



**Equal Employment  
Opportunity Committee  
Regular Meeting Agenda  
1:30 PM – 3:30 PM  
Thursday – November 12, 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 EEO Committee Members:
  - Amy Chirman – Library Learning Systems Coordinator (City Manager Appointment)
  - Arturo Villaseñor – Library Information Specialist (SEIU Local #521 Appointment)
2. Other Announcements

**Approval of Minutes**

1. Minutes of the September 10, 2015 Regular meeting
  - Motion to approve as submitted
    - Those *present* at the meeting of September 10, 2015 may vote to approve the Minutes, including changes: Katherine Donovan, Heather Sawyer, Valerie Simmons, Jonna Hubling, Filipina Warren and Rachel Kaufman.
    - Those *not present* at the meeting of September 10, 2015 may also vote to approve the Minutes, but only to the extent they are verifying their absence is properly recorded: Adam Spickler.
    - Newly appointed members Amy Chirman and Arturo Villaseñor may not vote on the Minutes of the September 10, 2015 meeting.

**General Business**

1. Review Draft 2015 EEO Committee Annual Report (including 2016 Objectives)
  - Staff McMullen
    - Ad Hoc Sub-Committee: Kaufman/Frawley (Overview), Spickler/Warren (Outreach), Donovan (Respectful Workplace), Simmons (Complaint Analysis & Workforce Demographics)
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: Donovan, Spickler, Sawyer, Warren.

**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
    - 2015 Complaint Log
3. Training Update
  - HR Training & Development Manager Janice Lum

**Subcommittee/Advisory Body Oral Reports**

1. Outreach Ad Hoc Subcommittee Update
  - Members Warren, Spickler and Simmons

**Items Initiated by Members for Future Agendas**

**Adjournment**

The Equal Employment Opportunity Committee will adjourn from the regular meeting of Thursday November 12, 2015 to the next regularly scheduled meeting on Thursday February 11, 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.