



**Equal Employment  
Opportunity Committee  
Regular Meeting Agenda  
1:30 PM – 3:30 PM  
Thursday – September 10, 2015  
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 new Department Head appointee Jim Frawley, Fire Chief.
2. Other Announcements

**Approval of Minutes**

1. Minutes of the May 11, 2015 Regular meeting
  - Motion to approve as submitted
    - Those *present* at the meeting of May 11, 2015 may vote to approve the Minutes, including changes: Katherine Donovan, Jonna Hubling, Filipina Warren, Rachel Kaufmann and Adam Spickler.
    - Those *not present* at the meeting of May 11, 2015 may also vote to approve the Minutes, but only to the extent they are verifying their absence is properly recorded: Heather Sawyer, Valerie Simmons.
    - Newly appointed member Jim Frawley may not vote on the Minutes of the May 11, 2015 meeting.

**General Business**

1. Annual Election of Chair and Vice-Chair
  - Vice-Chair Donovan; All
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 (Katherine Donovan, Adam Spickler)

**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  
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3. Review EEO Committee Goals & Action Items; Update as Needed For 2016.
  - All
4. Form 2015 Annual Report Ad-Hoc Sub-Committee
  - All

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

1. Updated Federal Ethnic Categories Reporting Form (EEO4)
  - Staff liaison Joe McMullen
2. Legal Update
  - Staff liaison Joe McMullen
    - *A legal update was not prepared for this meeting*
3. Summary of Discrimination Complaints and Outcomes
  - Staff Liaison Joe McMullen
    - 2014 & 2015 Complaint Logs
4. Training
  - HR Training & Development Manager Janice Lum
    - Mandated Training Compliance
      - Harassment Prevention
      - Cultural Diversity Training
    - 2015 Training Calendar

**Subcommittee/Advisory Body Oral Reports**

1. Access to Employment Job Fair Committee
  - HR Analyst Chris Atkinson
2. Outreach Ad Hoc subcommittee
  - Members Guevara, Warren, Spickler and Simmons volunteered at the May 14, 2015 meeting to be on a new Outreach ad hoc subcommittee that will also take up the ongoing subject of Pay Equity.
    - Another Member could join this sub-committee due to Member Guevara's resignation from the EEO Committee effective June 30, 2015.

**Items Initiated by Members for Future Agendas**

**Adjournment**

The Equal Employment Opportunity Committee will adjourn from the regular meeting of Thursday September 10, 2015 to the next regularly scheduled meeting on Thursday November 12, 2015 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.