



**Equal Employment  
Opportunity Committee  
Regular Meeting Minutes  
Thursday – February 9, 2017  
City Council Chambers - 809 Center Street**

## **Call to Order**

Vice-Chair Simmons called the meeting to order at 1:32 p.m.

## **Roll Call**

Present: Vice-Chair Simmons, Members Sawyer, Chirman, Spickler, Warren, Villaseñor, and Frawley  
Absent: Chair Donovan, Member Herrick  
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 - None**

## **Approval of Minutes**

1. Minutes of the November 16, 2016 Regular meeting

Action Member Chirman moved, seconded by Member Frawley, to approve the Minutes of the November 16, 2016 Regular meeting. The MOTION carried unanimously.

## **General Business**

1. Review/Approve/Discuss Roll-Out of Final Draft - 2016 EEO Committee Annual Report

- All
  - Staff McMullen shared the final draft with the members.
  - Member Chirman commended Member Spickler on his efforts with drafting the Salary Demographics Subcommittee section of the report.
  - Member Spickler shared interest in presenting items on the report during a City Council Meeting. Staff McMullen reminded the members that there are two separate items that can be presented to council. Staff McMullen asked the members if there was interest in standing at the podium to discuss the Respectful Workplace Policy and the Salary Demographics reports at a City Council meeting.
  - Staff McMullen will send out the Respectful Workplace Policy to the full committee for their information.
  - Member Frawley and Staff McMullen will meet with Assistant City Manager Tina Shull to outline the steps prior to presenting in front of City Council. Member Frawley outlined the steps City Council takes in implementing new Municipal Code.

Action Member Frawley moved, seconded by Member Warren, to approve the 2016 EEO Committee Annual Report. The MOTION carried unanimously.

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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*
    - Staff McMullen mentioned that elected officials are now required by State law to participate in the Sexual Harassment training; however our Councilmembers already have this rule in place for themselves. This obligation does not apply to advisory bodies, according to the City Attorney's office. Member Frawley and Member Sawyer see great value in implementing this new requirement for Advisory Bodies.
2. Summary of Discrimination Complaints and Outcomes
  - Staff liaison Joe McMullen
    - 2017 Complaint Log
      - Staff McMullen reported that there have been no complaints since June 2016.
3. Training Update
  - HR Training & Development Manager Janice Lum
    - Lum handed out a copy of the 2017 City Employee Training Calendar.
      - Lum mentioned there will be 12 courses available to employees in order to complete the Employee and Leadership Development program.
    - Lum informed the members that the City held the mandatory harassment prevention training with 32 employees including the newly elected Council Members on January 26, 2017. There will also be the Cultural Diversity training on February 23, 2017 with 45 employees currently enrolled.
    - Lum updated the Committee about the Succession Planning initiative that has been under way, starting with the City-wide project kickoff on August 31, 2016. City Department Heads and the Human Resources department were able to develop the course path for the Succession Planning process. The next step will be to develop an employee focus group based on nominations received by the City departments to review and determine the priorities of the Succession Planning initiative. All new ideas will be reviewed by the Organizational Health Committee.
    - The training course for Powerful Conversations Part Two will be offered to all supervisors and managers on March 14 and 16, 2017.
    - Member Chirman said she has received great feedback from employees on the quality of the 2017 Training Calendar.

**Subcommittee/Advisory Body Oral Reports**

1. Salary Demographics Ad Hoc Subcommittee Update
  - Chirman, Simmons, Spickler, and Warren
    - Staff McMullen and Member Warren informed the members that the subcommittee has met and compared salary data amongst various classifications and have concluded that there are differences in salaries amongst employees but not enough information to draw a conclusion on the reasons.
    - The subcommittee is once again attempting to identify specific classifications and groups of employees where the subcommittee could look at the data with more analytical depth.
    - Member Spickler shared concern about City employees potentially making a claim for pay inequity and asked what advisory bodies such as the EEO Committee and the City Council would do with such a claim given that the new State Law does not provide a practical definition of the term "substantially similar work."

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- Staff McMullen informed the members about policy changes the City and County of San Francisco has implemented to bolster pay equity, including removing the salary history question from their employment application forms.
  - Member Sawyer suggested that the City offer a course on how to negotiate a salary when offered employment.
  - Member Chirman expressed the difficulty of defining stable data when the definition is not clear to begin with.
2. Update on Status/Discuss Roll-out 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
    - Staff McMullen reported that he had now received approval from all bargaining units and as mentioned previously would proceed to work with Assistant City Manager Tina Shull to schedule the items for a future City Council meeting.

**Items Initiated by Members for Future Agendas**

1. Members of the EEO Committee attempted to recall if City Manager Martin Bernal had sent out an email in regards to the November 2016 election results. Member Chirman mentioned that a verbal anecdote was made by the City Manager at the end of the 2016 Holiday Luncheon.
2. Member Spickler suggested meeting with the City Manager to express concern about how disenfranchised individuals were feeling in general and how hopeless they were feeling after the election. Member Spickler shared concerns about the effects of the recent Presidential Executive Orders on employees and their family members that are caused by the changes of immigration laws that could result in them potentially being put at risk for deportation. Member Spickler would like to know what the City is doing in regards to these changes. Member Frawley responded that the City Council and City Manager's office is proactive with its response to these changes and will continue to discuss this matter and assist to the best of their abilities.

**Adjournment**

At 2:40 pm Vice Chair Simmons adjourned the meeting to the next regularly scheduled meeting on May 11th, 2017 at 1:30pm in Council Chambers.

**Additional Information**

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