



**Equal Employment Opportunity
Committee Regular Meeting Minutes
2:00 PM -Monday - May 11, 2015
City Council Chambers
809 Center Street**

Call to Order

Chair Landers called the meeting to order at 2:01 p.m.

Roll Call

Present: Chair Landers, Vice-Chair Donovan, Member Warren, Member Guevara, Member Hubling, Member Kaufman, Member Spickler arrived at 2:05 p.m.

Absent: Member Sawyer, Member Simmons

Staff: Principal HR Analyst McMullen and Administrative Assistant II Arellano

Statements of Disqualification – None

Oral Communications – No action may be taken – None

Announcements - No action may be taken –

- This is Chair Landers' last EEO Committee meeting before retiring. Her last day with the City is May 15, 2015. Staff Liaison McMullen presented Chair Landers with a Certificate of Appreciation for her three years of service to the EEO Committee.
- Annual election for Chair and Vice-Chair will be held during the September 10, 2015 meeting.

Approval of Minutes

1. Minutes of the February 12, 2015 Regular meeting

Action Vice-Chair Donovan moved, seconded by Member Hubling to approve the Minutes. The MOTION carried unanimously by Chair Landers, Member Warren, Member Guevara, Member Kaufman. Not present to vote Member Spickler (arrived after Action at 2:05 p.m.), Member Sawyer, Member Simmons.

General Business

1. Update on Status of Proposed Respectful Workplace Policy
 - Chair Landers
 - Policy was taken to the Department Head meeting. Not all department heads were at that meeting. Those present gave comments, those not present responded via email.
 - Tina Shull, Assistant City Manager, will be working with Liaison McMullen and other department heads to make changes recommended.

Equal Employment Opportunity Committee
Minutes of May 11, 2015 Regular Meeting

- Tina Shull committed to having the Policy go to Council before the July recess.
- The Policy has not gone to the Unions yet.
- Standing committee will review the Policy before it goes to the Unions and to Council.
- Once Policy is adopted, Purchasing will add relevant new language their contract templates.

2. 2015 EEO Committee Goals & Objectives

- Liaison McMullen
 - Reviewed action steps for 2015 EEO Committee Goals & Objectives
 - Discussed if there are any subcommittees that need to be formed; it was decided to create an Outreach ad-hoc subcommittee which will include Pay Equity.
 - Member Guevara, Member Warren, and Member Spickler volunteer to be on ad-hoc subcommittee with July as first meeting. Liaison McMullen will email absent Members Sawyer & Simmons to ask if one of them would like to join the sub-committee.

Information Items – No action may be taken

1. Legal Update

- Staff Liaison McMullen
 - No legal update for this meeting

2. Summary of Discrimination Complaint(s) and Outcome(s)

- Staff Liaison McMullen
 - 2014 Complaint Log
 - Staff Liaison McMullen gave an oral presentation on the Discrimination/Harassment Complaint Log and reviewed the open complaints for 2014.
 - There are no complaints for 2015.

3. Access2Employment Job Fair Committee

- Chris Atkinson, HR Analyst - Recruitment
 - Access to Employment Job Fair was held March 25, 2015 at Coconut Grove.
 - 40 employers participated. Job fair was advertised in the Santa Cruz Sentinel.
 - Job Fair committee currently looking to appoint new Head of Committee. They are currently undergoing restructuring of the board and looking for two new board members.

4. Training

- Janice Lum, Training and Development Manager
 - Mandated Training Compliance
 - Harassment Prevention & Cultural Diversity Training
 - Harassment Prevention Training is scheduled for July 16, 2015.
 - 64 employees completed Harassment Prevention training on January 22, 2015.
 - Cultural Diversity Training is scheduled for August 20, 2015.
 - 46 employees completed Cultural Diversity training on February 19, 2015.

Equal Employment Opportunity Committee
Minutes of May 11, 2015 Regular Meeting

- Employee Leadership & Development
 - Re-launched next round of Employee Leadership program courses that will qualify towards completion of the program that substitutes for one year of supervisory experience for internal employees.
 - Claire Laughlin from Cabrillo Corporate training will be teaching some courses.
 - Launching of Mentoring Program is coming soon.

Items Initiated by Members for Future Agendas

- Respectful Workplace Policy status update – standing sub-committee
- Update from the Outreach ad-hoc subcommittee
- EEO Committee Chair and Vice-Chair elections

Action **Adjournment**

At 2:38 pm Chair Landers adjourned the meeting to the next regularly scheduled meeting on Thursday September 10, 2015 at 1:30 p.m. in Council Chambers.

Additional Information

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