



**Equal Employment Opportunity
Committee Regular Meeting Minutes
1:30 PM - Thursday - February 13, 2014
City Council Chambers
809 Center Street**

Call to Order

Chair Landers called the meeting to order at 1:33 p.m.

Roll Call

Present: Chair Landers, Vice-Chair Donovan, Members Guevara, Holmes, Hubling, Sawyer, Simmons, and Warren.

Absent: Member Kaufman

Staff: Principal HR Analyst McMullen, Administrative Assistant II Trumbull, and Administrative Assistant II Arellano

Statements of Disqualification – None

Oral Communications – No action may be taken – None

Announcements - No action may be taken - None

1. SB751 amending the Brown Act to require the votes of each member of a legislative body of a local agency to be publicly reported.
 - Chair Landers reviewed the amended Brown Act that requires the votes of each member of a legislative body of a local agency to be publicly reported.

Approval of Minutes

Action

1. Minutes of the September 12, 2013 meeting (11/14/13 meeting rescheduled to 12/17/13, then cancelled)
Vice-Chair Donovan moved, seconded by Member Guevara to approve the Minutes. The MOTION carried unanimously by Chair Landers, Vice-Chair Donovan, Members Guevara, Hubling, Sawyer, Simmons (Members Holmes and Warren were not present at the 9/12/13 meeting and voted to approve the Minutes only to the extent their absences were properly recorded). Not present to vote Member Kaufman.

General Business

1. Review the draft 2013 EEO Committee Annual Report
 - All
 - Annual Report Ad-Hoc Committee (Vice-Chair Donovan and Member Warren; Staff Liaison McMullen)

Equal Employment Opportunity Committee
Minutes of February 13, 2014 Regular Meeting

- o Staff Liaison McMullen thanked Vice-Chair Donovan and Member Warren for their assistance along with Member Guevara for the EEO Committee pictures.
 - o Member Guevara moved, seconded by Member Hubling to approve the Annual Report. The motion carried unanimously (not present to vote: Member Kaufman). The Annual Report will be forwarded to the City Council.
2. Final review of Committee Goals & Objectives, and Activities (updating for 2014).
- All
 - Discussed forming an Ad-Hoc Goals & Objectives Sub-Committee
 - Vice-Chair Donovan and Members Guevara, Holmes, and Sawyer volunteered to be part of the new Outreach Sub-Committee.
 - Quarterly Supervisor's/Manager's Meeting
 - o Next Quarterly Supervisor's/Manager's Meeting is scheduled for February 20, 2014, hosted by Public Works
 - Staff Liaison McMullen will notify Robert Solick that the EEO Committee would like to present at the next Quarterly Supervisor's/Manager's meeting.
 - Member Guevara will provide an oral presentation at the meeting regarding Gender Equality. Member Guevara and Staff Liaison McMullen will discuss statistics off-line.

Information Items – No action may be taken

1. Weight Watchers Posters
- Staff Liaison McMullen
 - Mary Arman (Weight Watchers program liaison) agreed we would no longer use images of people on the Weight Watcher posters. This item is now closed.
2. Legal Update
- Staff Liaison McMullen
 - *Adeyeye v. Heartland Sweeteners, LLC (7th Cir. 2013) 721 F.3d 444*
 - o Staff Liaison McMullen gave an oral presentation on the Legal case of *Adeyeye v. Heartland Sweeteners, LLC (7th Cir. 2013) 721 F.3d 44.*
3. Summary of Discrimination Complaint(s) and Outcome(s)
- Staff Liaison McMullen
 - 2013 Complaint Logs
 - o Staff Liaison McMullen gave an oral presentation on the Discrimination/Harassment Complaint Logs and reviewed the on-going complaints for 2014.
 - Five-Year Rolling Summary of Complaints (included in 2013 Annual Report).
 - o Staff Liaison McMullen reviewed the Five-Year Rolling Summary of Complaints with the Committee; all agreed the new format in the 2013 Annual Report was better than the previous format.
4. Training
- Staff Liaison McMullen

Equal Employment Opportunity Committee

Minutes of February 13, 2014 Regular Meeting

- Since Training Manager Dale Zevin retired in June 2013 the Human Resources department has been recruiting for the Training Manager position. The Human Resources department received 228 applications and interviewed 11 candidates. The Interview Committee decided not to hire anyone from the recruitment and the department will revisit the position after the new Human Resources Director is hired.
- Mandated Training Compliance
 - Harassment Prevention & Cultural Diversity Training
 - The most recent Harassment Prevention training took place on December 12, 2013.
 - The most recent Cultural Diversity training took place on January 23, 2014.
- Succession Planning
 - Employee and Leadership Development Program
 - The 8th and final module of the E&LD program was completed in November, 2013; the program will be suspended until a new Training Manager is hired.
 - The Committee requested Staff to provide information about how E&LD graduates have received “credit” for supervisory experience in recruitments.
 - Mentoring Program
 - The Mentoring Program Forum scheduled for 2/6/14 was cancelled and feedback by email to Joe McMullen was requested. There are two more meetings scheduled before the program ends in June.
 - Job Shadowing
 - There have been 3 requests for job shadowing so far in 2014.

Subcommittee/Advisory Body Oral Reports

1. Access to Employment Job Fair Committee
 - Staff Liaison McMullen
 - The Access2Employment Job Fair was not held in 2013; the City still intends to participate on the Planning Committee.
2. Website Rotating Ad-Hoc Sub-Committee
 - Staff Liaison McMullen
 - Select Rotating Ad-Hoc Sub-Committee
 - The EEO Committee decided not to create a Website Sub-Committee at this time. Each member will check the EEO website once a month and email Staff Liaison McMullen and Administrative Assistant II Trumbull with any EEO website updates.
 - Staff Liaison McMullen will check with the I.T. Department to ask if “analytics” are available for the website.

Items Initiated by Members for Future Agendas

- Update on Outreach Sub-Committee
 - Update on Quarterly Supervisor’s/Manager’s Meeting
 - Update on Gender Equality Statistics
- Information about E&LD graduates receiving “credit” for supervisory experience in recruitments.

Equal Employment Opportunity Committee
Minutes of February 13, 2014 Regular Meeting

Action **Adjournment**

At 2:45 pm Chair Landers adjourned the meeting to the next regularly scheduled meeting on Thursday May 8, 2014 at 1:30 p.m. in Council Chambers.

Additional Information

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