



**Equal Employment
Opportunity Committee
Regular Meeting Agenda
1:30 PM – 3:30 PM
Thursday – November 13, 2014
City Council Chambers - 809 Center Street**

Call to Order

Roll Call

Statements of Disqualification

Oral Communications – No action may be taken

Announcements - No action may be taken

Approval of Minutes

1. Minutes of the September 24, 2014 Special meeting
 - Motion to approve as submitted
 - Those *present* at the meeting of September 24, 2014 may vote to approve the Minutes, including changes: Rachel Kaufman, Valerie Simmons, Katherine Donovan, J Guevara, Jonna Hubling, Filipina Warren, Teresa Landers, and Adam Spickler.
 - Those *not present* at the meeting of September 24, 2014 may also vote to approve the Minutes, but only to the extent they are verifying their absence is properly recorded: Heather Sawyer.

General Business

1. Update on Respectful Workplace Policy ad-hoc sub-committee, including Review of a Draft Policy and Direction to the sub-committee from the full EEO Committee on how to proceed (sub-committee members: Teresa Landers, Adam Spickler, J Guevara, Katherine Donovan; staff: Joe McMullen)
 - All
2. Establish EEO Committee 2014 Annual Report Ad Hoc Subcommittee (2-3 Members)
 - Review and update EEO Committee Goals & Objectives, and Outcomes for 2015
 - All

The City of Santa Cruz does not discriminate against persons with disabilities.
Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free.
Upon request, the agenda can be provided in a format to accommodate special needs.
Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the City Clerk's Department at 420-5030 at least five days in advance so that we can arrange for such special assistance, or email CityClerk@cityofsantacruz.com.
The Cal-Relay system number is: 1-800-735-2922

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Information Items – No action may be taken

1. Legal Update
 - Staff liaison Joe McMullen
 - *A legal update was not prepared for this meeting*
2. Summary of Discrimination Complaints and Outcomes
 - Staff Liaison Joe McMullen
 - 2014 Complaint Log
3. Training
 - HR Training & Development Manager Janice Lum
 - Upcoming Changes
 - Mandated Training Compliance
 - Harassment Prevention
 - Cultural Diversity Training
 - Succession Planning
 - A second Managed Meeting was held with Department Heads on October 1st
 - Program Governance; Departmental Gap Analysis; Manager's Role; Performance Evaluations; Employee Engagement Survey; Set Priorities
 - ❖ Employee and Leadership Development program

Subcommittee/Advisory Body Oral Reports

1. Access to Employment Job Fair Committee
 - HR Analyst Lori Fukuda
2. Outreach Rotating Ad-Hoc Subcommittee
 - Members Guevara, Warren, and Kaufmann

Items Initiated by Members for Future Agendas

Adjournment

The Equal Employment Opportunity Committee will adjourn from the regular meeting of Thursday November 13, 2014 to the next regularly scheduled meeting on Thursday February 12, 2015 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.