



COUNTY OF SANTA CRUZ

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

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION MEETING AGENDA

NOTICE OF PUBLIC MEETING

Date: Wednesday, January 15, 2020

Time: **5:30 p.m.**

Location: Santa Cruz County Board Chambers
Fifth Floor, 701 Ocean St, Santa Cruz, CA 95060

A meeting of the Santa Cruz County Equal Employment Opportunity Commission has been set for January 15, 2020, in the Board of Supervisors Chambers at 701 Ocean Street, Fifth Floor, Santa Cruz, California. Oral reports for ongoing Equal Employment Opportunity Commission business are included for information purposes only. Written reports, if any, are available approximately two days before the Commission meeting. All items are subject to continuance.

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. The meeting location is an accessible facility. 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. As a courtesy to those affected, please attend the meeting smoke and scent free.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Public Meeting

Santa Cruz County Board Chambers
701 Ocean St, 5th Floor, Santa Cruz, CA 95060
January 15, 2020, 5:30 p.m.

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
- IV. Business/Action Items
 - A. Approve October 16, 2019 Meeting Minutes
 - B. Review Commissioner Appointments and Vacancies
 - C. 2019 Commission Attendance Report
- V. Reports:
 - A. Staff Report
 - a. Workforce Statistics December 31, 2019
 - b. Administrative Review Update
 - c. Current/Pending Recruitments
 - d. EEO&CC Plan Update
 - B. Chair Report
 - C. Commissioners' Reports
- VI. Announcements
- VII. Adjournment

Next Meeting Scheduled for: 5:30 p.m. on Wednesday, April 15, 2020 in the Santa Cruz County Board Chambers at 701 Ocean St, Fifth Floor, Santa Cruz, CA 95060



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EEO COMMISSION MEETING MINUTES

October 16, 2019, 5:30 p.m.

<u>Location:</u>	Board of Supervisors Chambers, 701 Ocean Street, 5 th Floor, Santa Cruz, CA 95060
<u>Present (quorum):</u>	Claudia Llamas-Padilla (1 st District), Jeff Ursino (2 nd District), Paula Samarron (3 rd District), Carlos Landaverry (3 rd District), Carol Turley (Chair, 4 th District), and Isabel Alvarado Dees (Vice Chair, 4 th District)
<u>Absent:</u>	Patrice Edwards (2 nd District) excused; and Darryl Davies (5 th District) unexcused
<u>Staff Present:</u>	Mitsuno Baurmeister, EEO Officer, and Claire Schwartz, Employee Relations Program Manager
<u>Public Present:</u>	None

- I. Roll Call - Chair Turley called the meeting to order at 5:38 p.m.**
Commissioner and Staff introductions
- II. Review Agenda**
no changes
- III. Public comment**
no comment
- IV. Business/Action Items**
 - A. Approval April 18, 2018 minutes – Motion/Second: Samarron/Landaverry. Approved unanimously.
 - B. Vacancies - Two vacancies, one each in First and Fifth Districts.
- V. Reports**
 - A. Staff Report
 - a. Review of County Workforce Statistics as of September 30, 2019:
59% women (12.5% overutilization)
48% minorities (13% overutilization)
Current workforce: 2,276
Same time previous year, 2,208

b. Administrative Review

Underutilization of Women:

1. Agricultural Commissioner (-17%)
2. General Services (-13%)
3. Information Services (-12%)
4. Public Works (-21%)
5. Sheriff's Office (-11%)

Underutilization of Minorities

1. *New*: Parks (-13%)
2. Planning (-16%)
3. *Removed*: Auditor-Controller-Treasurer-Tax Collector

c. Recruitments

Distributed October 14, 2019 Career Opportunities mailer
Discussed EEO outreach opportunities

d. EEO Complaints and Reasonable Accommodation Requests

Provided overview of the volume and types of EEO complaints and reasonable accommodation requests since the last meeting.

e. EEO and Cultural Competence Plan

Provided update that EEO/CC Plan has been drafted and will be updated with current data (9/30/19) 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, January 15, 2020 in same location

g. Chair and Commissioners Reports

Chair Turley urged Commissioners to spread the word about the Commission vacancies and reminded Commissioners about the importance of attending all Commission meetings.

VI. Announcements

VII. Adjournment (6:21 p.m.)

Submitted by Mitsuno Baurmeister, EEO Officer

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
2019 ATTENDANCE REPORT**

District/ Supervisor	Commissioner	Jan 2019	April 2019	July 2019	Oct 2019			
1st District Supervisor John Leopold	Patrick Garcia*	Meeting Canceled for Lack of Quorum	Meeting Canceled for Lack of Quorum	Meeting Canceled for Lack of Quorum	-			
	Claudia Llamas-Padilla				P			
2nd District Supervisor Zach Friend	Jeff Ursino				P			
	Patricia Edwards				E			
3rd District Supervisor Ryan Coonerty	Paula Ann Samarron				P			
	Carlos Landaverry				P			
4th District Supervisor Greg Caput	Isabel Alvarado Dees Vice Chair				P			
	Carol Turley Chair				P			
5th District Supervisor Bruce McPherson	Darryl Davies				A			
	Vacancy				V			
Attendance: P=Present A=Absent E=Excused V=Vacancy (-) = Not Seated								

* Commissioner Garcia was appointed on November 5, 2019

Submitted by:

Mitsuno Baurmeister
Equal Employment Opportunity Officer

January 15, 2020

Date



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Scheduled Meetings

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

DAY: Third (3rd) 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 th Floor
April 15, 2020	5:30 PM	Board Chambers, 701 Ocean Street, 5 th Floor
July 15, 2020	5:30 PM	Board Chambers, 701 Ocean Street, 5 th Floor
October 21, 2020	5:30 PM	Board Chambers, 701 Ocean Street, 5 th Floor

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

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