



# COUNTY OF SANTA CRUZ

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## PERSONNEL DEPARTMENT

### EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 95060-4073

(831) 454-2600 FAX: (831) 454-2411 TTY/TDD: 711

AJITA PATEL, PERSONNEL DIRECTOR

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## EQUAL EMPLOYMENT OPPORTUNITY COMMISSION MEETING AGENDA

### NOTICE OF PUBLIC MEETING

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Date: Wednesday, July 15, 2020

Time: **5:30 PM**

Location: IN RESPONSE TO THE COVID-19 PUBLIC HEALTH EMERGENCY AND PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20, ISSUED MARCH 17, 2020, THIS WILL BE A REMOTE MEETING. NO PHYSICAL LOCATION WILL BE AVAILABLE, BUT ACCESS TO THE MEETING AND AN OPPORTUNITY TO COMMENT WILL BE PROVIDED. PLEASE DIAL IN TO THE TELECONFERENCE BETWEEN 5:20 P.M. AND 5:30 P.M. USING THE INFORMATION LISTED BELOW:

#### **TELECONFERENCE INFORMATION**

United States: **(646) 749-3129**

United States (Toll Free): (877) 568-4106

**Access Code: 737-004-461**

FOR QUESTIONS REGARDING THE REMOTE MEETING PROCESS, PLEASE CONTACT THE COMMISSIONS OFFICE AT 831-454-2772 OR [COMMISSIONS@SANTACRUZCOUNTY.US](mailto:COMMISSIONS@SANTACRUZCOUNTY.US)

A meeting of the Santa Cruz County Equal Employment Opportunity Commission has been set for July 15, 2020, via remote teleconference. Oral reports for ongoing Equal Employment Opportunity Commission business are included for information purposes only. Written reports, if any, are available upon request. All items are subject to continuance. No notice of rescheduled meeting dates is mailed.

The Commission will receive Oral Communications before discussion of the scheduled action items; however, in compliance with the Brown Act, no discussion or decisions will be made on matters raised during Oral Communications. Any person may address the Commission on any item of interest to the public, before or during the Commission's consideration of the item, restricted to three minutes per individual, provided that no action shall be taken on any item not appearing on the agenda.

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs or activities. If you are a person with a disability and require assistance in order to participate in the meeting, please contact Mitsuno Baurmeister at (831) 454-2935 (tty/TDD 711 California Relay Service) at least 48 hours in advance of the meeting to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format.

## Public Comment Participation

Due to the Coronavirus (COVID-19) public health emergency, in-person participation at this Commission meeting is not currently occurring for health and safety reasons. However, you may participate in the meetings via teleconference instead of attending in person. Dial-in information is included on meeting notices. During the meeting, your telephone line will be muted unless you have requested to make a comment in advance.

### How to Make a Public Comment

If you would like to make a public comment, you can do so in the following two ways:

#### 1. Email Your Public Comment

The most direct way to make a public comment is via email. Your comment will be distributed to the Commission and read aloud during the public comment segment of the meeting. If you do not want your name read aloud, please indicate so in your email. The deadline to submit a comment by email is 1 hour before the start of the meeting. Email your comment to [commissions@santacruzcounty.us](mailto:commissions@santacruzcounty.us).

#### 2. Make Your Public Comment via Telephone During the Meeting

If you would like to make a comment during the meeting you must submit an email request no later than 1 hour in advance of the meeting.

##### **If you will be commenting on something not listed on the agenda:**

Please email your request to [commissions@santacruzcounty.us](mailto:commissions@santacruzcounty.us) including the following information:

- Your name
- Indicate that you would like to speak during the public comment segment of the meeting.

During the public comments segment of the meeting, community members who requested to speak on topics not included on the agenda will be invited by name to speak to the Commission for a period not to exceed three minutes. Your line will be unmuted during your three minutes.

##### **If you will be commenting on something listed on the agenda**

Please email your request to [commissions@santacruzcounty.us](mailto:commissions@santacruzcounty.us) including the following information:

- Your name
- Indicate the agenda item you would like to comment on

Community members who have requested to comment on specific agenda items will be invited by name to speak after Commission discussion on each topic. Your line will be unmuted during your comment for a period not to exceed three minutes.

# EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Public Meeting

Via Remote Teleconference  
July 15, 2020, 5:30 PM

## Agenda

- I. Roll Call
- II. Agenda Review
- III. Public Comment
  - Members of the public may address the Commission on items not on the agenda for a maximum of three minutes each
  - *Please review the attached instructions regarding public comment participation*
- IV. Business/Action Items
  - A. Approve January 15, 2020 Meeting Minutes
  - B. Introduce New Commissioner – 5<sup>th</sup> District
  - C. Annual Election of Commission Chair and Vice-Chair
  - D. COVID-19 Impact and County Response
- V. Reports:
  - A. Staff Report
    - a. Workforce Statistics June 30, 2020
    - b. Administrative Review Update
    - c. Current/Pending Recruitments
    - d. EEO & CC Plan Update
  - B. Chair Report
  - C. Commissioners' Reports
- VI. Announcements
- VII. Adjournment



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### EEO COMMISSION MEETING MINUTES

January 15, 2020, 5:30 p.m.

- Location:** Board of Supervisors Chambers, 701 Ocean Street, 5<sup>th</sup> Floor, Santa Cruz, CA 95060
- Present:** Claudia Llamas-Padilla (1<sup>st</sup> District), Patrick Garcia (1<sup>st</sup> District), Patrice Edwards (2<sup>nd</sup> District), Jeff Ursino (2<sup>nd</sup> District), Carol Turley (Chair, 4<sup>th</sup> District), Isabel Alvarado Dees (Vice Chair, 4<sup>th</sup> District)
- Excused:** Paula Samarron (3<sup>rd</sup> District)
- Absent:** Carlos Landaverry (3<sup>rd</sup> District), Darryl Davies (5<sup>th</sup> District)
- Staff Present:** Mitsuno Baurmeister (*EEO Officer*), Claire Schwartz (*Employee Relations Program Manager*)
- Public:** None
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- I. Roll Call** - Meeting call to order at 5:33 PM
- II. Agenda Review**
- III. Public comment** - None
- IV. Business/Action Items**
  - A. Approve October 16, 2019 minutes**  
Motion/Second: Ursino/Dees  
**Motion passed unanimously.**
  - B. Review Commissioner Appointments and Vacancies**  
Introduced First District Commissioner Patrick Garcia. Still one vacancy in the Fifth District.
  - C. Review 2019 Commission Attendance Report due to BOS January 31, 2020**  
No changes.
- V. Reports**
  - A. Staff Report**
    - a. Review of County Workforce Statistics as of December 31, 2019:  
59% women (12% overutilization)  
48% minorities (13% overutilization)  
Current workforce: 2,259  
Same time previous year, 2,217

- b. Administrative Review
  - i. Underutilization of Women:
    - 1. Agricultural Commissioner (-24%)
    - 2. General Services (-12%)
    - 3. Information Services (-16%)
    - 4. Public Works (-21%)
    - 5. Sheriff's Office (-11%)
  - ii. Underutilization of Minorities
    - 1. Planning (-16%)
    - 2. *Removed*: Parks (-10%)
- c. Recruitments  
Distributed January 13, 2020 Career Opportunities mailer; discussed EEO outreach opportunities
- d. EEO Complaints and ADA Reasonable Accommodation Requests  
Provided overview of the volume and types of EEO complaints and ADA reasonable accommodation requests since the last meeting.
- e. EEO and Cultural Competence Plan  
Provided update that EEO/CC Plan is being updated with current data (12/31/19) and EEO Officer will update and share with department heads and EEO Commissioners for final review. Finalized EEO/CC Plan to be presented to the Board of Supervisors as soon as possible in 2020.
- f. Next meeting scheduled for 5:30 p.m. Wednesday, April 15, 2020, County Board Chambers.

**B. Chair and Commissioners Reports**

Chair Turley thanked the Commissioners who were in attendance and welcomed new commissioners. No other Commissioner reports.

**VI. Announcements**

County Career Fair scheduled for May 20, 2020 at a location to be determined.

**VII. Adjournment**

Meeting adjourned at 6:26 p.m.

Submitted by Mitsuno Baurmeister, *EEO Officer*

COUNTY OF SANTA CRUZ  
SANTA CRUZ COUNTY GOVERNMENT

WORKFORCE COMPOSITION AND UTILIZATION ANALYSIS  
JUN 30, 2020

Pay Period 14 Ending 6/26/2020

EEOC CATEGORY	TOT EMP	TOT MALE	TOT FEMALE	SMSA* MALE	SMSA* FEM	WHT TOT	SMSA* WHT	BLK TOT	SMSA* BLK	HISP TOT	SMSA* HISP	ASN TOT	SMSA* ASN	AIAN TOT	SMSA* AIAN	NHPI TOT	SMSA* NHPI	NHPI2 + RACES TOT	SMSA* NHPI2 + RACES	MIN TOT	SMSA* MIN
ELECTED	10	8	2	-2	2	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFICIAL		80%	20%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
OFFICIAL	69	27	42	-15	15	45	-12	2	1	15	8	4	0	1	0	0	0	2	2	24	12
ADMINS		39%	61%	61%	39%	65%	82%	3%	1%	22%	10%	6%	6%	1%	1%	0%	0%	3%	0%	35%	18%
PROF	869	319	550	-81	81	560	-153	15	6	212	125	59	7	8	-1	3	3	12	12	309	153
		37%	63%	46%	54%	64%	82%	2%	1%	24%	10%	7%	6%	1%	1%	0%	0%	1%	0%	36%	18%
TECH	354	119	235	-72	72	172	-104	5	1	154	97	12	-2	5	1	0	0	6	6	182	104
		34%	66%	54%	46%	49%	78%	1%	1%	44%	16%	3%	4%	1%	1%	0%	0%	2%	0%	51%	22%
PROT	328	225	103	-57	57	152	-64	14	11	146	64	11	-12	3	0	0	0	2	2	176	64
SERV		69%	31%	86%	14%	46%	66%	4%	1%	45%	25%	3%	7%	1%	1%	0%	0%	1%	0%	54%	34%
PARA-PROF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN	442	54	388	-105	105	145	-147	4	-5	272	166	14	-17	1	-3	0	0	6	6	297	147
SUPP		12%	88%	36%	64%	33%	66%	1%	2%	62%	24%	3%	7%	0%	1%	0%	0%	1%	0%	67%	34%
SK CRAFT WORKERS	98	95	3	3	-3	43	-18	2	1	47	14	4	2	1	-1	1	1	0	0	55	18
		97%	3%	94%	6%	44%	62%	2%	1%	48%	34%	4%	2%	1%	2%	1%	0%	0%	0%	56%	38%
SVC & MAINT	128	98	30	26	-26	64	13	0	-1	56	-13	2	-3	2	1	1	1	3	3	64	-13
		77%	23%	56%	44%	50%	40%	0%	1%	44%	54%	2%	4%	2%	1%	1%	0%	2%	0%	50%	60%
TOTAL**	2298	945	1353	-282	282	1191	-282	42	19	902	254	106	9	21	14	5	0	31	-6	1107	303
		41%	59%	53.4%	46.6%	52%	64.1%	2%	1%	39%	28.2%	5%	4.2%	1%	0.3%	0%	0.2%	1%	1.6%	48%	35%



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## Scheduled Meetings

Unless otherwise specified below, regularly scheduled Equal Employment Opportunity Commission meetings are generally held as follows:

DAY: Third (3<sup>rd</sup>) Wednesday\*\*  
MONTH: Quarterly (January, April, July, October)  
TIME: 5:30 PM  
LOCATION: **Santa Cruz County Government Building**  
Fifth Floor, Board of Supervisors Chambers  
701 Ocean Street, Santa Cruz, CA 95060

2020 MEETING DATES		
DATE	TIME	LOCATION
January 15, 2020	5:30 PM	Board Chambers, 701 Ocean Street, 5 <sup>th</sup> Floor
April 15, 2020	5:30 PM	Canceled
July 15, 2020	5:30 PM	Remote
October 21, 2020	5:30 PM	To Be Determined

**\*\*All meetings are subject to cancellation or rescheduling.**

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