



**Equal Employment  
Opportunity Committee  
Regular Meeting Agenda  
1:30 PM - 3:30 PM  
Thursday - September 8, 2016  
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**

1. Welcome to our newest member, Dara Herrick
2. Certificate of Appreciation for Service for Rachel Kaufmann

**Approval of Minutes**

1. Minutes of the February 11, 2016 Regular meeting (the May Regular meeting was cancelled)
  - Motion to approve as submitted
    - Those *present* at the meeting of February 11, 2016 may vote to approve the Minutes, including changes: Amy Chirman, Katherine Donovan, Heather Sawyer, Valerie Simmons, Adam Spickler, Arturo Villaseñor, and Jim Frawley (Rachel Kaufmann was also present but resigned her committee appointment effective June 30, 2016).
    - Those *not present* at the meeting of February 11, 2016 may also vote to approve the Minutes, but only to the extent they are verifying their absence is properly recorded: Filipina Warren.

**General Business**

1. Annual Election of Chair & Vice-Chair
  - Chair Donovan; All
2. Review EEO Committee Goals & Action Items; Update as Needed For 2017.
  - All
3. Form 2016 Annual Report Ad-Hoc Sub-Committee
  - 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](mailto: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
    - 2016 Complaint Log
3. Training Update
  - HR Training & Development Manager Janice Lum

**Subcommittee/Advisory Body Oral Reports**

1. Salary Demographics Ad Hoc Subcommittee Update
  - Chirman, Simmons, Spickler, and Warren
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.
  - Standing Respectful Workplace Policy Sub-Committee: Donovan, Sawyer, Spickler, and Warren

**Items Initiated by Members for Future Agendas**

**Adjournment**

The Equal Employment Opportunity Committee will adjourn from the regular meeting of Thursday September 8, 2016 to the next regularly scheduled meeting on Thursday November 10, 2016 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.