



**Equal Employment
Opportunity Committee
Regular Meeting Minutes
1:30 PM – 3:30 PM
Wednesday – November 16, 2016
City Council Chambers - 809 Center Street**

Call to Order

Chair Donovan called the meeting to order at 1:33 p.m.

Roll Call

Present: Chair Donovan, Member Sawyer, Member Chirman, Member Herrick, Member Simmons, Member Spickler, Member Warren, Member Villaseñor
Absent: Member Frawley
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

- Action
1. Minutes of the September 8, 2016 Regular meeting
Vice-Chair Simmons moved, seconded by Member Chirman, to approve the Minutes of the September 8, 2016 Regular meeting. The MOTION carried unanimously.

General Business

1. Review Draft 2016 EEO Committee Annual Report (including 2017 Objectives)
 - Staff McMullen
 - Annual Report Ad Hoc Subcommittee: Donovan (Overview, Respectful Workplace); Chirman, Simmons, Spickler, Warren (Salary Demographics); Simmons (Complaint Analysis and Workforce Demographics)
 - HR Analyst Janice Lum (Training)
 - Staff McMullen invited the members to review the Annual Report draft and notify him of any edits in finalizing the document within the following two weeks.
 - Member Spickler will be writing a recommendation section to inform the Council Members of the research done by the Salary Demographics subcommittee and ask them to consider reaching out to legislative representatives and inform them of the challenges the Human Resources Department faces with the Equal Pay Act's definition of "equal work."

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2. Review EEO Committee Goals & Action Items; Update as Needed For 2017

- All
 - Member Spickler will be sending Staff McMullen items for Goal number two.
 - Chair Donovan, Member Spickler and Vice-Chair Simmons presented edits and updates to be made.

3. Discuss Presentation Content for Upcoming Quarterly Supervisor/Manager Meetings

- All
 - Chair Donovan found Member Chirman's suggestion to meet with the City Manager about sending a message to all employees regarding maintaining a safe workplace in the aftermath of the presidential election appropriate. Member Warren, Member Chirman and Member Spickler volunteered to participate in the meeting along with Chair Donovan.
 - Member Chirman asked about the process of informing City Council members about the same concern. Staff McMullen answered that the committee can send a letter with a statement of concern addressed to the City Council Members.

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 new complaints since July 2016.

3. Training Update

- HR Training & Development Manager Janice Lum
 - Lum gave an update on her progress since the succession planning meeting of August 31. Lum has drafted a summary of the feedback received and plans on sharing the information in the upcoming months as a presentation.
 - Lum will be hosting two sessions of Coaching Conversations with previously used trainer Claire Laughlin on December 1 and December 7 for over 105 participants.
 - Lum informed the members that the performance appraisal templates, the optional self-appraisal form and the performance appraisal guidelines booklet are almost complete and will be presented for city-wide usage at the coaching conversations meeting. In the beginning of the 2017 year, Lum mentioned having training on Performance Management which ties in with the larger succession planning effort the City has undertaken.
 - Lum indicated that the Harassment training will be held on January 26 with trainer Elaine Henderson. The Cultural Diversity training will be held on February 23 with former City of Santa Cruz Deputy Police Chief Patty Sapone who will also be adding an "Unconscious Bias" component to her training.
 - Lum offered her assistance to the Committee for any upcoming presentations they have.

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Subcommittee/Advisory Body Oral Reports

1. Salary Demographics Ad Hoc Subcommittee Update
 - Chirman, Simmons, Spickler, and Warren
 - Subcommittee members summarized the status of their research. The common concern expressed by the subcommittee members is the lack of definition of the terms “substantially similar” within the Pay Equity Act for them to conclude an analysis on the City of Santa Cruz.
 - Member Spickler expressed the importance of presenting the risk of not looking into this analysis to the City of Santa Cruz. Member Spickler plans on explaining the risk in the recommendation being prepared for the Annual report.
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.
 - Chair Donovan; Staff McMullen
 - Chair Donovan commented that she had met with Assistant City Manager Tina Shull who had presented the APO to Department Heads and received agreeable minor edits to the policy.
 - Staff McMullen has been setting appointments with three bargaining units to review the proposed policy.
 - Staff McMullen added that he is considering meeting with the Organizational Health Committee to ask assistance with the rollout of the new APO.
 - Chair Donovan believes that the policy will be on the Council Agenda in January or February 2017.

Items Initiated by Members for Future Agendas - None

Adjournment

At 3:03pm Chair Donovan adjourned the meeting to the next regularly scheduled meeting on February 9th, 2017 at 1:30pm in Council Chambers.

Additional Information

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