



**Equal Employment
Opportunity Committee
Regular Meeting Minutes
1:30 PM – 3:30 PM
Thursday – November 12, 2015
City Council Chambers - 809 Center Street**

Call to Order

Vice-Chair Kaufman called the meeting to order at 1:33 p.m.

Roll Call

- Present: Vice-Chair Kaufman, Member Warren, Member Sawyer, Member Chirman, Member Villaseñor, Member Simmons, Member Spickler
- Absent: Member Frawley
- Late: Chair Donovan arrived at 1:52 p.m. (during discussion of the 2015 Annual Report)
- Staff: Principal HR Analyst McMullen and Administrative Assistant II Megevand

Statements of Disqualification - None

Oral Communications – No action may be taken - None

Announcements - No action may be taken

1. Vice Chair Kaufman welcomed the two new EEO Committee Members:
 - Amy Chirman – Library Learning Systems Coordinator (City Manager Appointment)
 - Arturo Villaseñor – Library Information Specialist (SEIU Local #521 Appointment)
2. All present members gave a brief introduction of themselves.

Approval of Minutes

- Action 1. Minutes of the September 10, 2015 Regular meeting
- Member Simmons moved, seconded by Member Sawyer to approve the Minutes. The MOTION carried unanimously by Vice-Chair Kaufman, Member Warren, Member Spickler.

General Business

1. Review Draft 2015 EEO Committee Annual Report (including 2016 Objectives)
 - Staff McMullen
 - Ad Hoc Sub-Committee: Kaufman/Frawley (Overview), Spickler/Warren (Outreach), Donovan (Respectful Workplace), Simmons (Complaint Analysis & Workforce Demographics)
 - Staff McMullen has e-mailed all members the draft report. Member Simmons noted some edits that Staff McMullen has made in section 5.2.
 - Staff McMullen reminded the members that picture day was December 14th, 2015 for those who do not have one.
 - It was discussed and agreed to maintain consistency when a Member is being referred to in writing. The desired format is "Member" and then the Member's Last Name.
 - There was discussion about the Pay Equity data referred to in the Outreach Subcommittee Report; staff McMullen confirmed the data is all currently held by Human Resources.

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- Staff McMullen notified the members that any additional edits could be submitted to him preferably by the end of December 2015 or prior to the meeting in February 2016.
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
 - Standing Sub-Committee: Donovan, Spickler, Sawyer, Warren
 - Staff McMullen informed the members that the target timeline for Department Head's and City Manager's review of the policy was past the deadline given.
 - The Committee wants to review how the policy is working out one (1) year after it has been adopted.
 - Staff McMullen answered Member Chirman's question on the origin of the proposed policy.

Information Items – No action may be taken

1. Legal Update
- Staff McMullen
 - *A legal update was not prepared for this meeting*
2. Summary of Discrimination Complaints and Outcomes
- Staff McMullen
 - 2015 Complaint Log
 - There have been two cases in 2015 and both have been closed.
 - One case was with the Marine Rescue Division where the investigation resulted in the HR Director scheduling the staff to take a specialized targeted training course in the Spring of 2016 and one of the staff members be placed on disciplinary action.
 - The second case was in regards to alleged discrimination felt by an employee during a performance appraisal and a potential promotion. The individual requested to meet with the directors of Public Works and Human Resources to discuss the matter. The HR Director ordered an investigation which found that she wasn't offered the promotion for other reasons that did not include gender.
 - Member Spickler asked if Staff McMullen could provide an update at the next meeting on how the Marine Rescue training went including the curriculum; several members also asked for information on upcoming harassment prevention and cultural diversity training that they could attend. Staff McMullen agreed to provide the members with this information.
3. Training Update
- HR Training & Development Manager Janice Lum
 - 2016 Training Calendar
 - Lum informed the Members that the next Harassment Prevention training is on January 28, 2016. The next Cultural Diversity training is February 25, 2016 and will be presented by former Deputy Police Chief Patty Sapone, Retired.
 - 2016 Training updates
 - The 2015 relaunch of Employee Leadership & Development Program included eight new courses. The plan is to have four courses taught by Claire Laughlin from Cabrillo College in 2016. If employees take all eight courses, it counts as one year of supervisory experience for internal city job opportunities.
 - An updated Job Shadowing Program will be relaunched in 2016.

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- An updated Mentoring program will also be relaunched in 2016.
- A new competency model is being created for 2016. Lum is currently working with a focus group of employees to create a new competency model for the City. The current competency model consists of twelve different competencies however research has shown that the best models consist of four to six competencies.

Subcommittee/Advisory Body Oral Reports

1. Outreach Ad Hoc Subcommittee Update

- Members Warren, Spickler and Simmons
 - Member Simmons mentioned that the annual report gender pay analysis seems like the same as last year with not enough data. Member Simmons recommended having an outside party conduct the study. Member Spickler agreed with Member Simmons on the recommendation.
 - Member Spickler would like the Subcommittee to meet one more time to review and discuss the data provided by Member Simmons.
 - Member Spickler would like to discuss the costs associated with an outside party. Staff McMullen will look into the budget to see how much can be allocated to this study.
 - Staff McMullen recommended that the Ad Hoc Subcommittee convert to a Standing Committee because the Ad Hoc Committee has a six month limit.
 - Staff McMullen responded to Member Chirman's question in regards to the origins of work this sub-committee has started and the effects of the state-wide Pay Equity Bill coming up.
 - Member Chirman agrees with Member Simmons in regards to finding an outside source to assist with the case study. Staff McMullen suggested hiring an advisor to limit costs. Member Spickler suggested inviting UC Santa Cruz Center for Labor Studies to assist us.
 - Member Simmons would like to have a strategic plan for the City if it is found that there is inequity in City employee wages based on gender.
 - Staff McMullen will maintain this as a standing agenda item.
 - Member Spickler mentioned that there is an opening in this subcommittee. Member Chirman volunteered to join the subcommittee.
 - Staff McMullen informed the subcommittee that it can remain Ad Hoc through March 2016.

Items Initiated by Members for Future Agendas - None

Action Adjournment

At 2:28 pm Chair Donovan adjourned the meeting to the next regularly scheduled meeting on Thursday February 11, 2016 at 1:30 p.m. in Council Chambers.

Additional Information

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