



**Equal Employment
Opportunity Committee
Regular Meeting Minutes
1:30 PM – 3:30 PM
Thursday – February 11, 2016
City Council Chambers - 809 Center Street**

Call to Order

Chair Donovan called the meeting to order at 1:37 p.m.

Roll Call

Present: Chair Donovan, Vice-Chair Kaufman, Member Sawyer, Member Chirman, Member Villaseñor, Member Simmons, Member Spickler, Member Frawley
Absent: Member Warren
Staff: Principal HR Analyst McMullen and Administrative Assistant II Megevand

Statements of Disqualification - None

Oral Communications – No action may be taken - None

Announcements - No action may be taken

Approval of Minutes

1. Minutes of the November 12, 2015 Regular meeting

Action Member Kaufman moved, seconded by Member Simmons, to approve the Minutes of the November 12, 2015 Regular meeting. The MOTION carried unanimously.

General Business

1. Approve Final Draft of the 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)

Action Member Frawley moved, seconded by Member Simmons, to approve the 2015 EEO Committee Annual Report. The MOTION carried unanimously.

- Staff McMullen will present the 2015 EEO Committee Annual Report as a FYI item to the City Council on February 23, 2016.

Equal Employment Opportunity Committee
Regular Meeting
Minutes of February 11, 2016 - 1:30 PM
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 indicated that there have been no complaints
 - Member Villaseñor asked Staff McMullen about the timeline and notification process for all complaints. Staff McMullen answered that the log is presented to the committee on a quarterly basis.
3. Training Update
 - HR Training & Development Manager Janice Lum
 - Member Frawley congratulated Lum on having a successful presentation during the Quarterly Supervisors and Managers meeting. Vice-Chair Kaufman commented on how important the “Burnout” piece of the presentation compliments well with the work conducted by the EEO committee.
 - 2016 Training Calendar
 - Lum informed the Members of the recent completed training for Harassment Prevention on January 28th where Member Spickler and Member Simmons were present. Supervisors and Managers are almost all up to date on their mandatory refresher training that occurs every two years.
 - Lum will be offering a Harassment Prevention Training with a new trainer that is not an attorney but specializes in Harassment Prevention Trainings.
 - Lum is offering the Cultural Diversity training on February 25th with retired Deputy Police Chief Patricia Sapone.
 - The 2016 Training Calendar was issued and sent to all employees; copies were given to Member Spickler and Member Simmons.
 - Lum added nine classes that qualify for the City’s supervisory/leadership development program. After completing eight courses, the City will recognize it as one year of supervisory experience for all recruitments.
 - Lum will be relaunching the mentoring program.
 - Lum is in the process of revamping the Performance Evaluation documents to better communicate the expectations and behavior of all employees in a positive manner, strengthening the work culture across all departments.
 - Member Spickler asked if he could participate in the Cultural Diversity training on February 25th. Lum accepted and invited Member Spickler to provide feedback after the training.
 - Member Sawyer asked Lum if the Performance Evaluations will have a separate form for Managers and other employees. Lum confirmed that the idea is to have one form for all employees while still taking in consideration the specification and differences of each position. Lum indicated that there will be a focus group with Department Heads on March 9th.
 - Vice-Chair Kaufman asked if there has been any thought put in to employees evaluating their supervisors. Lum answered that this is one of the questions she is hopefully able to conclude on after completing the focus group meetings scheduled. Chair Donovan and Lum agreed that there is value to having evaluations that go up the chain of command as well as down.
 - Member Sawyer finds value in self-evaluations. Lum explained some of her studies based upon what other cities are doing find great importance in doing self-evaluations.

Equal Employment Opportunity Committee

Regular Meeting

Minutes of February 11, 2016 - 1:30 PM

- Member Frawley added that although these are great ideas, his only concern is to make sure that the form is most importantly easy to finish for any manager in a timely fashion. Member Frawley shared his department mandate of completing all performance evaluations by the end of 2016 which is a challenging task for his staff.
- Lum answered Vice-Chair Kaufman's question mentioning that the performance evaluations will include Temporary employees as well. Member Chirman added how fortunate the Library Department has been to rely on the Temporary staff. Chair Donovan agreed.

Subcommittee/Advisory Body Oral Reports

1. Pay Equity Ad Hoc Subcommittee Update

- Chirman, Simmons, Spickler, and Warren
 - Staff McMullen informed the Members about the meeting that was held on February 1st with Human Resources Director Lisa Murphy in which she declined to fund a pay equity study due to budget constraints. The decision was then made that the Pay Equity Ad Hoc Subcommittee would analyze each classification to see if there is any data that can be used to demonstrate inequities.
 - Member Spickler informed the members that they have developed a working strategy in which the committee would start analyzing data and reaching out to local experts to review the analysis and serve as references. The study would then be presented to Human Resources Director Lisa Murphy and the City Council if there are any inequities.
 - Member Chirman mentioned that equitable pay is a national and a state matter which sets great precedent for the City of Santa Cruz to involve itself in doing the research.
 - Staff McMullen warranted the subcommittee members that the month of March will mark the 6 month Ad Hoc Committee limit and the group can either disband and reform or continue as a standing subcommittee. Upon further discussion of possibilities Staff McMullen concluded that he will ask the City Clerk on how the City Council forms their subcommittee groups and that the Ad Hoc Committee was disbanded until further notice.

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 would like for the subcommittee to review the policy again.
 - Staff McMullen answered Member Chirman's inquiry on the policy adoption steps.
 - Member Spickler made a motion to pass along the policy to Assistant City Manager Tina Shull; seconded by Member Sawyer, the motion carried unanimously.

**Equal Employment Opportunity Committee
Regular Meeting
Minutes of February 11, 2016 - 1:30 PM
Items Initiated by Members for Future Agendas**

1. Chair Donovan asked the committee if there were any items they would like to see on the next agenda.
 - Member Sawyer asked Lum about trainings where employees learn how to improve their skills and ability to sell themselves. Lum informed the Members about last years Marketing Yourself class that was offered along with a Resume, Interview skill course but looks forward to designing a comprehensive course for City employees.

Action **Adjournment**

At 2:42 pm Chair Donovan adjourned the meeting to the next regularly scheduled meeting on Thursday May, 12, 2015 at 1:30 p.m. in Council Chambers.

Additional Information

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