



**Equal Employment  
Opportunity Committee  
Regular Meeting Agenda  
1:30 PM – 3:30 PM  
Thursday – September 20, 2018  
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**

- Please welcome New Members Dorah Shuey (Library) – SEIU Appointment, and Beth Tobey (Economic Development) – City Manager’s Appointment.
- Please congratulate Members Jim Frawley and Amy Chirman on being reappointed to the EEO Committee for new three-year terms through June 30, 2021.

**Approval of Minutes**

1. Review Minutes of the May 10, 2018 Regular Meeting
  - Five members were present at the meeting, only four of which are current members, therefore these Minutes cannot be approved and will remain in draft form.

**General Business**

2. Annual Election of Chair & Vice-Chair
  - Vice-Chair Chirman; All
3. Review EEO Committee Goals & Action Items Discussed at Last Meeting; Final Updates as Needed for 2019
  - Vice-Chair Chirman; All
4. Form 2018 Annual Report Ad-Hoc Sub-Committee
  - Staff McMullen; All
5. EEO Committee Facebook Page
  - Staff McMullen; 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**

6. Training Update
  - Training Manager Nico Megevand
7. (Former) Member/Chair Heather Sawyer read a statement from the EEOC to the City Council at their May 22, 2018 meeting requesting they send a letter to the Santa Cruz Public Libraries (SCPL) Joint Powers Board (JPB) encouraging the JPB to adopt the Urban Libraries Council *Statement of Commitment to Racial and Social Equity*. Mayor Terrazas did write said letter and the JPB adopted the statement as SCPL Policy at its meeting of August 2, 2018.
8. Legal Update
  - Staff liaison Joe McMullen
    - *A Legal Update Was Not Prepared for This Meeting*
9. Summary of Discrimination Complaints and Outcomes
  - Staff liaison Joe McMullen
    - 2018 Harassment/Discrimination Complaint Log
10. Summary of Respectful Workplace Conduct Complaints and Outcomes
  - Staff liaison Joe McMullen
    - Shortly after the May 10, 2018 EEO Committee meeting Staff McMullen inquired of all Department Heads if they had received/resolved any complaints within their departments – all reported they had not.
    - Human Resources has received no complaints under this policy since its implementation in April 2017.
11. Updated City Contract Templates (EEO and Non-Discrimination)
  - Staff liaison Joe McMullen
12. New Employee Data Form
  - Third Gender Option (“Non-Binary”) Available on State Driver License Application effective 1/1/19

**Subcommittee/Advisory Body Oral Reports**

13. Salary Demographics Subcommittee Update
  - Members Chirman, Hedden-Jones, Simmons, Staff McMullen
    - Proposed Recommendations
14. “Respectful Workplace Month” Subcommittee Update
  - Members Chirman, Hedden-Jones, Shuey, Tobey

**Items Initiated by Members for Future Agendas**

**Adjournment**

**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.