



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, 2025**
Time: **5:30 PM**
Location: **County of Santa Cruz Board Chambers
5th Floor, 701 Ocean Street, Santa Cruz, CA 95060**

A meeting of the County of Santa Cruz Equal Employment Opportunity Commission has been set for January 15, 2025, at 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 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.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Public Meeting

County of Santa Cruz Board Chambers
5th Floor, 701 Ocean Street, Santa Cruz, CA 95060
January 15, 2025, 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.
- IV. New/Ongoing Business/Action Items
 - A. Approve April 16, 2024 Meeting Minutes
 - B. Approve July 16, 2024 Meeting Minutes
 - C. Santa Cruz County Commission on Disabilities Presentation re: Disability Employment Awareness Month
 - D. Approve 2023-2024 Biennial Report
- V. Reports:
 - A. Staff Report
 - a. Workforce Statistics December 31, 2024
 - b. Administrative Review Update
 - c. Data & Equity Group Update
 - d. Current/Pending Recruitments
 - e. EEO/ADA Update
 - f. 2022-2024 EEO/CC Plan Implementation Progress
 - g. 2025-2027 EEO/CR Plan Draft Status
 - h. Diversity, Equity, & Inclusion Survey Status
 - B. Commissioners' Reports
- VII. Announcements
- VIII. Adjournment

Next Meeting will be held on Wednesday, April 16, 2025 at 5:30 p.m. in Santa Cruz



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EEO COMMISSION MEETING MINUTES

April 17, 2024, 5:30 p.m.

Location: 701 Ocean Street, Board Chambers
Present: Patrick Garcia (1st District), Deena Pais (1st District), Patrice Edwards (2nd District), Joy Flynn (3rd District), Isabel Alvarado Dees (4th District), Carol Turley (Chair, 4th District),
Excused: Jeff Ursino (2nd District), Nancy Gordon (5th District), Dawn Harker (5th District)
Unexcused Absence: None
Staff Present: Mitsuno Baurmeister (*EEO Officer*); Kaite McGrew (*Commissions Manager*)
Guests/Public: None

- I. **Roll Call** – Quorum present. Meeting called to order at 5:45 p.m. by Chair Turley.
- II. **Agenda Review** – Chair Turley re-ordered the agenda to start with Section V. Reports, pending quorum.
- III. **Public comment** - None
- IV. **Business/Action Items**
 - A. Approve January 2024 Minutes
Motion/Second: Garcia/Dees
Aye: Garcia, Pais, Edwards, Flynn, Dees, Turley; Nay: None; Abstain: None
Motion passed.
 - B. Election of Officers
Motion to elect Isabel Alvarado Dees as Chair
Motion/Second: Turley/Garcia
Aye: Garcia, Pais, Edwards, Flynn, Dees, Turley; Nay: None; Abstain: None
Motion passed.

Motion to elect Joy Flynn as Vice Chair
Motion/Second: Turley/Pais
Aye: Garcia, Pais, Edwards, Flynn, Dees, Turley; Nay: None; Abstain: None
Motion passed.
 - C. Consider holding October 2024 meeting in South County.

Commissioners discussed preference to hold the July meeting in South County, and adjust the start time to 6:00 p.m.

Motion to approve holding the July 2024 EEO Commission Meeting in an accessible South County Location to be determined by staff; starting at 6:00 p.m.

Motion/Second: Flynn/Dees

Aye: Garcia, Pais, Edwards, Flynn, Dees, Turley; Nay: None; Abstain: None

Motion passed.

F. Consider Revised Bylaws

McGrew reviewed draft of proposed changes. Commissioners requested additional information on the differences between Robert's Rules of Order and Rosenberg's Rules of Order before finalizing revisions to the Bylaws. Item tabled to the July meeting.

V. Reports

A. Staff Report

a. Baurmeister reported on the County Workforce Statistics as of March 31, 2024:
60% women (14% over market availability)
55% people of color (20% over market availability)
Current workforce: 2,507; Same time previous year: 2,337

b. Administrative Review

i. Underutilization of Women:

1. Information Services -17% (last quarter -18%)
2. Public Works -21% (last quarter -20%)

ii. Underutilization of People of Color: None

NOTE: Agricultural Commissioner -8% (last quarter -11%) – removed from Admin Review for underutilization of women.

c. Equity & Data Group Update

The Equity & Data Group continues to support departments with disaggregating data to support 2023-2025 operational strategic goals with an equity focus. Received grant from Annie E. Casey Foundation to create 5 Equity Videos to highlight equity work in County Departments.

d. Current and Pending Recruitments:

Commission reviewed current open positions.

e. EEO Complaints and Reasonable Accommodation Requests

Commission received an overview of EEO complaints and reasonable accommodation requests during the prior quarter.

f. EEO/Cultural Competence Plan Follow Up

EEO Division Staff and CAO Analysts met with each department's leadership to review EEO/CC Plan commitments and progress toward implementation. Updates to be posted on the EEO section of the County's Personnel web page. 2025-2027 EEO/Cultural Responsiveness Plan Draft to be reviewed by the Commission at the July 2024 meeting.

g. Diversity, Equity, and Inclusion (DEI) Employee Survey

Next DEI employee survey being developed to implement in 2024.

VI. Chair and Commissioners Reports: None.

VII. Announcements: Flynn shared information about the Santa Cruz Black Film Series currently underway; Pais reported on an upcoming Santa Cruz Black community education event regarding Historically Black Colleges and Universities (HBCUs).

VIII. Adjournment

Meeting adjourned at 6:47 p.m.

Submitted by Mitsuno Baurmeister, EEO Officer



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EEO COMMISSION MEETING MINUTES

July 16, 2024, 6:00 p.m.

Location: Watsonville City Council Chambers, 275 Main Street, 4th Floor, Watsonville, CA
Present: Patrick Garcia (1st District), Deena Pais (1st District), Joy Flynn (Vice Chair, 3rd District), Isabel Alvarado Dees (Chair, 4th District), Carol Turley (4th District), Nancy Gordon (5th District), Dawn Harker (5th District)
Excused: Jeff Ursino (2nd District)
Unexcused Absence: Patrice Edwards (2nd District)
Staff Present: Mitsuno Baurmeister (*EEO Officer*); Kaite McGrew (*Commissions Manager*)
Guests/Public: Elizabeth Padilla (*Sr. Analyst*) and one member of the public attended

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- I. **Roll Call** – Quorum present. Meeting called to order at 6:05 p.m. by Chair Dees.
 - II. **Agenda Review**
 - III. **Public Comment.**
 - IV. **Business/Action Items**
 - A. Motion to Approve April 2024 Minutes
Motion/Second: Turley/Flynn
Aye: Turley, Dees, Flynn, Pais, Garcia;
Nay: None;
Abstain: Gordon, Harker.
Motion did not pass.
 - B. Consider conducting future meetings with Rosenberg’s Rules of Order instead of Robert’s Rules of Order
Padilla summarized the elements of Rosenberg’s Rules of Order for the Commission
Motion to adopt Rosenberg’s Rules of Order as the Commission’s official parliamentary procedure
Motion/Second: Gordon/Turley
Aye: Gordon, Turley, Dees, Flynn, Harker, Pais, Garcia ; Nay: None; Abstain: None;
Motion passed unanimously.

- C. Consider proposed revisions to EEO Commission Bylaws
Commission discussed revisions the EEO Commission amended bylaws as presented including revised parliamentary procedures, and revised language related to quorum criteria to align with County code.

Motion to approve and adopt EEO Commission Bylaws as revised.

Motion/Second: Garcia/Pais

Aye: Gordon, Turley, Dees, Flynn, Harker, Pais, Garcia;

Nay: None;

Abstain: None;

Motion passed unanimously.

- D. Consider providing input on Draft 2025-2027 EEO/Cultural Responsiveness Plan
Commission discussed the best means to by which to ensure that their feedback included a broader perspective and was well considered.

Motion to establish an Ad Hoc Subcommittee to provide feedback on the draft 2025-2027 EEO/CR Plan.

Motion/Second: Turley/Gordon

Aye: Gordon, Turley, Dees, Flynn, Harker, Pais, Garcia;

Nay: None;

Abstain: None;

Motion passed unanimously.

Chair appointed Flynn, Harker, and Garcia to the EEO/CR Ad Hoc Subcommittee.

V. Reports

A. Staff Report

- a. Baurmeister reported on the County Workforce Statistics as of June 30, 2024:
60% women (14% over market availability)
56% people of color (21% over market availability)
Current workforce: 2,535; Same time previous year: 2,359
- b. Administrative Review
- i. Underutilization of Women:
1. Information Services -16% (last quarter -17%)
 2. Public Works -20% (last quarter -21%)
- ii. Underutilization of People of Color: None
- c. Equity & Data Group Update
The Equity & Data Group continues to support departments with disaggregating data to support 2023-2025 operational strategic goals with an equity focus.
- d. Current and pending recruitments
Commission reviewed list of current recruitments.
- e. EEO Complaints and Reasonable Accommodation Requests
Commission received an overview of EEO complaints and reasonable accommodation requests during the prior quarter.

- f. 2022-2024 EEO/CC Plan Implementation Progress
Department updates to be posted on the EEO section of the County's Personnel web page by August 2024.
- g. Diversity, Equity, and Inclusion (DEI) Employee Survey
Next DEI employee survey being finalized to be implement by September 2024.

VI. Chair and Commissioner Reports: None

VII. Announcements: Turley announced that her resignation effective upon adjournment of the meeting; Commissioners thanked her and wished her well in her future endeavors.

VIII. Adjournment

Meeting adjourned at 7:30 p.m.

Submitted by Mitsuno Baurmeister, EEO Officer