



**Equal Employment Opportunity  
Committee Regular Meeting Minutes  
1:30 PM - Thursday - February 12, 2015  
City Council Chambers  
809 Center Street**

**Call to Order**

Chair Landers called the meeting to order at 1:31 p.m.

**Roll Call**

Present: Chair Landers, Vice-Chair Donovan, Member Spickler, Member Warren, Member Sawyer, Member Guevara, Member Hubling, Member Kaufman, Member Simmons  
Absent: None  
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**

1. Member Spickler –
  - Dominican Hospital and Palo Alto Medical Foundation both just completed Transgendered Health 101 training for all emergency physicians and administrative staff. Between 275-300 staff members were in attendance.

**Approval of Minutes**

1. Minutes of the November 13, 2014 Regular meeting
  - Correction of Minutes:
    - Member Guevara mentioned a correction on page 1, bullet #5 “*The City is currently performing **for** cents higher than the national average at \$0.82 female dollar to the male dollar.*” Should be the “four”.

Action

Member Donovan moved, seconded by Member Simmons to approve the Minutes as corrected. The MOTION carried unanimously by Chair Landers, Member Spickler, Member Sawyer, Member Guevara

**General Business**

1. 2014 Annual Report Ad-Hoc Subcommittee
  - Chair Landers
    - Reviewed Edits to EEO Committee Goals and Objectives

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- Include implementation of Respectful Workplace Policy as an objective under Goal #1
- Member Spickler brought up if the title of Respectful Workplace Policy is the most appropriate term to describe the new policy. Liaison McMullen mentioned updating the title to Respectful Workplace Conduct on the draft, taking the terminology from the new training requirement.
- Work with vendors to follow our Non-Discrimination Policy. Place Policy on City website and send email to vendors with link to the Policy. Update vendor contract template to include Respectful Workplace Policy.
- Member Simmons inquired if the Classification and Compensation Study will give us all information regarding gender and pay data. Vice Chair Donovan stated that the classification and compensation study is looking at the job classes themselves and compensation, how Santa Cruz relates to other communities in terms of position and pay.
- Discussion over making pay equity a Goal. The objectives are to research and make recommendations to Council on issues related to pay equity, the Goal is to help the City achieve pay equity.
- Present report to new council members
- April 14, 2015 Council meeting target could be ambitious.
- Circulate final draft of annual report. Amended to approve by email circulation. Vice Chair Donovan moved to approve, Member Guevara seconded. The Motion carried unanimously by Chair Landers, Member Simmons, Member Hubling, Member Warren, Member Spickler, Member Sawyer, and Member Kaufman.

2. Respectful Workplace Policy

- Chair Landers
  - Reviewed edits to Respectful Workplace Policy
  - Member Simmons brought up typos in the content of the policy.
  - Discussion over concerns of the use of words “malice,” “unwarranted” and “gratuitous” in the Policy. Defined words and how they are presented in the policy.
  - Discussion about eliminating the words gratuitous and unwarranted. Vice Chair Donovan suggested the word “malice” might need to be kept.
  - Member Spickler suggested adding the definition of rumor or gossip.
  - Vice Chair Donovan pointed out capitalization errors on the APO.
  - Vice Chair Donovan brought up why we have “employee” vs. “person” written on policy. Per HR Director, non-employees cannot file complaints. Follow up with HR Director for alternative method for non-employees to file complaints.
  - Member Guevara discussed moving HIV/AIDS from disability (mental and physical) to medical condition.
  - Liaison McMullen brought up Genetic Information Nondiscriminatory Act (G.I.N.A.) in regards to genetic information to elaborate on family health history and genetic test results.
  - Chair Landers wanted to present the new APO at the upcoming Department Head meeting, but postponed until the March 11, 2015 Department Head meeting.
  - Tentative presentation to Council for April 14, 2015 meeting.

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- Liaison McMullen brought up that the rotating ad-hoc subcommittee reaches 6 months in March. At least half or more of the members have to change or have a standing subcommittee. Member Spickler motions to have a standing subcommittee, Vice Chair Donovan seconds. The MOTION is carried unanimously by Chair Landers, Member Simmons, Member Warren, Member Hubling, Member Sawyer, Member Kaufman, and Member Guevara.

**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 yet.

3. Training

- Janice Lum, Training and Development Manager
  - Mandated Training Compliance
    - Harassment Prevention & Cultural Diversity Training
      - Harassment Prevention training classes were held January 22, 2015, two sessions. Now including mandatory Prevention of Abusive Conduct in the Workplace training that went into effect January 1, 2015.
      - Supervisors and Managers are taking the online refresher training.
      - Next Harassment Prevention training classes are scheduled for July 16, 2015, two sessions.
      - Cultural Diversity training classes are scheduled for February 19, 2015, two sessions.
      - Next Cultural Diversity training classes will be August 20, 2015, two sessions.
      - New trainer, former Deputy Police Chief, Patty Sapone.
      - New 2015 training calendar. Contains a variety of courses such as mandatory, professional, development, technical, communication skills, in the workplace, and ERC training.
      - 10 Learning Lunches scheduled for personal enrichment, many with a wellness theme that is part of the Healthy Employees Program.

4. Access2Employment Job Fair Committee

- Chris Atkinson, HR Analyst - Recruitment
  - Two Job Fairs
    - Workforce Santa Cruz County Job Fair scheduled for February 24, 2015 at Goodwill. This is the first time the City will be a part of this job fair.

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- Access2Employment Job Fair scheduled for March 25, 2015 at the Cocanut Grove. 20 Employers and 20 agencies will be in attendance.
- Vice Chair Donovan resigned from Job Fair committee.

**Subcommittee/Advisory Body Oral Reports**

1. Outreach Rotating Ad-Hoc Sub-Committee
  - Chair Landers
    - Subcommittee will be terming out in March 2015. Decision to let committee expire.

**Items Initiated by Members for Future Agendas**

- Review actions steps created for 2015 Goals & Objectives to decide if any sub-committees need to be formed.
- Discuss what will be done for the quarterly supervisors & managers meeting regarding the Respectful Workplace Conduct policy.

Action **Adjournment**

At 3:16 pm Chair Landers adjourned the meeting to the next regularly scheduled meeting on Thursday May 14, 2015 at 1:30 p.m. in Council Chambers.

**Additional Information**

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