



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 18, 2023**

Time: **5:30 PM**

Location: IN RESPONSE TO THE COVID-19 PUBLIC HEALTH EMERGENCY AND PURSUANT TO THE PROVISIONS OF AB 361 AND CAL. GOV. CODE 54953, 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: **1 (571) 317-3129**

United States (Toll Free): **1 (877) 309-2073**

Access Code: 858-851-749

FOR QUESTIONS REGARDING THE REMOTE MEETING PROCESS, PLEASE CONTACT THE COMMISSIONS OFFICE AT 831-454-2772 OR COMMISSIONS@SANTACRUZCOUNTY.US

A meeting of the Santa Cruz County Equal Employment Opportunity Commission has been set for January 18, 2023, 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.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Public Meeting

Remote Meeting Via Teleconference
January 18, 2023, 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 July 20, 2022 Meeting Minutes
 - B. Approve 2021-2022 Biennial Report
 - C. Diversity, Equity & Inclusion Survey Presentation
 - D. Assembly Bill 361 Statement of Findings
 - E. 2023 Meeting Schedule
- V. Reports:
 - A. Staff Report
 - a. Workforce Statistics December 31, 2022
 - b. Administrative Review Update
 - c. Equity & Data Group Update
 - d. Current/Pending Recruitments
 - e. EEO/ADA Update
 - f. EEO/CC Plan Follow-up
 - B. Commissioners' Reports
- VI. Announcements
- VII. Adjournment

Next Meeting will be held on April 19, 2023 at 5:30 PM



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EEO COMMISSION MEETING MINUTES

July 20, 2022, 5:30 p.m.

Location: Remote Meeting

Present: Patrick Garcia (1st District), Deena Pais (1st District), Jeff Ursino (2nd District), Carlos Landaverry (Vice Chair, 3rd District), Paula Ann Samarron (3rd District), Isabel Alvarado Dees (4th District), Dawn Harker (5th District), Nancy Gordon (5th District)

Excused: Carol Turley (Chair, 4th District)

Unexcused Absence: Patrice Edwards (2nd District)

Staff Present: Mitsuno Baurmeister (*EEO Officer*), Kaite McGrew (*Commissions Manager*)

Public: None

- I. Roll Call** – Quorum present. Meeting called to order at 5:36 p.m. by Vice Chair Landaverry.
- II. Agenda Review**
- III. Public comment** - None
- IV. Business/Action Items**
 - A. Approve April 20, 2022 Minutes**

Motion/Second: Harker/Ursino
Motion passed (Two abstentions: Gordon, Samarron)
 - B. EEO/CC Plan Update**

Baurmeister advised the Commission that publication of the EEO/CC Plan is in final review by department heads after updating with current census data, to be presented to the Board of Supervisors by October 2022.
 - C. Diversity, Equity, and Inclusion Survey Update**

Baurmeister reported that there were 775 responses to the survey (28% response rate) and a summary of the results is being finalized and will be shared at the October 2022 Commission meeting.
 - D. Next Meeting Location (Assembly Bill 361)**

Commission considered whether to adopt a statement of findings authorizing them to hold their meeting remotely under the provisions of Assembly Bill 36.

Motion to approve statement of findings authorizing the Commission to hold their next meeting remotely if allowable under the provisions of AB 361.

Motion/Second: Gordon/Harker

Motion passed unanimously.

V. Reports

A. Staff Report

- a. Baurmeister reported on the County Workforce Statistics as of June 30, 2022:
58% women (12% over market availability)
51% people of color (16% over market availability)
Current workforce: 2,267; Same time previous year, 2,292
- b. Administrative Review
 - i. Underutilization of Women:
 - 1. General Services -22% (last quarter -17.6%)
 - 2. Information Services -18% (last quarter -19.6%)
 - 3. Parks and Recreation -13% (last quarter -12.6%)
 - 4. Public Works -22% (last quarter -21.6%)
 - 5. Sheriff's Office -11% (last quarter -11.6%)
 - ii. Underutilization of People of Color
 - 1. Planning -12% (last quarter -15%)
 - 2. Assessor/Recorder -11% (last quarter -11%)
- c. Equity & Data Group Update
The Equity & Data Group continues to meet regularly and check in with departments on disaggregating data to increase equity in service delivery and support operational strategic goals.
- d. Current and Pending Recruitment:
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.

VI. Chair and Commissioners Reports: None

VII. Announcements: None

VIII. Adjournment

Meeting adjourned at 6:11 p.m.

Submitted by Mitsuno Baurmeister, EEO Officer



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January 18, 2023

Santa Cruz County Board of Supervisors
701 Ocean Street, Room 525
Santa Cruz, CA 95060

Equal Employment Opportunity Commission (EEOC) 2021-2022 Biennial Report

Dear Chairperson Friend and Members of the Board:

Pursuant to your Board's request, on behalf of the Equal Employment Opportunity Commission (EEOC), I hereby submit the *Equal Employment Opportunity Commission 2021-2022 Biennial Report* for your consideration.

1. Role of the Equal Employment Opportunity Commission

The powers and duties of the Equal Employment Opportunity Commission, established by County Code Section 2.40.50, are as follows:

- a. Receive, review, evaluate and monitor the County's Equal Employment Opportunity (EEO) and Cultural Competence Plan;
- b. Advise the Personnel Director and the Equal Employment Opportunity Officer on methods of accomplishing equal employment opportunity and non-discrimination objectives;
- c. Perform an active role, in conjunction with the Civil Service Commission, the Equal Employment Opportunity Officer, County administration, and employee organizations to provide input for establishment of improved systems, procedures, and activities, including grievance procedures, which will enhance the effectiveness of the EEO/non-discrimination policy and plan;

- d. Work with the EEO Officer to ensure that the County's EEO Contract Compliance obligations are met, consistent with Federal, State and local laws;
- e. Work with the EEO Officer, County administration, employee organizations, and other interested parties to implement the goals and objectives of equal employment opportunity, and non-discrimination; and,
- f. Report its findings to the Board of Supervisors regarding progress made toward equal employment opportunity, diversity and inclusion and non-discrimination.

2. Meeting Dates, Times and Locations

EEO Commission meetings are held quarterly, generally on the third Wednesday of January, April, July and October, at 5:30 PM in the Board of Supervisors Chambers unless held remotely.

In 2021, one of the four scheduled meetings was canceled due to a failure to meet quorum (July 21, 2021) and the other three meetings were held remotely for health and safety reasons and pursuant to the provisions of the Governor's *Executive Order N-29-20* issued March 17, 2020.

In 2022, one of the four scheduled meetings was canceled due to failure to meet quorum (October 19, 2022) and the other three meetings were held remotely for health and safety reasons and pursuant to the provisions of the Governor's *Executive Order N-29-20* issued March 17, 2020.

3. Commission Structure

The Equal Employment Opportunity Commission is composed of ten voting members; two appointed by each of the five County Supervisors for a four-year term.

During the reporting period, Commissioners Nancy Gordon and Deena Pais were appointed to represent the Fifth and First Districts respectively. Commissioner Claudia Llamas-Padilla's (First District) term expired April 1, 2021.

New officers are elected each year during the April regular meeting. On April 21, 2021, Chairperson Carol Turley (Fourth District) was reelected, and Patrick Garcia (First District) was elected Vice Chairperson. On April 20, 2022, Chairperson Carol Turley (Fourth District) was reelected, and Carlos Landaverry (Third District) was elected Vice Chairperson. The Chairperson presides over meetings, helps prepare agendas, represents the Commission, and is responsible for Commission communications. The Vice-Chair assumes these duties in the Chairperson's absence.

Commission By-Laws provide for two standing subcommittees; the Equal Employment Opportunity and Cultural Competence Plan Review Subcommittee and the Internal Affairs Review Subcommittee. Both subcommittees are convened on an as-needed basis. Other subcommittees may be established as needed by the Chairperson with the majority approval of the Commission for the purpose of providing development of recommendations to the EEOC for projects. The Commission formed a DEI Employee Survey Ad Hoc Subcommittee in January 2021 to assist the EEO Office in the development of the survey.

4. Attendance

Please see attached *Equal Employment Opportunity Commission 2021-2022 Attendance Report*.

5. Commission Staff

The County EEO Officer, Mitsuno Baurmeister, provides staff support to the Commission.

6. 2021 - 2022 Commission Goals and Activities

- a. Commissioners will continue to participate in appropriate oral boards to help ensure equal employment opportunity and diversity during the recruitment and selection process when the opportunity for such participation arises: **Achieved, ongoing.**
- b. The Commission will continue to review job announcements and conduct community outreach in order to ensure that the County maintains a diverse workforce reflective of the local available qualified labor market: **Achieved, ongoing.**
- c. The Commission will review, make recommendations on the 2022-2024 County EEO and Cultural Competence Plan: **Achieved.** *The Commission reviewed and made recommendations, and The 2022-2024 Equal Employment Opportunity and Cultural Competence Plan was approved by the Board of Supervisors at the December 13, 2022 meeting.*
- d. The Commission will continue to provide feedback and recommendations on EEO and cultural competence trainings developed by the EEO Officer for County employees to promote and support an inclusive and respectful work environment and organizational culture: **Achieved, ongoing.**
- e. The Commission will establish an ad hoc subcommittee to assist the EEO Officer in developing a diversity and inclusion survey of County employees. **Achieved.** *The Commission assisted in development of the DEI Employee Survey that was implemented in March 2022.*
- f. The Commission will monitor the County's Data & Equity Group activities. **Achieved, ongoing.**
- g. The Commission will strive to hold at least one Commission meeting per year in South County when in-person meeting resumes. **Pended.** All meetings in the 2021-2022 reporting period were held remotely. Goal postponed until in-person meetings resume.

7. Commission Goals and Recommendations for 2023-2024

- a. Commissioners will continue to participate in appropriate oral boards to help ensure equal employment opportunity and diversity during the recruitment and interview process when the opportunity for such participation arises.
- b. The Commission will continue to review job announcements and conduct community outreach in order to ensure that the County maintains a diverse workforce reflective of the local available qualified labor market.
- c. The Commission will continue to provide feedback and recommendations on County

EEO, cultural competence, diversity, equity and inclusion trainings developed or recommended by the EEO Officer to promote and support an inclusive and respectful work environment and organizational culture for County employees.

- d. The Commission will continue to monitor the County's Data & Equity Group activities.
- e. The Commission will strive to hold at least one Commission meeting per year in South County when in-person meeting resumes.
- f. The Commission will monitor implementation of the 2022-2024 EEO/CC Plan
- g. The Commission will monitor the DEI Survey opportunities for improvement implementation plan.

Respectfully submitted on behalf of the Equal Employment Opportunity Commission,

Carol Turley, Commission Chair

Enc. *2021-2022 Equal Employment Opportunity Commission Attendance Report*

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION					
2022 ATTENDANCE REPORT					
District/ Supervisor	Commissioner	Jan 2022	April 2022	July 2022	Oct 2022
1 st District Supervisor Manu Koenig	Patrick Garcia <i>Vice Chair</i>	P	P	P	Meeting Canceled for Lack of Quorum
	Deena Pais	P	P	P	
2 nd District Supervisor Zach Friend	Jeff Ursino	P	P	P	
	Patrice Edwards	P	E	A	
3 rd District Supervisor Ryan Coonerty	Paula Ann Samarron	E	E	P	
	Carlos Landaverri	P	P	P	
4 th District Supervisor Greg Caput	Isabel Alvarado Dees	P	P	P	
	Carol Turley <i>Chair</i>	P	P	E	
5 th District Supervisor Bruce McPherson	Dawn Harker	P	P	P	
	Nancy Gordon	P	A	P	
Attendance: P=Present A=Absent E=Excused V=Vacancy (-) = Not Seated					

Submitted by:

Mitsuno Baurmeister

Mitsuno Baurmeister

Equal Employment Opportunity Officer

December 31, 2022

Date

Personnel
Department



Equal Employment Opportunity Division

Summary of Results 2022 Diversity, Equity & Inclusion Employee Survey

October 2022

1

Overview

Background:

- 2003 Board support for data collection
- Board of Supervisors' 2020 resolution declaring racism a public health crisis

Purpose:

- To collect and analyze data to inform decisions and demonstrate progress toward the implementation of the County's EEO/CC Plan and Personnel Strategic Operational Goals
- To gauge staff perception of diversity, equity and inclusion in both the County workplace and our provision of services to the community

Survey Participation:

- Survey sent to 2,255 regular full-time staff and approximately 500 extra help staff
- 775 responses collected (28% participation)



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Methodology

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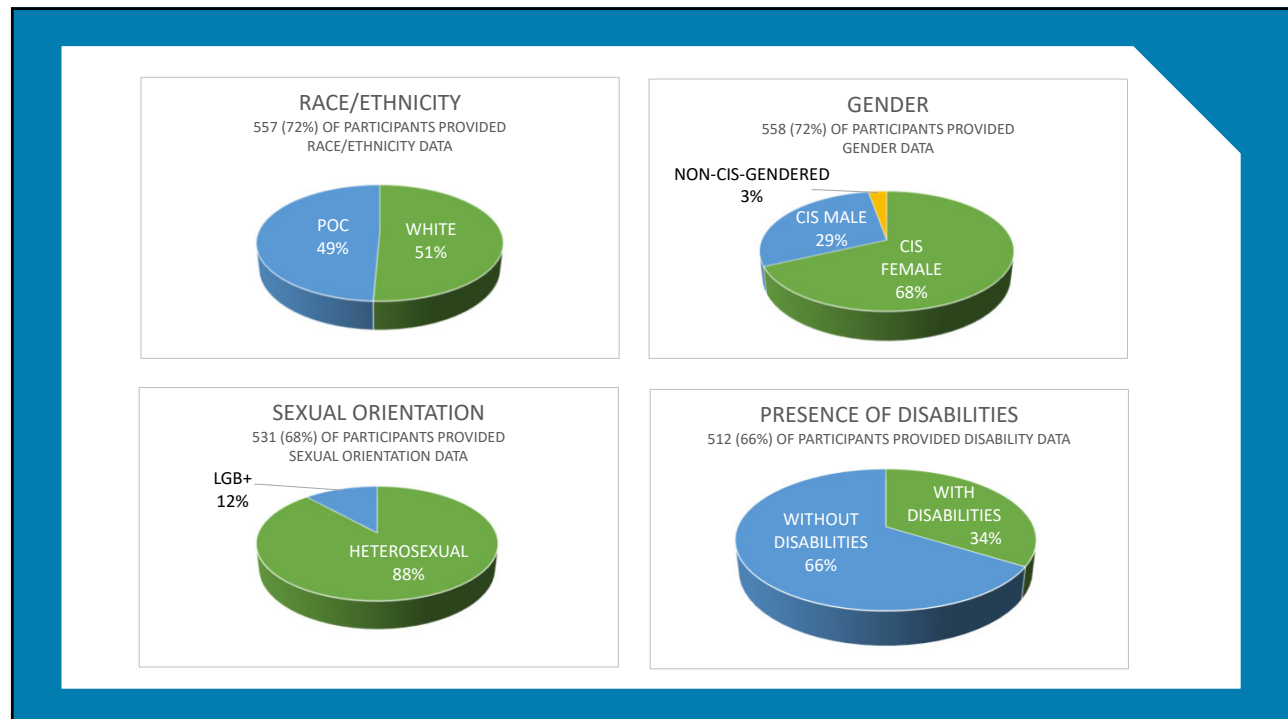
Methodology

- **Survey Development**
 - The County's Equal Employment Opportunity (EEO) Office
 - County's Equity & Data Committee
 - EEO-related County Commissions
- **Scope of the Survey:**
 - 20 staff perception questions
 - 7 demographic questions
- **Anonymity**
 - SurveyMonkey Platform
 - Aggregated Results
 - Comment Summaries
- **Analysis**
 - Summary of Overall Responses
 - Summary of Responses by Demographic Characteristics
 - Categorized Commentary

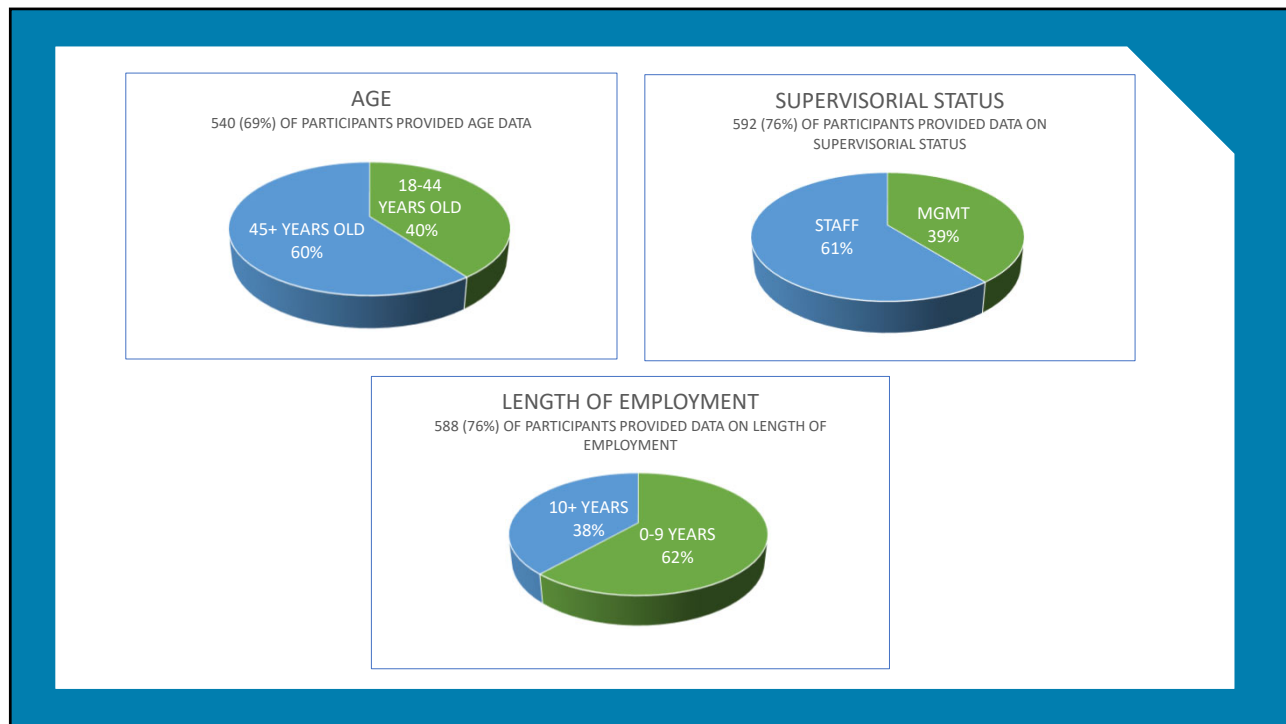
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Survey Demographics

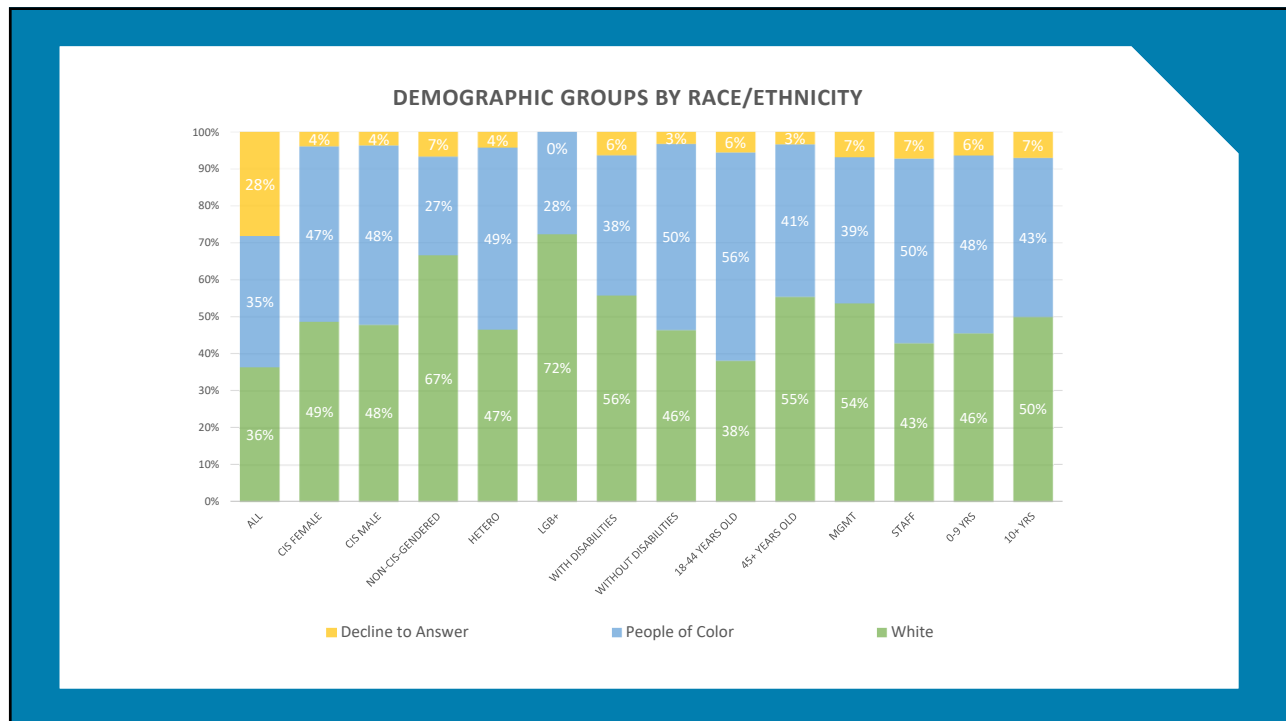
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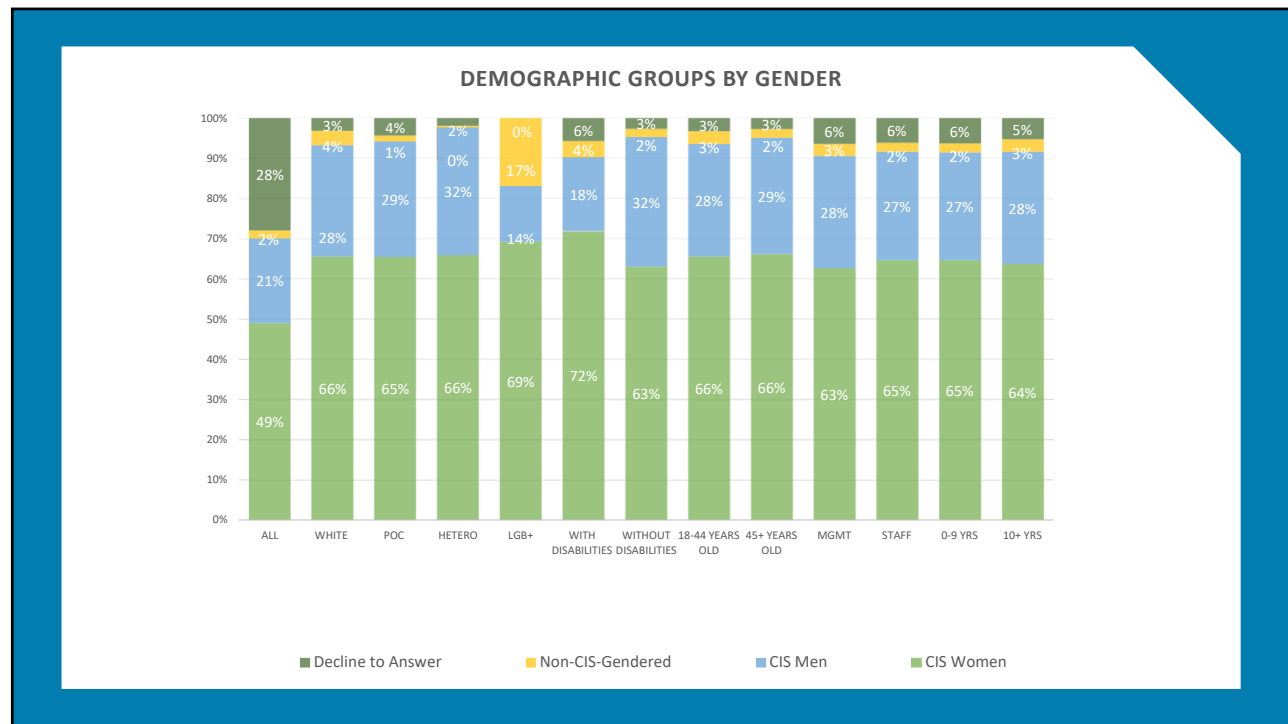
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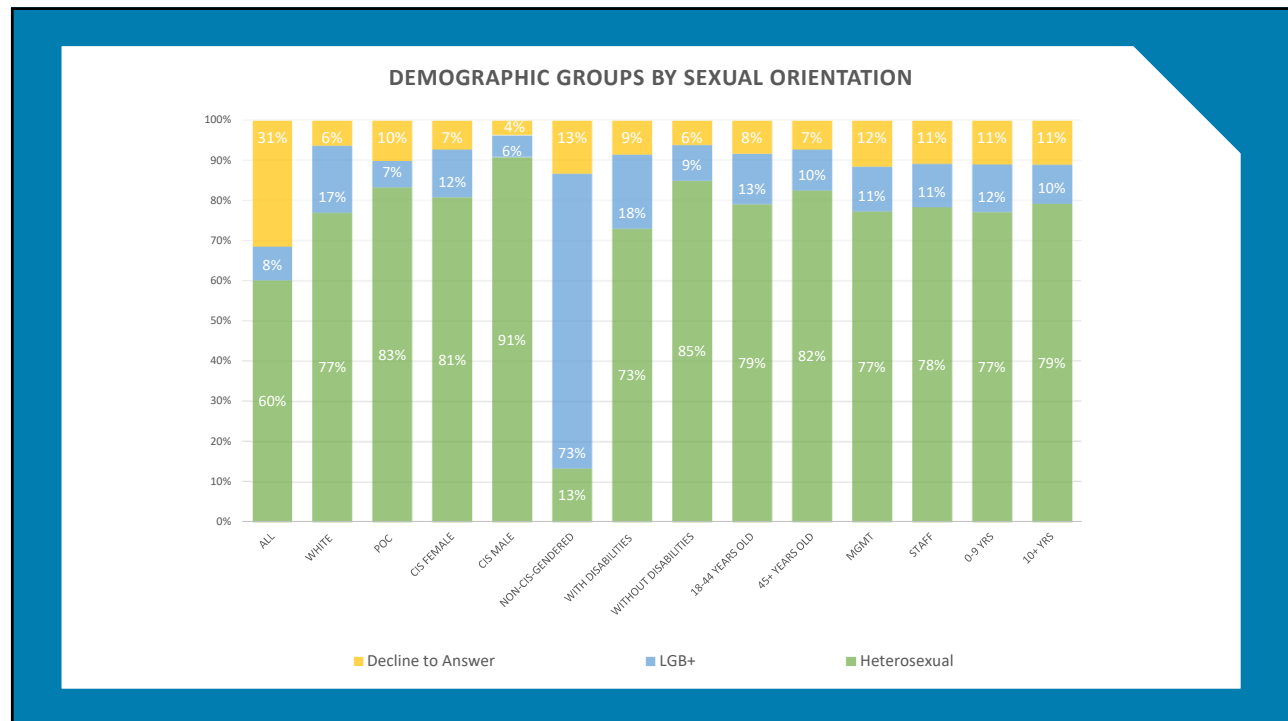
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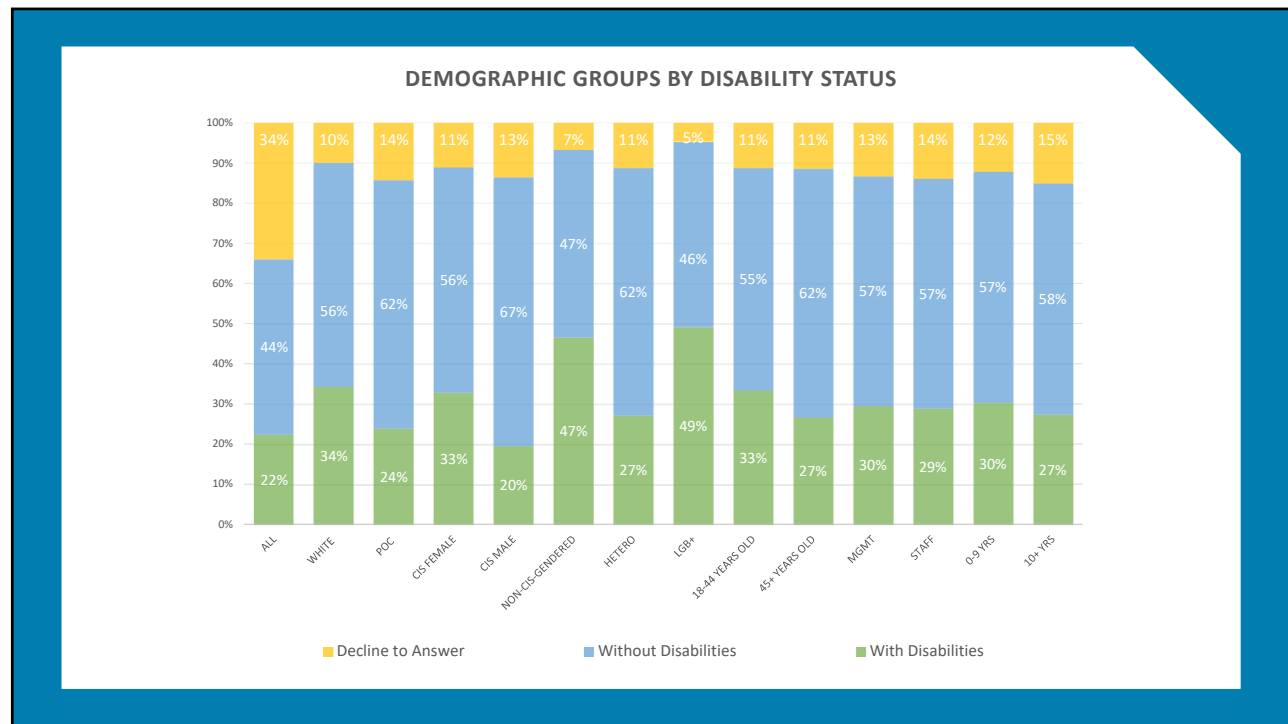
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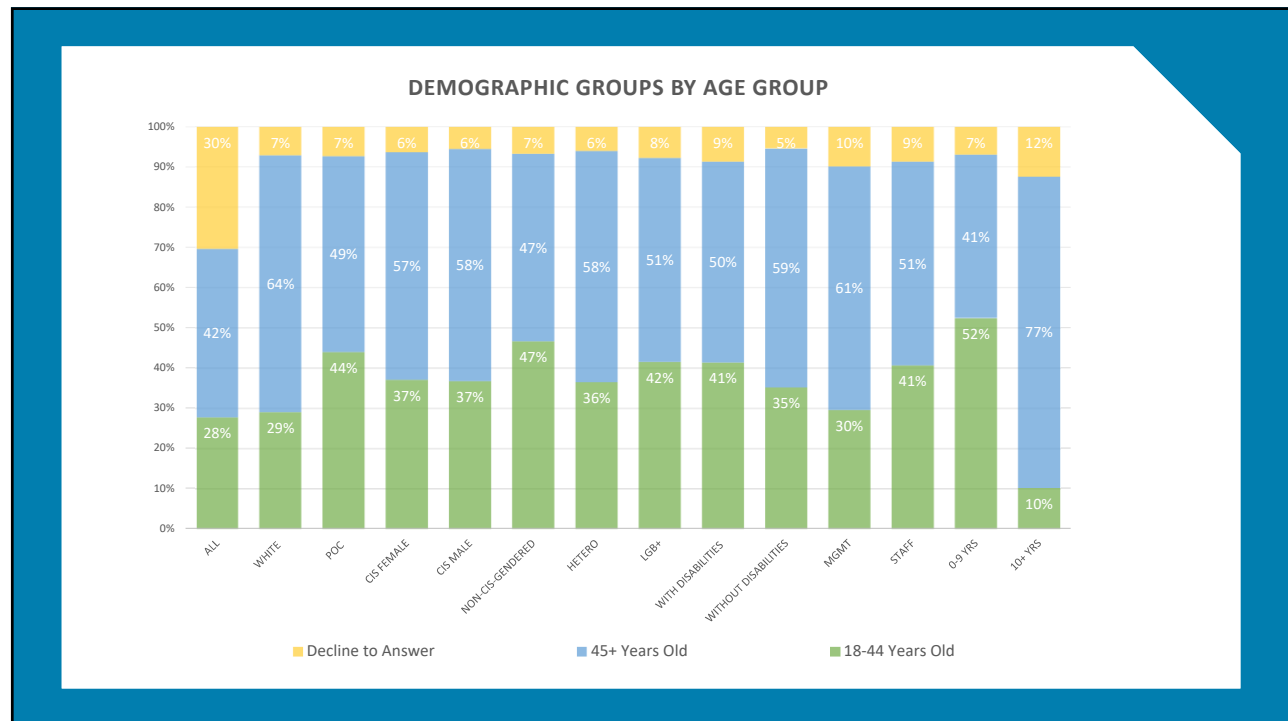
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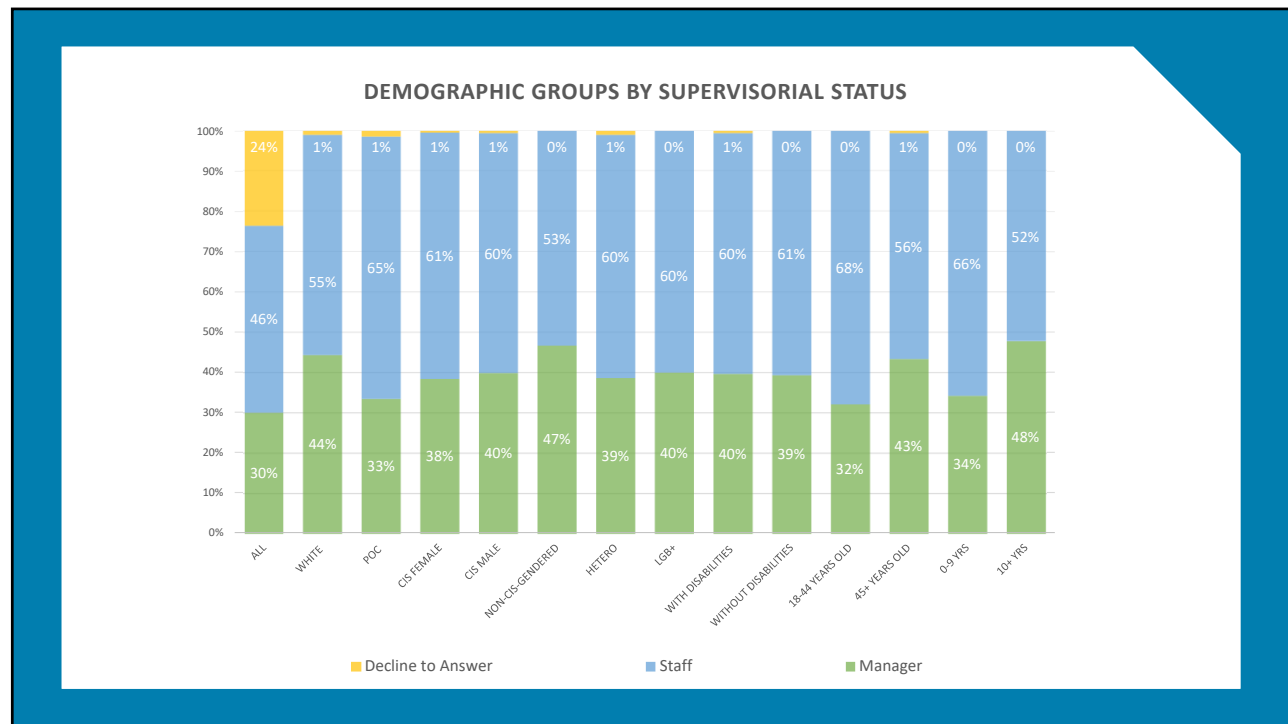
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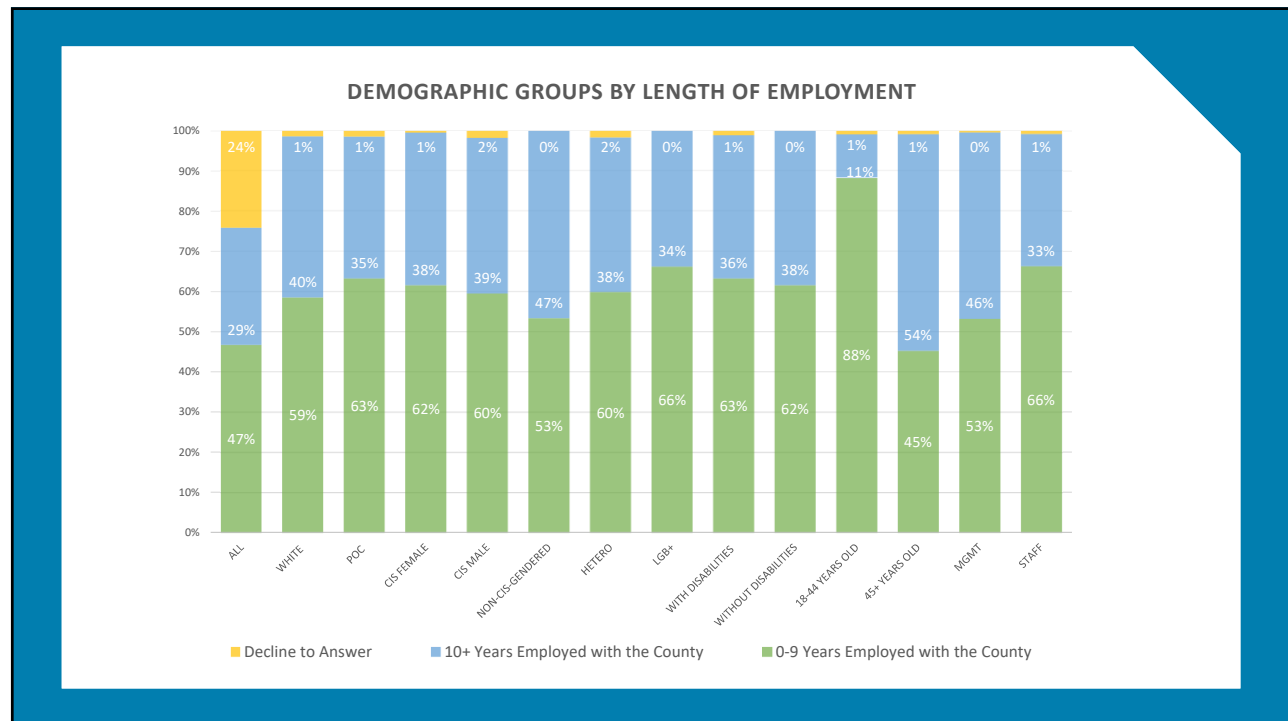
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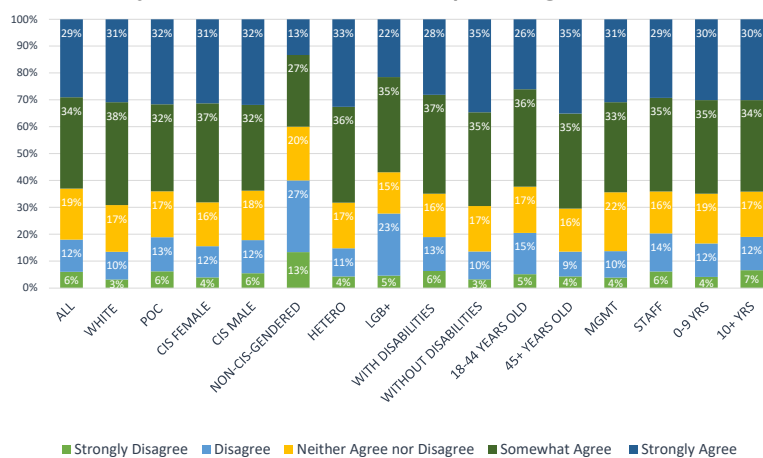
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Survey Results

By Question

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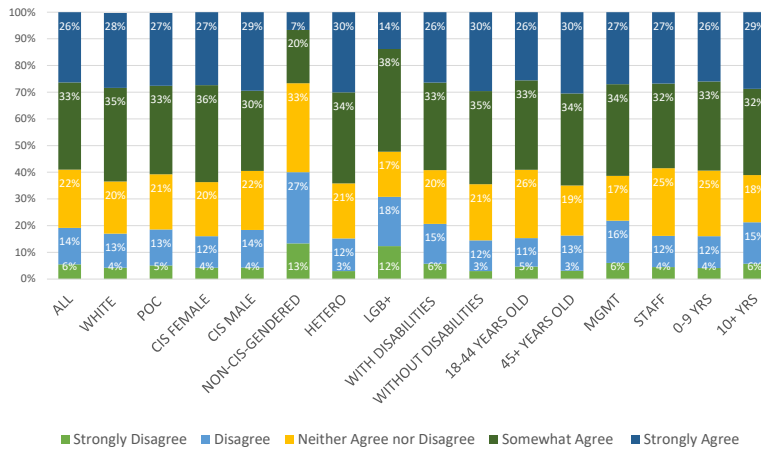
Question 1: The County encourages diversity in its employment practices (hiring, promotion, transfer).



Diversity is defined here as a range of human differences encompassing age, race, ethnicity, gender, gender identity, socio-economic status, religion, sexual orientation, and other characteristics that make individuals unique.

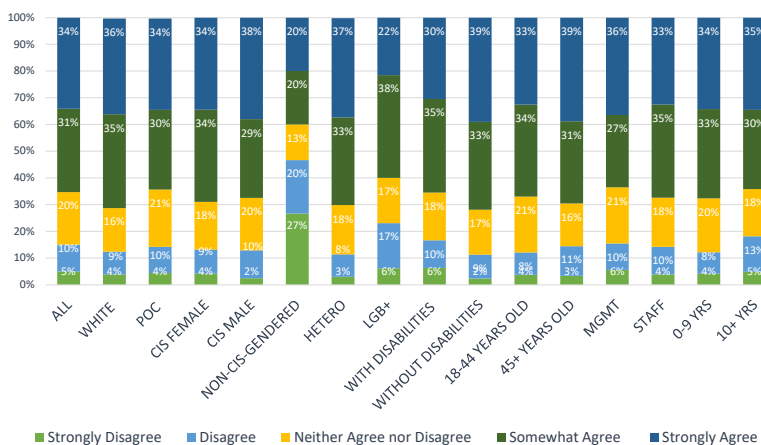
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Question 2: The County encourages equity in service delivery.



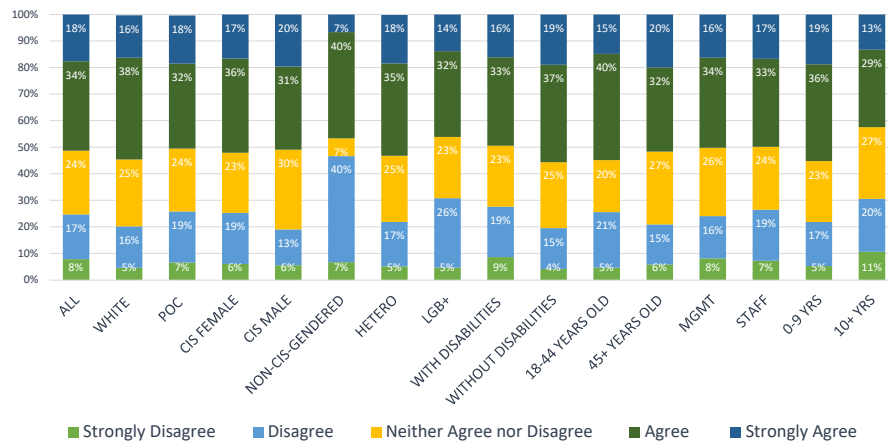
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Question 3: The County encourages inclusion of employees regardless of race, gender, age, disability, ethnicity, gender identity, sexual orientation, religion, or other differences.



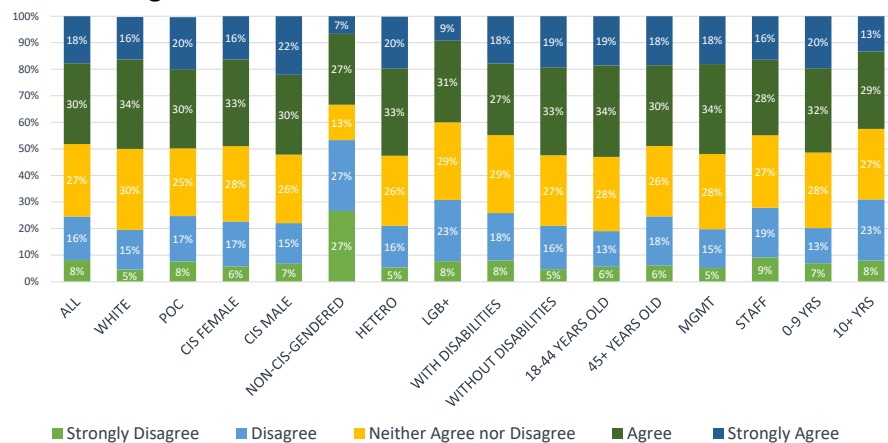
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Question 4: The County fosters a work environment that encourages employees to be themselves at work without fear.



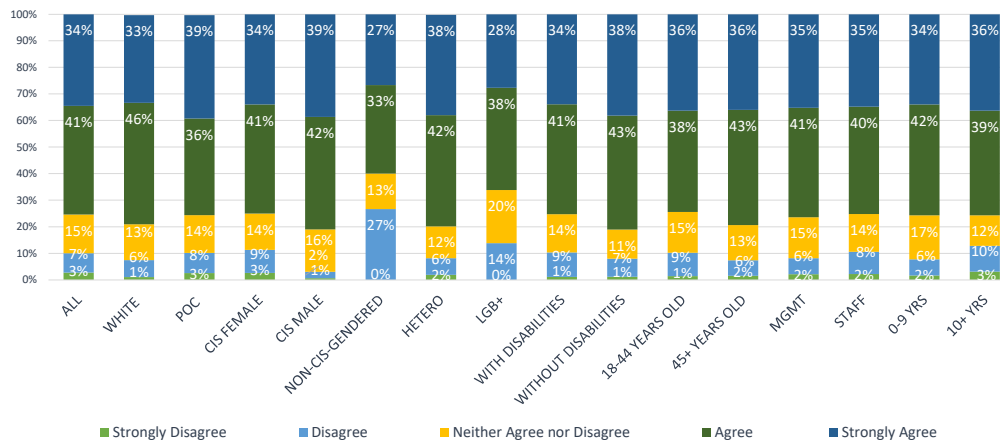
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Question 5: Everyone at the County is treated fairly regardless of race, gender, age, disability, ethnicity, gender identity, sexual orientation, religion, or other differences.



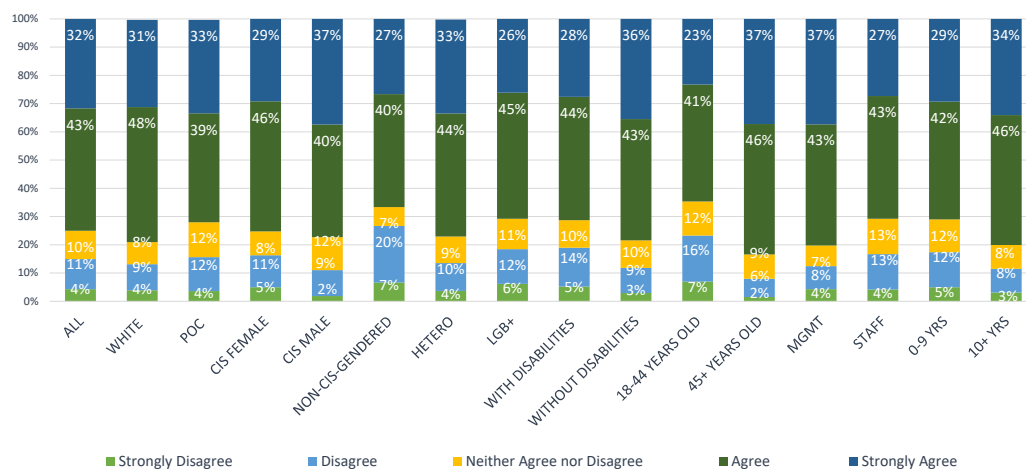
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Question 6: The County does not tolerate jokes or slurs based on race, ethnicity, religion, age, disability, gender, gender identity, or any other protected characteristic.



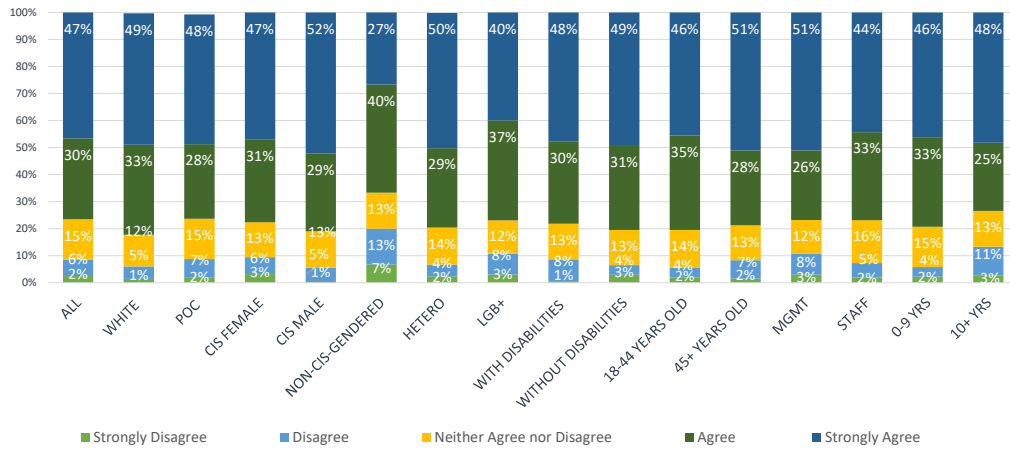
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Question 7: If I had a concern about harassment or discrimination I know where and how to report that concern.



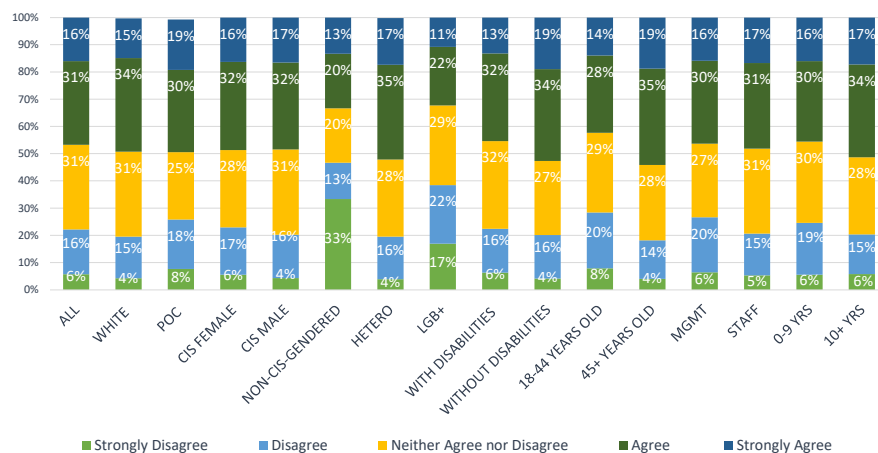
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Question 8: My supervisor demonstrates commitment to and support of diversity, equity, and inclusion.



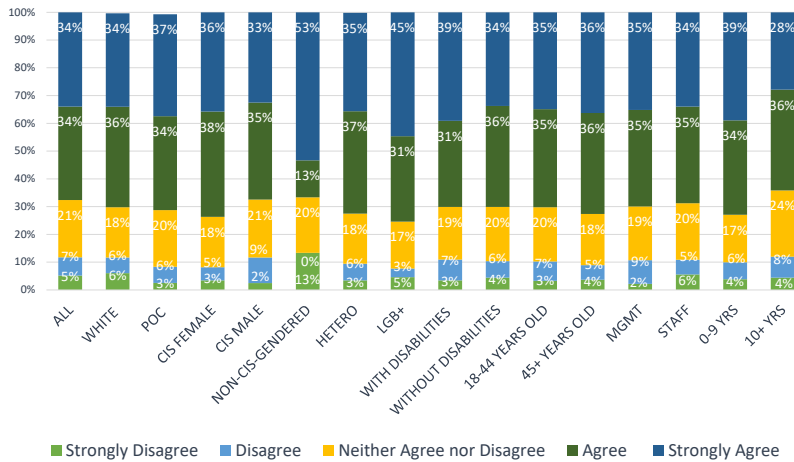
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Question 9: The County does a good job providing training programs that promote diversity, equity, and inclusion.



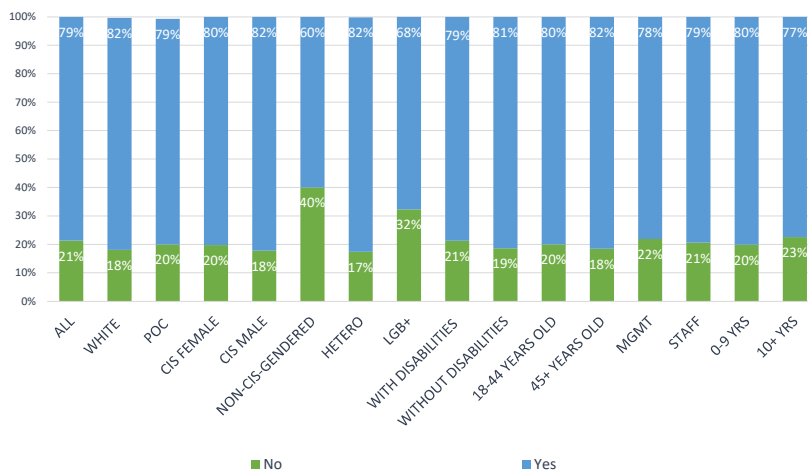
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Question 10: I am interested in participating in training programs that promote the understanding and mitigation of unconscious bias.



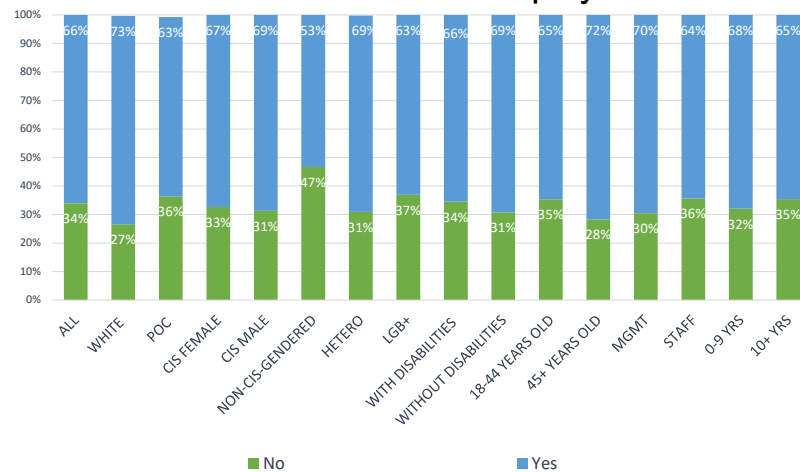
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Question 11: My supervisor creates an environment where I can voice a contrary opinion without fear of negative consequences.



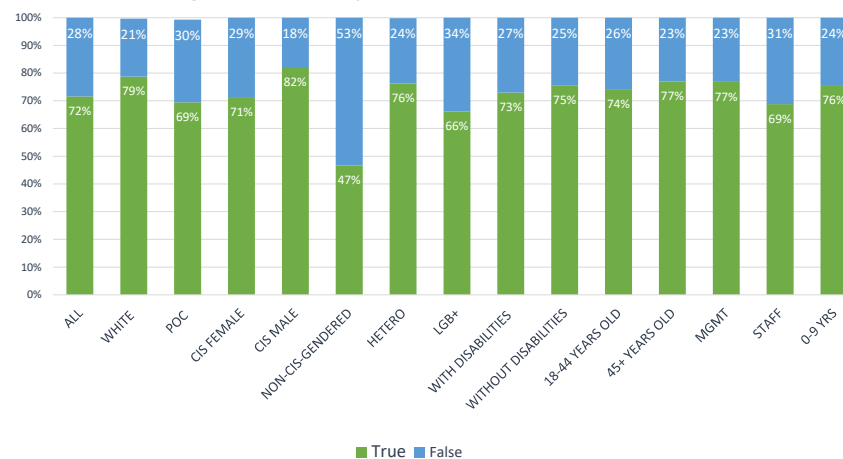
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Question 12: My leadership team provides space for the team to discuss issues of racial equity.



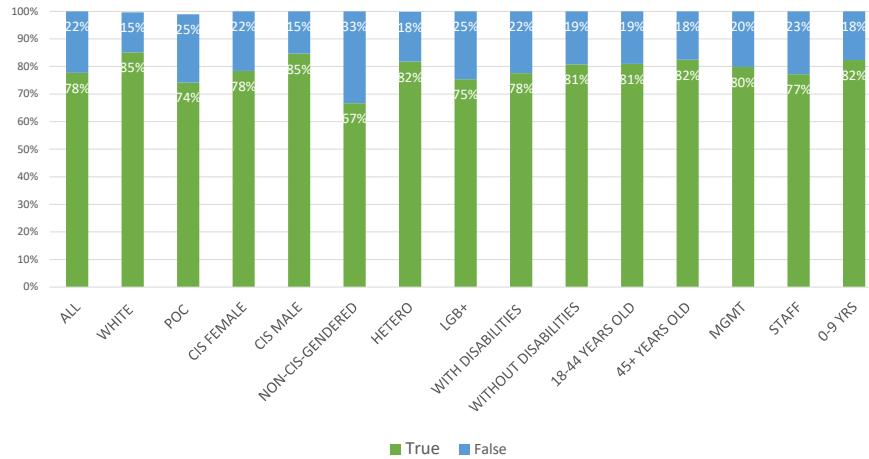
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Question 13: Perspectives like mine are considered in decision-making within my division or work unit.



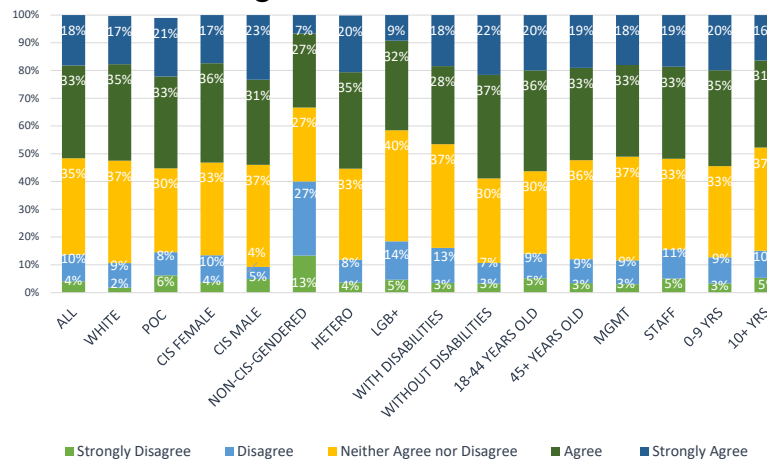
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Question 14: My ideas are encouraged and acknowledged in my division or work unit.



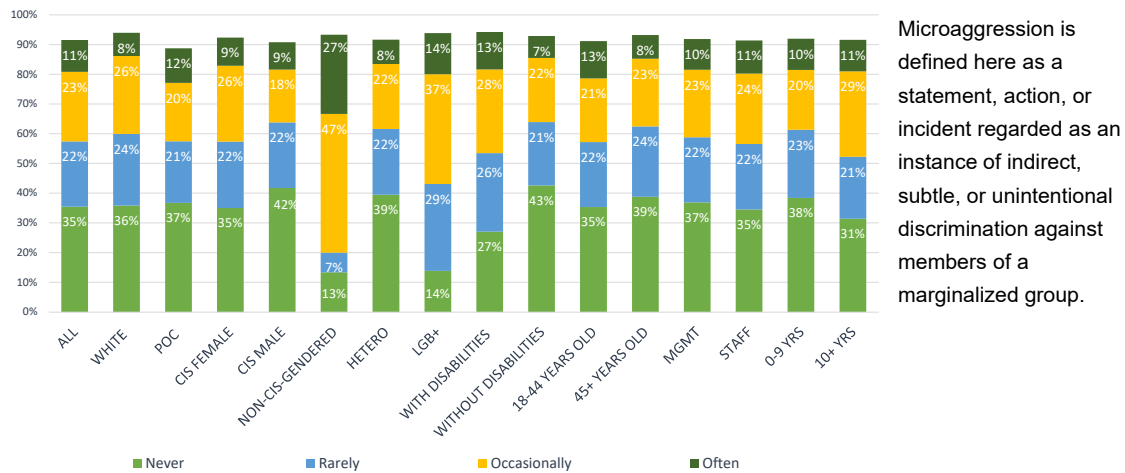
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Question 15: The County creates a safe space for employees to share information about their backgrounds and cultural experiences with colleagues.



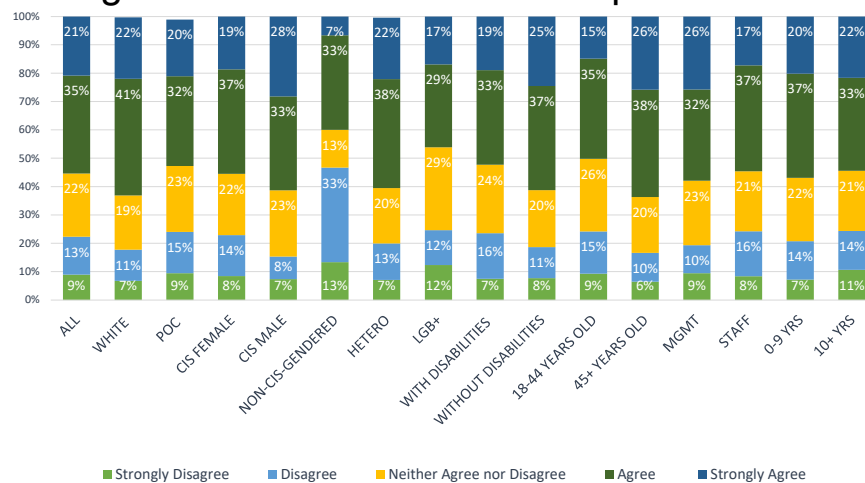
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Question 16: Have you experienced instances of microaggression toward you in the work environment?



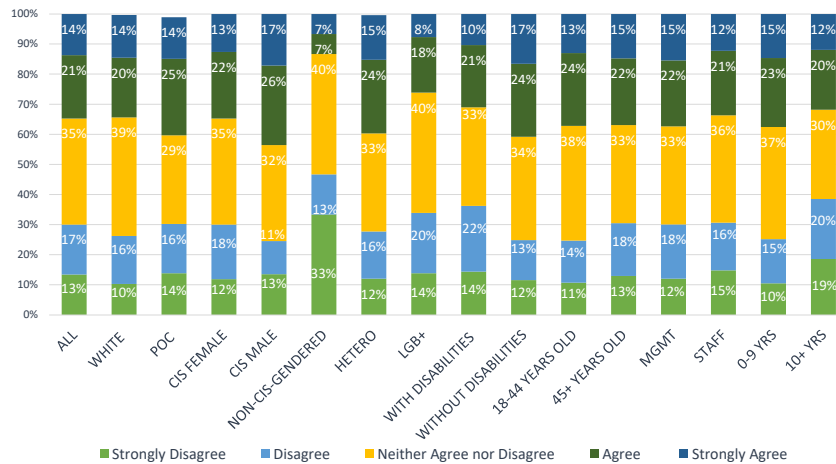
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Question 17: I feel empowered to question or challenge something that feels unfair in the workplace.



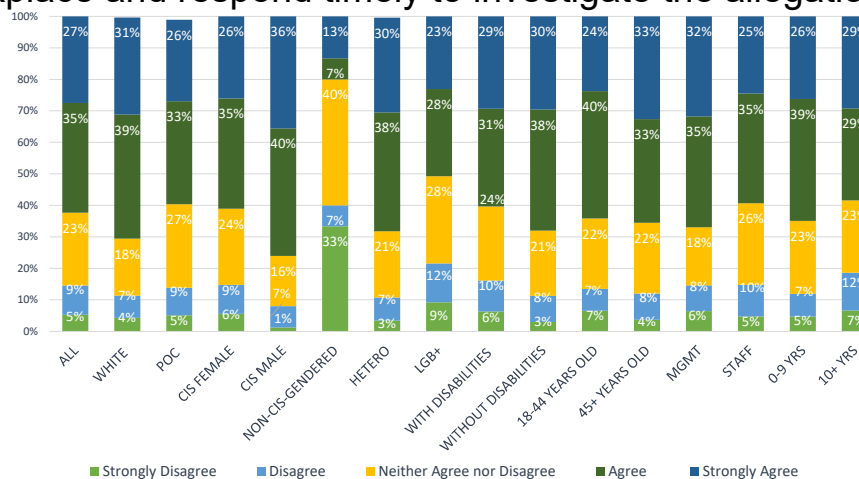
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Question 18: The internal promotion process at the County is fair for all applicants, regardless of race, gender, age, disability, ethnicity, gender identity, sexual orientation, religion, or other differences.



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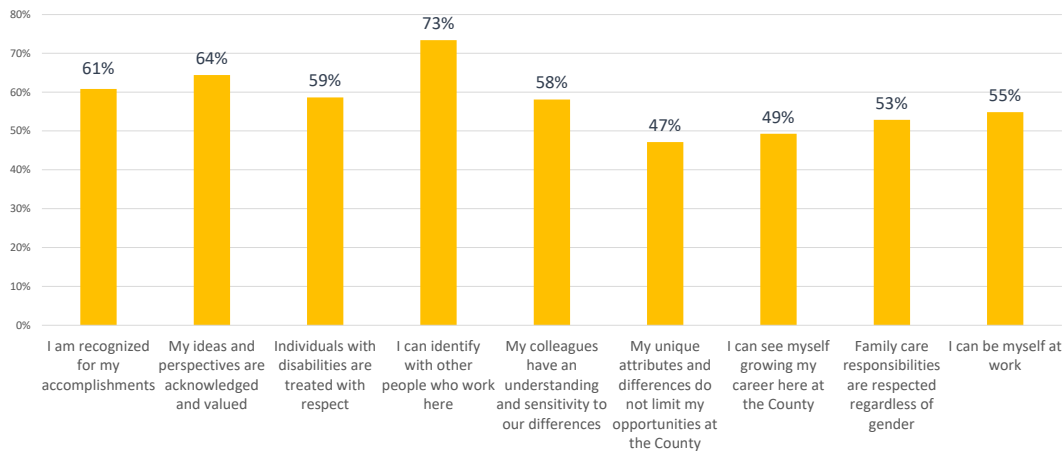
Question 19: I believe the County will take seriously any alleged incidents of discrimination or harassment in the workplace and respond timely to investigate the allegations.



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Question 20: All Statements

Percentage of All Respondants to This Question Who Selected Each Statement



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Significant Take-Aways:

- The overall survey response of 28% was good, however, a closer look at respondent demographics indicated a low turnout among staff in underrepresented groups. The hope is that by routinely administering the DEI survey previously reluctant staff will gain confidence not only in the confidentiality of the survey, but in its potential to make a difference.
- Creative solutions are needed to encourage increased participation from staff in underrepresented groups to better identify disparities
- While several suggested areas for improvement were identified, there was also substantial positive feedback indicating staff satisfaction with present levels of diversity, equity and inclusion efforts.
- Participants provided a wealth of creative opportunities for improvement in their comments

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Opportunities for Improvement:

Service Delivery Equity:

- Prioritize the allocation of services, resources, and access to those resources for South County residents
- Ensure that all or most written material about programs and services is available timely in Spanish as well as English

Communication:

- Provide training for staff on effectively voicing a contrary opinion;
- Train management on proactively soliciting, acknowledging, appropriately receiving and responding to feedback from diverse frontline staff
- Provide follow-up to staff who have made suggestions, letting them know what, if anything, was done with their feedback (e.g., who did they share it with, how was it received, what was the outcome, what barriers contributed to its not being implemented if that was the outcome, etc.)
- Proactively solicit the perspectives of front-line staff early in the decision-making process so those perspectives can be considered during the process rather than after.
- Prioritize/promote/evaluate communication skills for managers and supervisors that create a culture welcoming of diverse perspectives

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Opportunities for Improvement (cont'd):

Providing Space for DEI Conversations:

- Establish a centralized office to promote DEI as a priority for all departments and a DEI Officer to lead efforts
- Establish a DEI Council or Commission to address and actively foster a workplace culture that is safe for such conversations
- Establish County-wide affinity groups for marginalized staff to connect staff from different departments
- Proactively promote DEI in the workplace rather than passively responding to issues as they arise
- Prioritize space specifically for facilitated equity discussions with staff
- Encourage “belonging” as well as diversity, equity and inclusion
- Provide training on aspects of DEI such as implicit bias, systemic discrimination, and identifying and addressing microaggressions
- Provide in-person trainings from community partner organizations and professional facilitators on DEI topics (Non-violent communications, Luna Jimenez Institute for Social Transformation, The Untraining, somatic and constructivist anti-racism training, Diversity Center, women’s organizations, disability inclusion, neurodiversity training, ally training, structural/historical racism, etc.)

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Opportunities for Improvement (cont'd):

Promotional Process:

- Establish third-party oversight to evaluate hiring and internal promotional process data
- Update employment tests and job specifications to include modern criteria, technology and systems
- Prioritize experience over education in position descriptions
- Provide detailed training on the internal promotion process and career paths for various positions
- Ensure appropriate diversity in hiring panels
- Provide targeted training on management skills to non-managers and actively mentor them for promotion to management roles
- Address internal policies which limit advancement opportunities by disallowing employees to complete any training beyond mandated training due to staffing issues

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Opportunities for Improvement (cont'd):

Discrimination/Harassment Reporting:

- Better communicate the harassment or discrimination reporting process and provide additional training to staff including County deadlines for reporting and timely response times, definitions, etc.
- Streamline the investigation process to ensure more timely response
- Bring in third-party involvement when there is a potential conflict of interest
- Ensure that the process prioritizes protecting staff from discrimination and harassment over protecting the County from liability
- Enhance the integrity of the investigation process by providing an appeals panel when findings are challenged.

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Next Steps:

- Collaborate with the CAO's office for more in-depth data analysis
- Prepare a report on the key findings
- Share the presentation with EEO Commissions who offered feedback
- Share the report and/or presentation with the Board of Supervisors
- Post report and/or presentation on the internal Equal Employment Opportunity website and share with staff
- Consider opportunities for improvement and develop an implementation plan as appropriate
- Monitor implementation and share outcomes
- Determine future DEI survey process and frequency

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Questions?

Thank You

Personnel
Department



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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

SANTA CRUZ COUNTY EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S FINDINGS PURSUANT TO ASSEMBLY BILL 361 AUTHORIZING TELECONFERENCE MEETINGS AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY AND HEALTH OFFICER RECOMMENDATION FOR SOCIAL DISTANCING

WHEREAS, The Santa Cruz County Equal Employment Opportunity Commission is a legislative body under the Brown Act as defined under Cal. Gov. Code section 54952(b) and Santa Cruz County Code Section 2.38.110; and

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 ("AB 361"), urgency legislation effective immediately, that amended Government Code section 54953 to permit legislative bodies subject to the Brown Act to continue to meet under modified teleconferencing rules provided that they comply with specific requirements set forth in the statute; and,

WHEREAS, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(1)(A), a legislative body may meet under the modified teleconferencing rules during a proclaimed state of emergency, and where local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic, and which remains in effect; and

WHEREAS, on September 30, 2021, Santa Cruz County Public Health Officer Dr. Gail Newel strongly recommended that legislative bodies in Santa Cruz County continue to engage in physical/social distancing by meeting via teleconference as allowed by AB 361 and confirmed that she will regularly review and reconsider this recommendation and notify the public when it is no longer recommended; and

WHEREAS, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(3), within 30 days of the date the legislative body first holding a teleconferenced meeting under the modified rules, and every 30 days thereafter, a legislative body can continue to hold such teleconference meetings provided it has reconsidered the circumstances of the state of emergency and determined either that the state of emergency continues to directly impact the ability of the members to meet safely in person or that local officials continue to recommend measures to promote social distancing; and

WHEREAS, on January 18, 2023, The Santa Cruz County Equal Employment Opportunity Commission held a teleconference meeting under AB 361; and

WHEREAS, this Santa Cruz County Equal Employment Opportunity Commission has reconsidered the circumstances of the current state of emergency and finds that the COVID-19 pandemic continues to directly impact the ability of members of the public to participate safely in person and further finds that the Santa Cruz County Public Health Officer continues to recommend measures to promote social distancing; and

WHEREAS, in the interest of public health and safety, and due to the emergency caused by the spread of COVID-19, the Santa Cruz County Equal Employment Opportunity Commission deems it necessary to utilize the modified teleconferencing rules set forth in AB 361;

NOW, THEREFORE, the Santa Cruz County Equal Employment Opportunity Commission makes the following findings by a majority vote:

Section 1. The foregoing recitals are true and correct, and adopted as findings of the Santa Cruz County Equal Employment Opportunity Commission.

Section 2. Effective immediately, and for the next 30 days, the Santa Cruz County Equal Employment Opportunity Commission will meet via teleconference as authorized under AB 361 and Government Code section 54953(e)(3).

Section 3. No later than thirty (30) days from making today's findings, or at the next scheduled meeting, the Commission will reconsider the circumstances of the COVID-19 state of emergency and, if necessary, adopt subsequent findings to continue holding teleconference meetings in accordance with Government Code section 54953(e)(3).

PASSED AND ADOPTED by the Santa Cruz County Equal Employment Opportunity Commission in Santa Cruz, State of California, this 18th day of January, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Carol Turley
Santa Cruz County Equal Employment Opportunity Commission

ATTEST:

Department Staff

Approved as to Form:

Office of the County Counsel



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

AJITA PATEL, PERSONNEL DIRECTOR
701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 95060-4073
(831) 454-2600 FAX: (831) 454-2411 TTY/TDD: 711

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 (unless held remotely)**
Fifth Floor, Board of Supervisors Chambers
701 Ocean Street, Santa Cruz, CA 95060

2023 MEETING DATES		
DATE	TIME	LOCATION
January 18, 2023	5:30 PM	Remote
April 19, 2023	5:30 PM	TBD
July 19, 2023	5:30 PM	TBD
October 18, 2023	5:30 PM	TBD

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

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. Meetings are held remotely or in 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 agendas and meeting materials in an alternative format. As a courtesy to those affected, please attend in-person meetings smoke and scent free.

COUNTY OF SANTA CRUZ
SANTA CRUZ COUNTY GOVERNMENT
WORKFORCE COMPOSITION AND UTILIZATION ANALYSIS
DEC 31, 2022

EEOC CATEGORY	TOT EMP	TOT MALE	TOT FEMALE	CBSA* MALE	CBSA* FEM	WHT TOT	CBSA* WHT	BLK TOT	CBSA* BLK	HISP TOT	CBSA* HISP	ASN TOT	CBSA* ASN	AIAN TOT	CBSA* AIAN	NHPI TOT	CBSA* NHPI	BAL** TOT	CBSA* BAL**	POC TOT^	CBSA* POC TOT^
ELECTED	9	7	2	7	2	9	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFICIAL		78%	22%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
OFFICIAL	70	26	44	-13	13	41	-13	2	1	17	6	7	4	1	1	0	0	2	0	29	13
ADMINS		37%	63%	56%	44%	59%	77%	3%	1%	24%	15%	10%	4%	1%	0%	0%	0%	3%	3%	41%	23%
PROF	930	350	580	-78	78	558	-167	20	11	263	151	56	0	5	5	2	2	26	-2	372	167
		38%	62%	46%	54%	60%	78%	2%	1%	28%	12%	6%	6%	1%	0%	0%	0%	3%	3%	40%	22%
TECH	361	116	245	-72	72	155	-29	5	1	166	18	17	3	6	6	2	2	10	-1	206	29
		32%	68%	52%	48%	43%	51%	1%	1%	46%	41%	5%	4%	2%	0%	1%	0%	3%	3%	57%	49%
PROT	320	220	100	-49	49	141	-61	12	6	149	66	10	4	3	3	0	0	5	-14	179	61
SERV		69%	31%	84%	16%	44%	63%	4%	2%	47%	26%	3%	2%	1%	0%	0%	0%	2%	6%	56%	37%
PARA-	1	0	1	0	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1
PROF		0%	100%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%
ADMIN	432	57	375	-116	116	123	-141	4	0	291	166	8	-14	1	1	0	0	5	-12	309	141
SUPP		13%	87%	40%	60%	28%	61%	1%	1%	67%	29%	2%	5%	0%	0%	0%	0%	1%	4%	72%	39%
SK CRAFT	94	90	4	3	-3	42	-11	2	2	44	6	3	1	1	1	2	2	0	-1	52	11
WORKERS		96%	4%	93%	7%	45%	56%	2%	0%	47%	40%	3%	2%	1%	0%	2%	0%	0%	1%	55%	44%
SVC &	125	99	26	28	-28	50	2	1	0	66	-3	3	-2	1	1	0	0	4	1	75	-3
MAINT		79%	21%	57%	43%	40%	38%	1%	1%	53%	55%	2%	4%	1%	0%	0%	0%	3%	2%	60%	62%
TOTAL**	2342	965	1377	-300	300	1119	-403	46	23	997	411	104	-13	18	18	6	6	52	-18	1223	403
		41%	59%	54%	46%	48%	65%	2%	1%	43%	25%	4%	5%	1%	0%	0%	0%	2%	3%	52%	35%

* Core-Based Statistical Area (CBSA) percentage data populated by the ACS 2014-2018 EEO-ALL06R Report - associated employee count represents the number of employees that would represent that percentage of the total current employee count for that job classification. Numbers above the percentages represent the difference between the actual number of staff members and the expected number of staff members representative of the CBSA percentage, with negative numbers reflecting under-utilization, positive numbers reflecting over-utilization and zero reflecting proportionate utilization.

**Balance (BAL) represents the balance of not Hispanic or Latino individuals who do not fit into any other categories; and two or more races.

^POC represents "People of Color"