

THE COMMITTEE DID NOT HAVE A QUORUM OF MEMBERS WHO HAD ATTENDED THE MEETING IN ORDER TO APPROVE THESE MINUTES AND THEREFORE THEY WILL REMAIN IN DRAFT FORM.



**Equal Employment  
Opportunity Committee  
Regular Meeting Minutes  
1:30 PM – 3:30 PM  
Thursday – May 10, 2018  
City Council Chambers - 809 Center Street**

**Call to Order**

Chairperson Sawyer called the meeting to order at 1:36 p.m.

**Roll Call**

Present: Vice-Chair Chirman, Member Donovan, Chair Sawyer, Member Simmons, Member Spickler  
Staff: Principal HR Analyst McMullen and Administrative Assistant II Whinnery

Absent: Member Frawley, Member Hedden-Jones Member Herrick

**Statements of Disqualification - None**

**Oral Communications – No action may be taken**

None

**Announcements - No action may be taken**

- Ashlyn Adams no longer works at the City and therefore cannot continue as a member of the EEO Committee. SEIU is looking for someone new to fill the appointment.
- The 2017 EEO Committee Annual Report was submitted to City Council as an Information Item at the May 8, 2018 meeting.
- Chair Sawyer will reach the end of her second term on June 30, 2018 – she is not eligible for reappointment.
- Vice-Chair Chirman will reach the end of her current term on June 30, 2018 – she is eligible for reappointment. Vice-Chair Chirman agreed in the meeting to accept appointment to another three-year term, with the agreement of the City Manager.
- Member Frawley will reach the end of his current term on June 30, 2018 – he is eligible for reappointment. Principal HR Analyst McMullen will ask him if he is interested in staying on for second term, with the agreement of the City Manager.

**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**

**Equal Employment Opportunity Committee**  
**Regular Meeting**  
**Minutes of May 10, 2018 - 1:30 PM**  
**Approval of Minutes**

1. Minutes of the November 9, 2017 Regular meeting (the February 8, 2018 meeting was cancelled)
  - Motion to approve as submitted
    - Those *present* at the meeting of November 9, 2017 may vote to approve the Minutes, including changes: Vice-Chair Chirman, Members Frawley, Hedden-Jones, Simmons, and Spickler.
    - Those *not present* at the meeting of November 9, 2017 may also vote to approve the Minutes, but only to the extent they are verifying their absence is properly recorded: Members Donovan and Herrick, Chair Sawyer.

Action Member Spickler moved, seconded by Vice-Chair Chirman to approve the Minutes of the November 9, 2017 Regular meeting. The MOTION carried unanimously.

**General Business**

1. Review 2018 EEO Committee Goals and Objectives
  - Chair Sawyer; All
    - Plan Activities in Support of Goals and Objectives
      1. Members Donovan and Sawyer, and Vice-Chair Chirman, will work together to craft a statement requesting City Council support of our Library system to adopt a proposed “Statement of Commitment to Racial and Social Equality” – the statement will be read by Sawyer during Oral Communications at the May 22, 2018 City Council Meeting.
    - Respectful Workplace Conduct Policy Review
      1. Staff McMullen will ask Department Heads if they have received any Respectful Workplace Conduct Policy complaints since the Policy was rolled out in April 2017, and report back to the Committee at the September 13, 2018 meeting.
        - a. Vice-Chair Chirman will assist Staff McMullen with crafting a roll-out program for the Respectful Workplace Conduct poster created last year by Member Spickler.
2. Establishing a “Respectful Workplace Month.”
  - Chair Sawyer; All
    - Discuss Forming an Ad-Hoc Sub-Committee to Plan Activities in October 2018
      1. Members with ideas to forward ideas to sub-committee to plan and schedule logistically.
      2. Staff McMullen will send reminder email to glean more participation from whole committee.
      3. Chair Sawyer to consider being advisory member of this sub-committee.
3. EEO Committee Facebook Page
  - Chair Sawyer; All
    - Ask members of committee about interest in caring for Facebook page.

**Information Items – No action may be taken**

1. Legal Update
  - Staff liaison Joe McMullen
    - *A Legal Update was not prepared for this meeting.*

**Equal Employment Opportunity Committee  
Regular Meeting  
Minutes of May 10, 2018 - 1:30 PM**

2. Summary of Discrimination Complaints and Outcomes

- Staff liaison Joe McMullen
  - 2017 and 2018 Harassment/Discrimination Complaint Logs

3. Training Update

- Training Manager Nico Megevand
  - Training Calendar delivered in January – 14 classes available to take for the 8 classes needed for Leadership development certification.
  - Dec 2017 new initiative requesting supervisors, managers, and department heads to all attend Introduction to Leadership classes plus 2 additional electives from the Leadership Development offerings. Five Introduction to Leadership courses are being offered this year as part of this new initiative.
    1. Currently 110 out of 220 supervisors, managers, and department heads have attended with 2 more classes to be held. A reminder to those who have not attended yet will be sent out last week.
  - On January 22, fifty-five (55) employees attended the mandatory Harassment Prevention class.
  - On March 1, fifty-one (51) employees attended the Mandatory Cultural Diversity class.
  - The next Harassment Prevention class will be offered on July 19<sup>th</sup> and August 23<sup>rd</sup> for Cultural Diversity – 2 sessions of each class per day.
  - On May 2<sup>nd</sup>, we offered the class Unconscious Bias. Thirty (30) employees attended. With its success, we will be offering it again in 2019.
  - We have received multiple requests for job shadowing and have been successful with allowing employees to understand other career paths offered at the City. The Mentorship program will be another project that we expect to promote as well throughout the year.

4. SB1343 (Pending in the 2017-2018 Legislative Session)

- Sexual Harassment Training for All Employees by 2020
  - If passed, the City would need to implement this training for Temporary staff members in addition to regular staff.

**Subcommittee/Advisory Body Oral Reports**

1. Salary Demographics Subcommittee Update

- Chirman, Hedden-Jones, Simmons, Spickler; Staff McMullen

**Items Initiated by Members for Future Agendas**

**Adjournment 2:35 p.m.**

**Additional Information**

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