



**Equal Employment Opportunity
Committee Regular Meeting Minutes
1:30 PM - Thursday - September 10, 2015
City Council Chambers
809 Center Street**

Call to Order

Vice-Chair Donovan called the meeting to order at 1:37 p.m.

Roll Call

Present: Vice-Chair Donovan, Member Frawley, Member Hubling, Member Warren, Member Sawyer, Member Kaufman, Member Simmons
Absent: Member Spickler, Member Guevara (see Announcements below)
Staff: Principal HR Analyst McMullen and Temporary Administrative Assistant II Martinez

Statements of Disqualification – None

Oral Communications – No action may be taken – None

Announcements - No action may be taken –

- Member Hubling announced she was resigning her appointment and this is her last meeting serving on the EEO Committee.
- Staff McMullen welcomed Member Jim Frawley to the EEO Committee.
- Member Guevara resigned, currently looking for a replacement.

Approval of Minutes

1. Minutes of the May 11, 2015 Regular meeting

Action Member Hubling moved, seconded by Member Warren to approve the Minutes. The MOTION carried unanimously by Vice-Chair Donovan, Member Frawley, Member Sawyer, Member Kaufman, Member Simmons.

General Business

1. Annual Election of Chair and Vice-Chair

- Nomination for Chair:
 - Vice-Chair Donovan opened the floor for nominations for a new Chair. Member Simmons nominated Vice Chair Donovan, Member Frawley seconded. Member Simmons moved to close the nominations, Member Frawley seconded. The MOTION to close the nominations for Chair carried unanimously by Member Frawley, Member Hubling, Member Kaufman, Member Sawyer, Member Simmons, Member Warren. Vice-Chair Donovan asked for a roll-call vote, from which she abstained; the Members

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unanimously elected Vice-Chair Donovan as new Chair of the EEO Committee, with a one-year term of office.

- Nomination for Vice-Chair:
 - Vice-Chair Donovan opened the floor for nominations for a new Vice-Chair. Member Warren nominated Member Kaufman, Chair Donovan seconded. Member Simmons moved to close the nominations for Vice-Chair, Chair Donovan seconded. The MOTION to close the nominations for Vice-Chair carried unanimously by Chair Donovan, Member Frawley, Member Hubling, Member Sawyer, Member Simmons, and Member Warren. Chair Donovan asked for a roll-call vote; the Members unanimously elected Member Kaufman as the new Vice-Chair of the EEO Committee, with a one-year term of office (Kaufman abstained).
- 2. Update on Status of the Proposed Respectful Workplace Policy (new Administrative Procedure Order) and related changes to APO II-1a, Council Policy 25.2, Personnel Rule 1.2a, and Municipal Code Chapter 9.83/New Ordinance updating Ordinance 92-11.
 - Staff McMullen
 - Assistant City Manager Tina Shull will receive feedback from department heads by 9/18/15 and inform Staff McMullen of next steps.
 - Member Sawyer and Member Warren volunteered to be part of the standing sub-committee, replacing former Members J Guevara and Teresa Landers.
- 3. Review EEO Committee Goals & Action Items; Update as Needed for 2016.
 - Staff McMullen
 - Staff McMullen reminded the committee to review goals so they could be finalized at the November 2015 meeting in order to decide what the focus will be for the upcoming 2016 calendar year. These goals will also be included in the 2015 Annual Report.
 - Member Simmons moved to remove “Support October *Access to Employment* Job Fair (Goal #3)” from the list of Activities; Member Frawley seconded. The Members voted unanimously to support the motion.
 - Vice Chair Kaufman moved to update the timeline for review of the proposed Respectful Workplace Policy to one year following the date of adoption. Member Warren seconded. The Members voted unanimously to support the motion.
- 4. Form 2015 Annual Report Ad-Hoc Sub-Committee
 - Staff McMullen would like help creating narratives for the annual report. Member Frawley offered to help. Member Simmons will help with statistics. Vice Chair Kaufman volunteered from October 24th till November 7th.

Information Items – No action may be taken

1. Updated Federal Ethnic Categories Reporting Form (EEO4)
 - Staff Liaison McMullen
 - Every two years public employers file with the federal EEOC a report called the EEO4 (“State and Local Government Report”). The City recently updated the data-collection form it uses to reflect the new ethnic categories. Employers are not required to re-categorize current employees but the new ethnic categories will be used for future employees.

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- Member Simmons stated it will be complicated to create an accurate analysis since some employees will not be categorized under the new ethnic descriptions.
- Member Simmons asked why sex changed to gender. Chair Donovan mentioned they may want sociological phenomena. Staff McMullen will look more into this topic for next meeting.

2. Legal Update

- Staff Liaison McMullen
 - *A legal update was not prepared for this meeting*

3. Summary of Discrimination Complaints and Outcomes

- Staff Liaison Joe McMullen
 - 2014 & 2015 Complaint Logs
 - The open 2014 complaint has been closed.
 - Two complaints have been received in 2015, both were filed after the May 2015 Committee meeting, and both have been closed.
 - Member Warren wanted to know how HR determines when they can investigate a complaint internally and when they instead need an outside investigator. Staff McMullen explained that it can depend on several factors; such as the load of work at the moment, or if there any existing internal relationship with employees involved.

4. Training

- HR Training & Development Manager Janice Lum (reported on her behalf by Staff McMullen)
 - Mandated Training Compliance
 - Harassment Prevention
 - 25 people attended to the harassment training session on July 16, 2015.
 - 22 supervisors/managers completed online refresher training.
 - Cultural Diversity Training
 - 26 people attended to the cultural diversity training held on August 20, 2015.
 - The Employee & Leadership Development Program was relaunched in May 2015. Employees can take any 8 qualifying courses to complete a Certificate that counts toward one year of supervisory experience when applying for City Job opportunities.
 - Two new courses called “Making Meetings Work- the Essentials” and “Making the Leap to Leadership” were taught in June by Claire Laughlin of Cabrillo Corporate Training. Both courses were well attended and are qualifying courses for the Employee & Leadership Development Program Certificate.
 - 2015 Training Calendar
 - J. Guevara will be teaching an Effective Government Writing class in November 2015, which is also a qualifying course for the Employee & Leadership Development Program.

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Subcommittee/Advisory Body Oral Reports

1. Access to Employment Job Fair Committee
 - HR Analyst Chris Atkinson
 - The Career Fair will be at the Civic Auditorium for the first time on October 22nd from 5:00 -7:00 p.m.
 - The committee is trying to get 30 employers to attend the career fair.
 - Waiting on turnout from this fair to see if there will be a second one in the Spring
2. Outreach Ad Hoc subcommittee
 - Subcommittee Members Warren, Spickler and Simmons will schedule a meeting with former Member J Guevara to re-start their work, and report back to the full EEO Committee at the November 2015 regular meeting.

Items Initiated by Members for Future Agendas

- Review Committee's 2016 Objectives & the Draft 2015 Annual Report
- 2 sub-committees info report (Annual Report; Outreach)

Action **Adjournment**

At 2:40 pm Chair Donovan adjourned the meeting to the next regularly scheduled meeting on Thursday November, 13 2015 at 1:30 p.m. in Council Chambers.

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