



**Equal Employment
Opportunity Committee
Regular Meeting Minutes
1:30 PM – 3:30 PM
Thursday – September 8, 2016
City Council Chambers - 809 Center Street**

Call to Order

Roll Call

Present: Chair Donovan, Member Sawyer, Member Chirman, Member Herrick, Member Simmons, Member Spickler
Late: Member Warren arrived at 1:47 p.m.
Absent: Member Frawley, Member Villaseñor
Staff: Principal HR Analyst McMullen and Administrative Assistant II Megevand

Statements of Disqualification

Oral Communications – No action may be taken

Announcements - No action may be taken

1. Chair Donovan welcomed the new EEO Committee member
 - Dara Herrick – Fire Captain (Non-Management Association Representative)
2. Staff McMullen will be presenting a Certificate of Appreciation for Service to Rachel Kaufmann
3. Staff McMullen advised the members that he will not be available for the next meeting in November.
4. Staff McMullen agreed with the members on the newly proposed date of November 16 but will reach out to the other absent members and confirm.
5. Staff McMullen postponed the group photo opportunity to a later date where all members will be present.

Approval of Minutes

1. Minutes of the February 11, 2016 Regular meeting (the May Regular meeting was cancelled)
Action Member Simmons moved, seconded by Member Chirman, to approve the Minutes of the February 11, 2016 Regular meeting. The MOTION carried unanimously.

General Business

1. Annual Election of Chair & Vice-Chair
Action
 - Chair Donovan opened the floor for Chair nominations.
Member Simmons nominated Chair Donovan, seconded by Member Spickler. Member Chirman moved, seconded by Member Spickler, to close the nominations. The MOTION carried unanimously.
 - Action Chair Donovan called for a vote for the Chair position. The vote carried unanimously. Chair Donovan opened the floor for Vice-Chair nominations.

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Action Chair Donovan nominated Member Simmons, seconded by Members Chirman & Spickler. Member Spickler moved, seconded by Member Chirman, to close the nominations. The MOTION carried unanimously.

Action Chair Donovan called for a vote for the Vice-Chair position. The vote carried unanimously.

- Staff McMullen will be reviewing the governing bylaws to see how the election process can be updated.

2. Review EEO Committee Goals & Action Items; Update as Needed For 2017.

- All
 - Staff McMullen went over the Committee Goals and Actions Items.
 - Staff McMullen will be sending suggestions of EEO related law firm blogs to keep the Members up to date on current legal changes and case studies.
 - Member Spickler suggested that the first three bullet points under the second goal be split and assigned to different members in order to facilitate its outline and completion. Member Spickler estimated that the edits can be accomplished and sent to Staff McMullen sometime before the November 16 EEO meeting.

3. Form 2016 Annual Report Ad-Hoc Sub-Committee

- All
 - Member Simmons volunteered to submit the Demographics and Complaints reports.
 - Staff McMullen said Lum will write the Training report.
 - Chair Donovan will be submitting the Respectful Workplace portion of the annual report.
 - Member Spickler would like to meet one more time with subcommittee Member Warren and Member Chirman to determine the outline and status for the Salary Demographics report.
 - Chair Donovan will complete the Overview piece of the report.

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
 - Staff McMullen advised the Members the first complaint of the year occurred over the holiday weekend on July 2nd.
 - Staff McMullen said that the employee was released from probation after admitting to the allegations made in the harassment complaint.

3. Training Update

- HR Training & Development Manager Janice Lum
 - Lum informed the members of a new trainer, Elaine Henderson, who conducted the recent Harassment trainings, and Former Deputy Police Chief Patty Sapone who conducted the recent Cultural Diversity training. With the positive feedback received from the attendees, the same trainers will be coming back in six months to lead the same classes again in January and February 2017.
 - Lum gave a summary of the Succession Planning workshop held on August 31st. Former Palo Alto City Manager Frank Benest led the workshop with over 120 supervisors, managers and Department

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Heads in attendance. The workshop provided homework assignments for each manager and supervisor to focus on at their respective staff meetings. The feedback received will be brought to the Organizational Health Committee and then reviewed by focus groups to determine which initiatives are desired to be implemented with a priority order. There will also be department specific analysis to uncover the succession needs of each department.

- Lum indicated that the Performance Appraisal Form project is almost complete. Lum has met with the OE3 and SEIU unions to incorporate their suggestions. Lum indicated that the next step will be to conduct trainings on its implementation.
- Lum is working on the Safety Performance Appraisals with the Police Department and will be following up with the Fire Department as well.
- Lum presented the supervisory coaching webinars held by the International City/County Management Association (ICMA). The next offered webinars will be on October 20th and November 17th. All classes are available on-demand on the ICMA website for those that are not able to attend in person.

Subcommittee/Advisory Body Oral Reports

1. Salary Demographics Ad Hoc Subcommittee Update

- Chirman, Simmons, Spickler, and Warren
 - Member Chirman updated the Members on the status of the sub-committee's research and the complexity of job description comparisons as the Pay Equity legislation does not provide specific guidance on how to analyze data.
 - Staff McMullen shared that the subcommittee's next meeting goal is to sort the salaries of each compensation plan and compare the job descriptions of those with similar compensation plans.
 - Member Simmons reminded the Members of the similar work conducted by previous EEO Committee Member J Guevara.
 - Member Spickler expressed how the difficulty of this project is largely due to the lack of definition of the words "similar work" in the pay equity law; it's expected these terms will be better defined by case law after a complaint is filed instead of proactively defining the terms.
 - The subcommittee plans on meeting on October 3rd to further discuss the research.

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
 - Chair Donovan shared that the last update was that Assistant City Manager Tina Shull is going to share the proposed policy and APO to the Department Heads.
 - Member Spickler shared his concern with the timeliness of this project moving forward.

Items Initiated by Members for Future Agendas

- Staff McMullen expressed his desire to have the Staff Report Goals and Objectives drafts ready around the November meeting.
- Staff McMullen shared with the members that the Finance Department will be hosting the next Quarterly Supervisors and Managers Meeting October 20th at the Seymour Center.

Adjournment

At 2:48pm Chair Donovan adjourned the meeting to the next regularly scheduled meeting on Wednesday November 16, 2016 at 1:30pm in Council Chambers.

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Additional Information

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