



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, April 17, 2024**
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 April 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
5th Floor, 701 Ocean Street, Santa Cruz, CA 95060
April 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 January 2024 Meeting Minutes
 - B. Officer Elections
 - C. Consider Holding October 2024 Meeting in South County
 - D. Consider 2025 Meeting Schedule
 - E. Consider Revised EEOC Bylaws
- V. Reports:
 - A. Staff Report
 - a. Workforce Statistics March 31, 2024
 - 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 July 17, 2024 at 5:30 PM in Santa Cruz



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EEO COMMISSION MEETING MINUTES

January 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*)
Guests/Public: None

I. Roll Call – Quorum present. Meeting called to order at 5:34 p.m. by Chair Turley.

II. Agenda Review

III. Public comment - None

IV. Business/Action Items

A. Approve July 2023 Minutes

Motion/Second: Garcia/Flynn

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

Motion passed.

B. Bylaws Review

Discussion and feedback, to be continued at the next meeting.

V. Reports

A. Staff Report

a. Baurmeister reported on the County Workforce Statistics as of December 31, 2023:

60% women (14% over market availability)

54% people of color (19% over market availability)

Current workforce: 2,454; Same time previous year, 2,359

b. Administrative Review

i. Underutilization of Women:

1. Agricultural Commissioner -11% (last quarter -11%)

2. Information Services -18% (last quarter -18%)

3. Public Works -20% (last quarter -21%)

ii. Underutilization of People of Color

None

c. Equity & Data Group Update

The Equity & Data Group continues to meet regularly and check in with departments in support of 2023-2025 operational strategic goals with an equity focus. Equity Framework Team coordinated community and staff workgroups to develop an Equity Statement for the County that was approved by the Board on October 3, 2023.

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

EEO Officer and CAO Analysts are meeting with each department's leadership to review EEO/CC Plan commitments and progress toward implementation. Updates to be posted on EEO division page of County website.

B. Chair and Commissioners Reports: None

VI. Announcements: Flynn noted an article in Black Voice News that highlights the County's equity work.

VII. Adjournment

Meeting adjourned at 6:58 p.m.

Submitted by Mitsuno Baurmeister, EEO Officer



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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

2025 MEETING DATES		
DATE	TIME	LOCATION
January 15, 2025	5:30 PM	Board Chambers
April 16, 2025	5:30 PM	Board Chambers
July 16, 2025	5:30 PM	Board Chambers
October 15, 2025	5:30 PM	Board Chambers

****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.



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SANTA CRUZ COUNTY EQUAL EMPLOYMENT OPPORTUNITY COMMISSION BY-LAWS

I. DUTIES AND RESPONSIBILITIES

As set forth in Santa Cruz County Code, Chapter 2.40, the Commission shall perform the following duties:

- a) Receive, review, evaluate and monitor the County's Equal Employment Opportunity and Nondiscrimination (now referred to as "Cultural Competence") Plan;
- b) Advise the Personnel Director and Equal Employment Opportunity Officer on methods of accomplishing equal employment opportunity and nondiscrimination 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 the establishment of improved systems, procedures and activities, including grievance procedures which will enhance the effectiveness of the equal employment opportunity/nondiscrimination policy and plan;
- d) Work with the equal employment opportunity officer to ensure that the County's equal employment opportunity contract compliance obligations are met, consistent with Federal law;

II. MEMBERSHIP

The Commission shall consist of 10 members, residents of Santa Cruz County, appointed by the Board of Supervisors. Each Supervisor shall nominate two persons who may reside within the Supervisor's district.

III. TERM OF OFFICE

Each member shall serve for a term of four (4) years, commencing on April 1st of the year in which the member's nominating Supervisor begins a full term.

The unexcused absence of any member from three consecutive regular meetings as recorded in the meeting minutes of the Commission, shall be considered a vacancy, and shall be reported in writing to the Board of Supervisors, the Clerk of the Board, the Commission, and the member vacating their seat. Any absence about which the Chair or County Staff has been notified in advance shall be considered excused.

IV. OFFICERS

The officers of the Commission are the Chairperson and the Vice Chairperson. Both officers shall be elected by the Commission during the April meeting to serve in such capacity for one (1) year.

Annually, thereafter, commission officers shall be elected during the first meeting in April, or, if the commission does not meet in April, at the next subsequent meeting. Commission officers may serve for up to two consecutive years and shall be eligible to serve again after a one-year “sit-out” period.

The duties of the Chairperson are to preside over meetings, consult with Staff Liaison on agendas and correspondence, and represent the Commission. The Vice Chairperson shall assume these same duties in the absence of the Chairperson.

V. REGULAR MEETINGS

Regular meetings of the Commission shall be held the third Wednesday of the first month of each quarter every calendar year (January, April, July and October), convening at 5:30 PM at the County Governmental Center (701 Ocean Street, Santa Cruz, CA 95060) unless otherwise noticed. Whenever possible, the Commission shall try to hold at least one meeting per year in an accessible meeting space in South County.

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, religious creed, religion, color, national origin, ancestry, physical or mental disability, medical condition (including cancer-related), genetic information, sexual orientation, sex, gender, gender identity, gender expression, marital status, age, military or veteran status, pregnancy or related medical conditions, or any other protected characteristic. Members of the public shall not be required to register their name or provide other information as a condition to attend a meeting, but they may choose to do so at their own discretion.

A packet containing an agenda, minutes from the prior meeting, and any documents for discussion shall be emailed to each Commissioner as early as is practicable in advance of each meeting.

Meetings shall be conducted in accordance with current Robert’s Rules of Order Revised unless otherwise specified by the authorizing legislation or bylaws of this Commission.

VI. SPECIAL MEETINGS

Special meetings may be called by a majority vote of the Commission or by the Chairperson at any time.

At least twenty-four (24) hours prior to each special meeting, written notice for the meeting shall be posted and emailed to each member of the Commission, and to each person or organization that has submitted a written request of the Commission for notification of such meetings. The notice shall be posted on the Commission webpage and in a location that is freely accessible to the public. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No business other than that listed on the written notice shall be considered at a special meeting.

VII. QUORUM

A majority of the voting membership shall constitute a quorum. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.150

VIII. REGULAR MEETING AGENDAS

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed or emailed to each person or organization that has submitted a written request to the Commission for notification of such meetings. The agenda shall be posted at least seventy-two (72) hours prior to the regular meeting on the Commission webpage and in a location that is freely 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 participation 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, the Commission may take action on items of business not appearing on the posted agenda under the conditions stated below:

- A. Upon a determination by a majority vote of the Commission that an emergency situation exists;
- B. Upon a determination by two-thirds vote of the membership of the Commission, or, if less than two-thirds of the member 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.
- C. If the item was posted for a prior meeting of the Commission occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting, the item was continued to the meeting at which action is being taken.

IX. PUBLIC PARTICIPATION

Public participation in Commission meetings shall be allowed as follows

- A. 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 that item.
- B. The agenda will provide time at the beginning of each regular meeting agenda for comment from the members of the public on items not on the agenda which are within the subject matter jurisdiction of the Commission.
- C. The chair 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 public comment. When further discussion is required, the Commission may vote to allot time on the agenda for the following meeting.

X. SUBCOMMITTEES

Subcommittees may be established, as needed, either by majority approval of the Commission or by the Chairperson. The Chairperson or the Commission (by majority approval) may terminate a subcommittee when its function is deemed no longer necessary.

Ad hoc subcommittees shall be established as needed for Equal Employment Opportunity Plan Review and the development of recommendations for the Commission to consider regarding the implementation of projects. Commission approval and authorization is required for the implementation of projects.

The Chairperson shall appoint members of the Commission to serve as ad hoc subcommittee members. Subcommittee membership shall be fewer than a quorum and the duration of the subcommittee shall be no more than six months. Ad hoc subcommittee membership shall, whenever feasible, be reflective of the community's diversity.

XI. REPORTS

A report of activities and accomplishments shall be submitted to the Board of Supervisors according to a schedule set by the Board of Supervisors. The report shall comply with the required formats described in Santa Cruz County Code 2.38.170.

XII. AMENDMENTS

Amendments to the bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.

XIII. APPROVAL OF BYLAWS

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

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

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BY-LAWS

SANTA CRUZ COUNTY EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

BY-LAWS

I. DUTIES AND RESPONSIBILITIES

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- 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 the establishment of improved systems, procedures and activities, including grievance procedures which will enhance the effectiveness of the equal employment opportunity/nondiscrimination policy and plan;
- d) Work with the equal employment opportunity officer to ensure that the County's equal employment opportunity contract compliance obligations are met, consistent with Federal law;

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IV. OFFICERS

The officers of the Commission are the Chairperson and the Vice Chairperson. Both officers shall be elected by the Commission during the April meeting to serve in such capacity for one (1) year.

Annually, thereafter, commission officers shall be elected during the first meeting in April, or, if the commission does not meet in April, at the next subsequent meeting. Commission officers may serve for up to two consecutive years and shall be eligible to serve again after a one-year “sit-out” period.

The duties of the Chairperson are to preside over meetings, consult with Staff Liaison on agendas and correspondence, and represent the Commission. The Vice Chairperson shall assume these same duties in the absence of the Chairperson.

IV. REGULAR MEETINGS

Regular meetings of the Commission shall be held the third Wednesday of the first month of each quarter of the every calendar year (~~January, April, July and October~~), convening at 5:30 ~~p.m~~PM at the. ~~All meetings shall be held in the~~ County Governmental Center ~~in North County (701 Ocean Street, Santa Cruz, CA 95060)~~ unless otherwise noticed. Whenever possible, the Commission shall try to hold At at least one meeting per year ~~shall be held~~ in an accessible ~~facility-meeting space~~ in South County.

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, religious creed, religion, ~~creed~~, color, national origin, ancestry, ~~sex~~, physical or mental disability, medical condition (including cancer-related), genetic information, sexual orientation, sex, gender, gender identity, gender expression, medical condition (cancer related or genetic characteristic), marital status, ~~sexual orientation, age, (over 18), pregnancy, military or veteran status, or pregnancy or related medical conditions, or disability~~ any other protected characteristic. Members of the public shall not be required to register their name or provide other information as a condition to attend a meeting, but they may choose to do so at their own discretion.

A packet containing an agenda, minutes from the prior meeting, and any documents for discussion shall be emailed to each Commissioner as early as is practicable in advance of each meeting.

Meetings shall be conducted in accordance with current Robert’s Rules of Order Revised unless otherwise specified by the authorizing legislation or bylaws of this Commission.

VI. SPECIAL MEETINGS

Special meetings may be called ~~by the Chairperson, or~~ by a majority vote of the Commission or by the Chairperson at any time, during any regular or special meeting.

At least twenty-four (24) hours prior to each special meeting, written notice for the meeting shall be posted and emailed to each member of the Commission, and to each person or organization that has submitted a written request of the Commission for notification of such meetings. The notice shall be posted on the Commission webpage and in a location that is freely accessible to the public. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No business other than that listed on the written notice shall be considered at a special meeting.

VII. VOTING QUORUM

A majority of the voting membership shall constitute a quorum.

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. 2.38.150

VIII. REGULAR MEETING AGENDAS

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed or emailed to each person or organization that has submitted a written request to the Commission for notification of such meetings. The agenda shall be posted at least seventy-two (72) hours prior to the regular meeting on the Commission webpage and in a location that is freely 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 participation 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, the Commission may take action on items of business not appearing on the posted agenda under the conditions stated below:

- A. Upon a determination by a majority vote of the Commission that an emergency situation exists;
- B. Upon a determination by two-thirds vote of the membership of the Commission, or, if less than two-thirds of the member 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.
- C. If the item was posted for a prior meeting of the Commission occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting, the item was continued to the meeting at which action is being taken.

IX. PUBLIC PARTICIPATION

Public participation in Commission meetings shall be allowed as follows

- A. The public shall be notified in advance of the time and place of regular and special meetings. 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 that item.
- B. The agenda will provide time at the beginning of each regular meeting agenda for comment from the members of the public on items not on the agenda which are within the subject matter jurisdiction of the Commission.
- C. The chair 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 public comment. When further discussion is required, the Commission may vote to allot time on the agenda for the following meeting.

X. SUBCOMMITTEES

Subcommittees may be established, as needed, either by majority approval of the Commission or by the Chairperson. The Chairperson or the Commission (by majority approval) may terminate a subcommittee when its function is deemed no longer necessary.

Ad hoc subcommittees shall be established as needed for Equal Employment Opportunity Plan Review and the development of recommendations for the Commission to consider regarding the implementation of projects. Commission approval and authorization is required for the implementation of projects.

The Chairperson shall appoint members of the Commission to serve as ad hoc subcommittee members. Subcommittee membership shall be fewer than a quorum and the duration of the subcommittee shall be no more than six months. Ad hoc subcommittee membership shall, whenever feasible, be reflective of the community's diversity.

XI. REPORTS

A report of activities and accomplishments shall be submitted to the Board of Supervisors according to a schedule set by the Board of Supervisors. The report shall comply with the required formats described in Santa Cruz County Code 2.38.170.

XII. AMENDMENTS

Amendments to the bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.

XIII. APPROVAL OF BYLAWS

~~Standing subcommittee members shall be appointed from members of the Commission, as needed, by the Chairperson with the majority approval of the Commission.~~

~~The composition of such standing subcommittees shall whenever feasible reflect gender and ethnic diversity.~~

~~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.~~

~~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.~~

~~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.~~

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

A. —

~~B. — 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.~~

~~C. 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.~~

~~D. 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.~~

~~E. 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).~~

~~F. 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.~~

~~G. 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~~

~~The officers of the Commission are the Chairperson and the Vice Chairperson.~~

~~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.~~

~~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.A. Standing subcommittee members shall be appointed from members of the Commission, as needed, by the Chairperson with the majority approval of the Commission.~~
- ~~D.A. The composition of such standing subcommittees shall whenever feasible reflect gender and ethnic diversity.~~
- ~~E.A. 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.A. 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.A. 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

WORKFORCE COMPOSITION AND UTILIZATION ANALYSIS

MAR 31, 2024

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	24	53	-19	19	49	-10	3	2	15	3	6	3	1	1	0	0	3	1	28	10
ADMINS		31%	69%	56%	44%	64%	77%	4%	1%	19%	15%	8%	4%	1%	0%	0%	0%	4%	3%	36%	23%
PROF	996	358	638	-100	100	572	-205	16	6	300	180	68	8	6	6	2	2	32	2	424	205
		36%	64%	46%	54%	57%	78%	2%	1%	30%	12%	7%	6%	1%	0%	0%	0%	3%	3%	43%	22%
TECH	390	121	269	-82	82	163	-36	8	4	183	23	17	1	4	4	2	2	13	1	227	36
		31%	69%	52%	48%	42%	51%	2%	1%	47%	41%	4%	4%	1%	0%	1%	0%	3%	3%	58%	49%
PROT	318	227	91	-40	40	130	-70	9	3	162	79	8	2	2	2	0	0	7	-12	188	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	474	57	417	-133	133	110	-179	4	-1	339	202	11	-13	1	1	0	0	9	-10	364	179
SUPP		12%	88%	40%	60%	23%	61%	1%	1%	72%	29%	2%	5%	0%	0%	0%	0%	2%	4%	77%	39%
SK CRAFT	106	103	3	4	-4	48	-11	2	2	49	7	3	1	2	2	1	1	1	0	58	11
WORKERS		97%	3%	93%	7%	45%	56%	2%	0%	46%	40%	3%	2%	2%	0%	1%	0%	1%	1%	55%	44%
SVC &	136	102	34	24	-24	43	-9	0	-1	87	12	4	-1	0	0	0	0	2	-1	93	9
MAINT		75%	25%	57%	43%	32%	38%	0%	1%	64%	55%	3%	4%	0%	0%	0%	0%	1%	2%	68%	62%
TOTAL**	2507	999	1508	-355	355	1122	-508	43	18	1137	510	117	-8	16	16	5	5	67	-8	1385	508
		40%	60%	54%	46%	45%	65%	2%	1%	45%	25%	5%	5%	1%	0%	0%	0%	3%	3%	55%	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"



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**
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.**

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.