

- Group photo will be added to the EEO Committee website.

Announcements –

1. Chair Piret Harmon will be leaving the City of Santa Cruz.

Subcommittee/Advisory Body Oral Reports

1. Access to Employment Job Fair Committee
 - Member Deborah Holmes
 - Member Holmes absent. Agenda Item will carry over to next meeting.

Items Initiated by Members for Future Agendas

- Access to Employment Job Fair Committee – Member Holmes
- Dale Zevin to facilitate Goals and Objectives/Activities Planned.
- Chair and Vice-Chair elections.

Action **Adjournment**

Chair Harmon adjourned the meeting to the next regularly scheduled meeting on Thursday February 14, 2013 at 1:30 p.m. in Council Chambers.

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.

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Respectfully Submitted,

Joe McMullen, Staff Liaison

Approved,

Piret Harmon, Chair