



**Equal Employment Opportunity
Committee Regular Meeting Minutes
1:30 PM – Thursday – September 12, 2013
City Council Chambers
809 Center Street**

Call to Order

Staff Liaison McMullen called the meeting to order at 1:34 p.m.

Roll Call

Present: Members Donovan, Guevara, Hubling, Kaufman, Landers, Sawyer, and Simmons.

Absent: Members Holmes and Warren

Staff: Chief HR Officer McMullen, Administrative Assistant II Trumbull

Election of Acting Chair

1. Staff Liaison McMullen/All

Action Member Landers nominated herself as Acting Chair; a motion to close the nominations was made by Member Donovan and seconded by Member Hubling; The MOTION carried unanimously. Member Landers was elected unanimously as Acting Chair.

Election of Chair & Vice-Chair

1. Acting Chair Landers/All

➤ Chair Election

Action Member Donovan nominated Acting Chair Landers as Chair. A motion to close the nominations was made by Member Donovan and seconded by Member Kaufman; The MOTION carried unanimously. Member Landers was elected unanimously as Chair for the 2013-14 cycle.

➤ Vice-Chair Election

Action Chair Landers nominated Member Donovan as Vice-Chair. Member Guevara moved, seconded by Member Donovan to close the Vice-Chair nominations. The MOTION carried unanimously. Member Donovan was elected unanimously as Vice-Chair for the 2013-14 cycle.

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Statements of Disqualification – None

Oral Communications – No action may be taken – None

Announcements - No action may be taken - None

1. Welcome New Members:

- J Guevara, Redevelopment Manager in the Economic Development Department (City Manager's Appointee).
- Heather Sawyer, Parking Services Supervisor in the Public Works Department (City Manager's Appointee).
- Rachel Kaufman, Loudon Nelson Community Center Coordinator in the Parks & Recreation Department (Non-Management Employee Association Representative – Operating Engineers Local Union #3, Supervisory Employees Association).
- Valerie Simmons, retired UCSC faculty and EEO/Affirmative Action Director (City Council Appointee).

Approval of Minutes

- Action
1. Minutes of the May 9, 2013 meeting
Member Hubling moved, seconded by Vice Chair Donovan to approve the Minutes. The MOTION carried unanimously.

General Business

1. Review of Committee Goals & Objectives, and Activities (updating for 2014).

- All
 - Finalize at November meeting
 - Goal 1 – revise second bullet to read “Maintain a full membership **and attendance** of the Committee.
 - Goal 1 - Staff Liaison McMullen will bring a five-year rolling summary of complaints to the November meeting.
 - Goal 2 – Staff Liaison McMullen will send an email to the EEO Committee regarding the next Supervisors/Managers meeting.
 - Goal 2 - Member Donovan volunteered to participate on the 2013 EEO Committee Annual Report Ad-Hoc Sub-Committee. Staff liaison McMullen will check with Members Holmes and Warren to ask if either one is interested in also being a member of the Sub-Committee.

Information Items – No action may be taken

1. Weight Watchers Posters
- Staff Liaison McMullen

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- Staff liaison McMullen called Weight Watchers three times to ask how they select images for their posters, and has not heard back from them. McMullen will also follow up about the possibility of using Weight Watchers flyers without images of people and/or adding images of men and will report back at the November meeting.
- 2. Legal Update
 - Staff Liaison McMullen
 - *California Senate Bill 292 (2013).*
 - Staff Liaison McMullen gave an oral presentation on the new California Senate Bill 292 approved by Governor Brown on 8/12/13 (eliminates “sexual desire” as a factor needed to support a claim of sexual harassment).
- 2. Summary of Discrimination Complaint(s) and Outcome(s)
 - Staff Liaison McMullen
 - 2012 & 2013 Complaint Logs
 - Staff Liaison McMullen gave an oral presentation on the Discrimination/Harassment Complaint Logs and reviewed the on-going complaints for 2013. The Complaint Log for 2012 was closed on 8/11/13.
- 3. Training
 - Staff Liaison McMullen
 - Training Manager Dale Zevin retired on August 1, 2013.
 - Mandated Training Compliance
 - Harassment Prevention & Cultural Diversity Training
 - Two sessions of Harassment Prevention are scheduled for December 12, 2013. One session is scheduled for the morning and one in the afternoon at the Police Department Community room. Employees with supervisory responsibilities must attend refresher training every two years. Members Kaufman and Landers would be interested in training for the Temporary employees that work at Loudon Nelson and the Library, respectively. Staff Liaison McMullen will send the Target Solutions training link for one-hour awareness training (used in the past for Temporary employees) to the EEO Committee for their review.
 - Cultural Diversity Training is mandatory for new employees. The training must be taken within a year of the hire date. The next training is scheduled for January 23, 2014. Wally Anderson facilitates the training and will be changing the format of the upcoming training.
 - Succession Planning
 - Employee and Leadership Development Program
 - There are 3 more modules left in the calendar year.
 - Mentoring Program
 - The Mentoring Program will start again on September 26, 2013. There are currently more Mentors than Mentees.

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- Brown Bag Workshops
 - The last two Brown Bags were on August 28, Strengthening Your Resources and on July 25, Effective Conflict Management.

Subcommittee/Advisory Body Oral Reports

1. Access to Employment Job Fair Committee
 - Staff Liaison McMullen
 - We currently need volunteers for the Job Fair Planning Committee. Agencies from all over the County attend the Job Fair.
2. Website Rotating Ad-Hoc Sub-Committee
 - Staff Liaison McMullen
 - Website updates made by the last Ad-Hoc Sub-Committee are complete.
 - We are looking for new members for the next Ad-Hoc Sub-Committee.
 - Need to update EEO Committee pictures. Staff Liaison McMullen and Member Guevara will schedule.
 - Select Rotating Sub-Committee Membership (up to four Members) at November meeting.

Items Initiated by Members for Future Agendas

- Finalize 2014 Committee Goals & Objectives; discuss possible formation of an Ad-Hoc Sub-Committee to work on future Goals & Objectives.
- Discuss and select Members for the next Website Rotating Ad-Hoc Sub-Committee

Action Adjournment

At 2:30 pm Chair Landers adjourned the meeting to the next regularly scheduled meeting on Thursday November 14, 2013 at 1:30 p.m. in Council Chambers.

Additional Information

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