



# 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, January 17, 2024**  
Time: **5:30 PM**  
Location: **County of Santa Cruz Board Chambers  
5<sup>th</sup> 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 17, 2024, 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  
5<sup>th</sup> Floor, 701 Ocean Street, Santa Cruz, CA 95060  
January 17, 2024, 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 2023 Meeting Minutes
  - B. EEOC Bylaws Review
- V. Reports:
  - A. Staff Report
    - a. Workforce Statistics December 31, 2023
    - b. Administrative Review Update
    - c. Data & Equity Group Update
    - d. Current/Pending Recruitments
    - e. EEO/ADA Update
    - f. EEO/CC Plan Implementation Status
    - g. Diversity, Equity & Inclusion Survey Results/Action Items - Status
  - B. Commissioners' Reports
- VII. Announcements
- VIII. Adjournment

Next Meeting will be held on April 17, 2024 at 5:30 PM in Santa Cruz



# COUNTY OF SANTA CRUZ

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## 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

### EEO COMMISSION MEETING MINUTES

July 19, 2023, 5:30 p.m.

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

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**I. Roll Call** – Quorum present. Meeting called to order at 5:32 p.m. by Chair Turley.

**II. Agenda Review**

**III. Public comment** - None

**IV. Business/Action Items**

A. Administration of Oaths of Office completed for EEO Commission members present.

B. Approve January 2023 Minutes

Motion/Second: Garcia/Edwards

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

**Motion passed.**

C. Election of Officers

**Motion to re-elect Turley as Chair**

Motion/Second: Edwards/Garcia

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

**Motion passed.**

**Motion to elect Garcia as Vice Chair**

Motion/Second: Edwards/Pais

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

**Motion passed.**

- D. Consider holding October 2023 meeting in South County.  
 Motion to approve holding the October EEO Commission Meeting in an accessible South County Location to be determined by staff; starting at 6:00 p.m.  
 Motion/Second: Flynn/Harker  
**Motion passed unanimously.**
- E. Consider guest speaker for October 2023 or January 2024 meeting.  
 Motion to invite a member of the County’s Commission on Disabilities to speak at the October 2023 meeting regarding Disability Employment Awareness Month.  
 Motion/Second: Pais/Harker  
**Motion passed unanimously.**
- F. Correspondence  
 Commission reviewed letter from Supervisor Friend dated February 14, 2023 acknowledging receipt of the EEO Commission’s 2021-2022 Biennial Report.

**V. Reports**

**A. Staff Report**

- a. Baurmeister reported on the County Workforce Statistics as of June 30, 2023:  
 59% women (13% over market availability)  
 53% people of color (18% over market availability)  
 Current workforce: 2,359; Same time previous year, 2,267
- b. Administrative Review
  - i. Underutilization of Women:
    - 1. Information Services -18% (last quarter -20%)
    - 2. Public Works -22% (last quarter -22%)
    - 3. Sheriff’s Office -12% (Last quarter -12%)  
 (General Services Department on “watch list” with -12% underutilization)
  - ii. Underutilization of People of Color
    - 1. Planning -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 support current and upcoming 2023-2025 operational strategic goals with an equity focus.
- 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 two quarters.
- f. EEO/Cultural Competence Plan Follow Up  
 Over the next year, the EEO Officer will meet with each department’s leadership and CAO departmental analyst to review EEO/CC Plan commitments and progress toward implementation.

**VI. Chair and Commissioners Reports:**

Dees shared information about an event held in February 2023, Bending the Arc of Justice: Reimagining the Criminal System, hosted by Santa Cruz Black and the Santa Cruz County Office of the Public Defender; featuring speaker Keeda Haynes, author and criminal justice reform advocate.

Flynn shared information about CARES-Justice (Circle on Anti-Racism and Social Justice). Started by former Supervisor John Leopold, this group of community leaders of color was instrumental in supporting the Board's Declaration of Racism as a Public Health Crisis in August 2020.

Flynn reported that the County Equity Framework project is underway supported by the CAO Office with input from work groups of community members and staff focus groups to develop a common definition of what equity means for the County. An Equity Framework presentation is being prepared for the September 12, 2023 Board meeting.

**VII. Announcements:** Turley encouraged each EEO Commissioner to meet with their appointing Supervisor periodically to keep them informed of Commission activities.

**VIII. Adjournment**

Meeting adjourned at 7:10 p.m.

Submitted by Mitsuno Baurmeister, EEO Officer

## BY - LAWS

### SANTA CRUZ COUNTY EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

#### I. MEETINGS

- A. Regular meetings of the Commission shall be held the third Wednesday of each quarter of the calendar year - January, April, July and October, convening at 5:30 p.m. All meetings shall be held in the County Governmental Center in North County unless otherwise noticed. At least one meeting per year shall be held in an accessible facility in South County.
- B. No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religion, creed, color, national origin, ancestry, sex, gender, medical condition (cancer related or genetic characteristic), marital status, sexual orientation, age (over 18), pregnancy, veteran status or disability.
- C. Special meetings may be called by the Chairperson, or by a majority vote of the Commission during any regular or special meeting.
- D. The public shall be notified in advance of the time and place of regular and special meetings.
- E. At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, and to the news media and to each other person who has submitted a written request to the Commission for notification of meeting, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

- F. The following items shall be mailed to each Commission member at least seventy-two (72) hours prior to each regular meeting:
  - 1. Any written material to be discussed at the meeting.
  - 2. Minutes of the last meeting.
- G. At least seventy-two (72) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member and to the news media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least seventy-two (72) hours prior to the special meeting at a location that is accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.
- H. A person shall not be required to register his or her name or fulfill any other obligation as a condition to attend any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes (Government Code Section 54953.3).
- I. The meetings will be conducted in accordance with Robert's Rules of Order Revised. A majority of the Commission may vote to suspend the rules at any time.
- J. Three consecutive unexcused absences by a Commissioner will be considered as a resignation.

## II. VOTING

- A. A majority of the voting members shall constitute a quorum.
- B. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.110.A, which requires compliance with the Brown Act.

## III. OFFICERS

- A. The officers of the Commission are the Chairperson and the Vice-Chairperson.
- B. The duties of the Chairperson are to preside over meetings, prepare agendas, represent the Commission, and be responsible for Commission communications.

The Vice-Chairperson shall assume these same duties in the absence of the Chairperson.

- C. The term of office for the officers of the Commission will be one (1) year with elections held during the April meeting.

#### IV. AGENDAS

- A. Items that are to be printed on the agenda shall be mailed or submitted in person to the Equal Employment Opportunity Officer by noon on Wednesday of the week prior to the meeting.
- B. Public participation in Commission meetings shall be allowed as follows:
  - 1. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
  - 2. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission at the beginning of each regular meeting agenda.
  - 3. The Chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.
- C. The agenda will provide for opportunity for accommodation for individuals with special needs to participate in the regular or special meetings.

#### V. STANDING SUBCOMMITTEES

- A. Standing Subcommittees may be established by a majority vote of the Commission and approval of the Board of Supervisors.
- B. There will be established a standing committee for Equal Employment Opportunity Plan Review and Internal Affairs Review.
- C. Standing subcommittee members shall be appointed from members of the Commission, as needed, by the Chairperson with the majority approval of the Commission.



- D. The composition of such standing subcommittees shall whenever feasible reflect gender and ethnic diversity.
- E. Standing subcommittee activities will provide for development of recommendations to the Equal Employment Opportunity Commission for implementation of projects. Approval by the Commission is required to implement projects developed through the subcommittee process.
- F. The Chairperson, with the majority approval of Commission, shall terminate the standing subcommittee when its function is no longer necessary with approval of the Board.
- G. All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these By-Laws, except for the subcommittees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

#### VI. APPROVAL OF BY-LAWS

These By-Laws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.A.

#### VII. AMENDMENTS TO BY-LAWS

Amendments to these By-Laws may be recommended to the Board of Supervisors by a majority vote of the Commission.

DATE ADOPTED BY COMMISSION: May 19, 1976

DATE AMENDMENTS ADOPTED BY COMMISSION: June 15, 1993, April 20, 1994, October 17, 2007

DATE AMENDMENTS APPROVED BY BOARD OF SUPERVISORS: November 28, 1994, November 20, 2007

COUNTY OF SANTA CRUZ  
 SANTA CRUZ COUNTY GOVERNMENT  
 WORKFORCE COMPOSITION AND UTILIZATION ANALYSIS  
 DEC 31, 2023

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	10	7	3	7	3	7	7	1	1	2	2	0	0	0	0	0	0	0	0	3	3
OFFICIAL		70%	30%	0%	0%	70%	0%	10%	0%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	30%	0%
OFFICIAL	77	26	51	-17	17	48	-11	3	2	16	4	6	3	1	1	0	0	3	1	29	11
ADMINS		34%	66%	56%	44%	62%	77%	4%	1%	21%	15%	8%	4%	1%	0%	0%	0%	4%	3%	38%	23%
PROF	975	351	624	-98	97	567	-194	16	6	290	173	65	6	7	7	2	2	28	-1	408	193
		36%	64%	46%	54%	58%	78%	2%	1%	30%	12%	7%	6%	1%	0%	0%	0%	3%	3%	42%	22%
TECH	388	119	269	-83	83	164	-34	8	4	179	20	19	3	4	4	2	2	12	0	224	34
		31%	69%	52%	48%	42%	51%	2%	1%	46%	41%	5%	4%	1%	0%	1%	0%	3%	3%	58%	49%
PROT	312	222	90	-40	40	127	-70	9	3	158	77	8	2	3	3	0	0	7	-12	185	70
SERV		71%	29%	84%	16%	41%	63%	3%	2%	51%	26%	3%	2%	1%	0%	0%	0%	2%	6%	59%	37%
PARA-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROF		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ADMIN	454	53	401	-129	129	114	-163	4	-1	316	184	11	-12	1	1	0	0	8	-10	340	163
SUPP		12%	88%	40%	60%	25%	61%	1%	1%	70%	29%	2%	5%	0%	0%	0%	0%	2%	4%	75%	39%
SK CRAFT	107	103	4	3	-3	50	-10	2	2	48	5	3	1	2	2	1	1	1	0	57	10
WORKERS		96%	4%	93%	7%	47%	56%	2%	0%	45%	40%	3%	2%	2%	0%	1%	0%	1%	1%	53%	44%
SVC &	131	99	32	24	-24	42	-8	0	-1	83	11	4	-1	0	0	0	0	2	-1	89	8
MAINT		76%	24%	57%	43%	32%	38%	0%	1%	63%	55%	3%	4%	0%	0%	0%	0%	2%	2%	68%	62%
TOTAL**	2454	980	1474	-345	345	1119	-476	43	18	1092	478	116	-7	18	18	5	5	61	-13	1335	476
		40%	60%	54%	46%	46%	65%	2%	1%	44%	25%	5%	5%	1%	0%	0%	0%	2%	3%	54%	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"



Adopted 12/12/2023  
Board of Supervisors  
DOC-2023-980 20.a

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. 230-2023

On the motion of Supervisor Cummings  
Duly seconded by Supervisor Hernandez

The following resolution is adopted:

**RESOLUTION ESTABLISHING STIPEND AMOUNT FOR COMMISSIONERS  
SERVING ON COUNTY COMMISSIONS, COMMITTEES, AND BOARDS**

WHEREAS, on October 17, 2023, the Board of Supervisors received a detailed report and presentation on the work of the “A Santa Cruz County Like Me” project addressing representational government and recommendations from the associated advisory committee to achieve diverse and inclusive County commissions, committees, and boards; and

WHEREAS, as a result of the work developed by the associated advisory committee, the Board of Supervisors has adopted changes to Santa Cruz County Code Chapter 2.38 that call for the Board of Supervisors to approve the payment of stipends for those individuals serving on County commissions, committees, and boards; and

WHEREAS, the Board of Supervisors has determined that it is appropriate to pay a stipend of \$75.00 per meeting attended to individuals serving on County commissions, committees, and boards, unless individuals specifically opt out of receiving such stipends; and

WHEREAS, this stipend shall not be paid to County employees or employees of other public agencies who serve on County commissions, committees, and boards as part of their official duties;

NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that, beginning January 1, 2024, individuals serving on County commissions, committees, and boards, as outlined in Santa Cruz County Code Chapter 2.38, who are not serving in their official capacity as County employees or employees of other public agencies, shall receive a \$75.00 stipend for each public meeting they attend pursuant to their duties, unless they opt out of receiving such stipend via written communication to the staff liaison providing administrative support for the body.

BE IT FURTHER RESOLVED AND ORDERED that this amount (\$75.00) shall remain in place until superseded or amended via a future resolution of the Board of Supervisors.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 12th day of December 2023, by the following vote:

AYES: Supervisors Koenig, Cummings, Hernandez, McPherson and Friend  
NOES: None

ABSENT: None  
ABSTAIN: None

DocuSigned by:  
*Zach Friend*  
2C437165727F4FD... 12/18/2023

Zach Friend, Chairperson  
Board of Supervisors

DocuSigned by:  
*Juliette Burke* 12/19/2023  
466B074F3141450...  
ATTEST: \_\_\_\_\_  
Juliette Burke  
Clerk of the Board

Approved as to form:

DocuSigned by:  
*Jason M. Heath* 12/4/2023  
2336E053FF38435...  
Jason M. Heath (12/5/2023, AMS 15370)  
Office of the County Counsel

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

**2023 ATTENDANCE REPORT**

District/ Supervisor	Commissioner	Jan-23	Apr-23	Jul-23	Oct-23
<b>1<sup>st</sup> District</b> Supervisor Manu Koenig	Patrick Garcia <i>Vice Chair</i>	P	Meeting Canceled for Lack of Quorum	P	Meeting Canceled for Lack of Quorum
	Deena Pais	P		P	
<b>2<sup>nd</sup> District</b> Supervisor Zach Friend	Jeff Ursino	P		E	
	Patrice Edwards	P		P	
<b>3<sup>rd</sup> District</b> Supervisor Justin Cummings	Paula Ann Samarron	E		-	
	Carlos Landaverry	P		-	
	Joy Flynn	-		P	
<b>4<sup>th</sup> District</b> Supervisor Felipe Hernandez	Isabel Alvarado Dees	A		P	
	Carol Turley <i>Chair</i>	P		P	
<b>5<sup>th</sup> District</b> Supervisor Bruce McPherson	Dawn Harker	P		P	
	Nancy Gordon	P	E		

**Attendance:**    P=Present    A=Absent    E=Excused    V=Vacancy    (-) = Not Seated

Submitted by:

*Mitsuno Baurmeister*

\_\_\_\_\_  
Mitsuno Baurmeister  
Equal Employment Opportunity Officer

December 31, 2023  
\_\_\_\_\_  
Date



# COUNTY OF SANTA CRUZ

## PERSONNEL DEPARTMENT EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

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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

2024 MEETING DATES		
DATE	TIME	LOCATION
January 17, 2024	5:30 PM	Board Chambers
April 17, 2024	5:30 PM	Board Chambers
July 17, 2024	5:30 PM	Board Chambers
October 16, 2024	5:30 PM	Board Chambers

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

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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.