



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, July 19, 2023**
Time: **5:30 PM**
Location: **Santa Cruz County Board Chambers
5th Floor, 701 Ocean Street, Santa Cruz, CA 95060**

A meeting of the Santa Cruz County Equal Employment Opportunity Commission has been set for July 19, 2023, 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

Santa Cruz County Board Chambers
5th Floor, 701 Ocean Street, Santa Cruz, CA 95060
July 19, 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. Administration of Oaths of Office for members of the EEO Commission
 - B. Approve January 2023 Meeting Minutes
 - C. Election of Officers
 - D. South County Meeting: Consider holding October 18, 2023 meeting at Watsonville Public Library
 - E. Consider guest speaker for October 2023 or January 2024 Meeting (Public Defender's Office or other guest speaker)
 - F. Correspondence
- V. Reports:
 - A. Staff Report
 - a. Workforce Statistics June 30, 2023; Comparison with other Counties
 - 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 October 18, 2023 at 5:30 PM



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EEO COMMISSION MEETING MINUTES

January 18, 2023, 5:30 p.m.

Location: Remote Meeting

Present: Patrick Garcia (1st District), Deena Pais (1st District), Jeff Ursino (2nd District), Patrice Edwards (2nd District), Carlos Landaverry (Vice Chair, 3rd District), Carol Turley (Chair, 4th District), Dawn Harker (5th District), Nancy Gordon (5th District)

Excused: Paula Ann Samarron (3rd District)

Unexcused Absence: Isabel Alvarado Dees (4th District)

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

Guests/Public: Jonathan Cruz, Chief Deputy Public Defender

I. Roll Call – Quorum present. Meeting called to order at 5:33 p.m. by Chair Turley.

II. Agenda Review

III. Public comment - None

IV. Business/Action Items

A. Approve April 20, 2022 Minutes
Motion/Second: Ursino/Edwards
Motion passed unanimously.

B. Approve 2021-2022 Biennial Report
Motion/Second: Landaverry/Harker
Motion passed unanimously.

C. Diversity, Equity, and Inclusion Survey Presentation
Presentation of survey results by Baurmeister, followed by discussion.

D. Assembly Bill 361 Statement of Findings
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: Landaverry/Harker
Motion passed unanimously.

E. 2023 Meeting Schedule
Motion to approve 2023 EEO Commission meeting schedule as presented.
Motion/Second: Gordon/Garcia

Motion passed unanimously.

V. Reports

A. Staff Report

- a. Baurmeister reported on the County Workforce Statistics as of December 31, 2022:
59% women (13% over market availability)
52% people of color (17% over market availability)
Current workforce: 2,342; Same time previous year, 2,249
- b. Administrative Review
 - i. Underutilization of Women:
 1. Agricultural Commissioner -11% (last quarter -14%)
 2. General Services -11% (last quarter -13%)
 3. Information Services -20% (last quarter -19%)
 4. Public Works -22% (last quarter -23%)
(Sheriff's Office on 'watch list' due to underutilization of -12%)
 - ii. Underutilization of People of Color
 1. Planning -11% (last quarter -12%)
- 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. E&D members are supporting Adaptive Assistance Teams within several County departments, to assist with development of strategic goals that are equity-focused, measurable, and benefit targeted populations within the community.
- 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
The 2022 – 2024 EEO/Cultural Competence Plan was approved by the Board of Supervisors on 12/13/22. Searchable PDF copy available on the County website on the Personnel/EEO page.

VI. Chair and Commissioners Reports: None

VII. Announcements: Cruz announced an upcoming Public Defender community event on 2/23/23 at 5:30 p.m.; McGrew suggested inviting a future guest speaker from the Public Defender's office.

VIII. Adjournment

Meeting adjourned at 6:46 p.m.

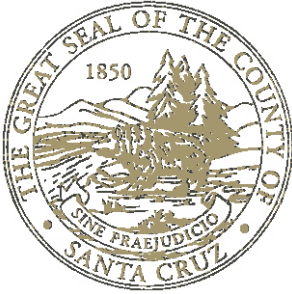
Submitted by Mitsuno Baurmeister, EEO Officer

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.



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069
(831) 454-2200 • FAX: (831) 454-3262 TDD/TTY - Call 711

MANU KOENIG
FIRST DISTRICT

ZACH FRIEND
SECOND DISTRICT

JUSTIN CUMMINGS
THIRD DISTRICT

FELIPE HERNANDEZ
FOURTH DISTRICT

BRUCE MCPHERSON
FIFTH DISTRICT

February 14, 2023

Dear Members of the Equal Employment Opportunity Commission:

Thank you for submitting your report highlighting the activities of the Equal Employment Opportunity Commission in 2021 and 2022. While Board members review the Commission's minutes as they are received, we appreciate the opportunity to have this overview of the various issues considered by the Commission over the past two years.

Again, thank you for your report and for supporting the work of County government.

Sincerely,


ZACH FRIEND, Chair
Board of Supervisors

ZF:jr

cc: Clerk of the Board

WORKFORCE COMPOSITION AND UTILIZATION ANALYSIS

Pay Period 14 Ending 7/7/2023

JUN 30, 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	72	26	46	-14	14	45	-10	3	2	15	4	6	3	1	1	0	0	2	0	27	10
ADMINS		36%	64%	56%	44%	63%	77%	4%	1%	21%	15%	8%	4%	1%	0%	0%	0%	3%	3%	38%	23%
PROF	936	352	584	-79	79	548	-182	18	9	269	157	64	8	7	7	2	2	28	0	388	182
		38%	62%	46%	54%	59%	78%	2%	1%	29%	12%	7%	6%	1%	0%	0%	0%	3%	3%	41%	22%
TECH	372	120	252	-73	73	162	-28	6	2	169	16	17	2	4	4	2	2	12	1	210	28
		32%	68%	52%	48%	44%	51%	2%	1%	45%	41%	5%	4%	1%	0%	1%	0%	3%	3%	56%	49%
PROT	319	223	96	-45	45	135	-66	11	5	154	71	10	4	3	3	0	0	6	-13	184	66
SERV		70%	30%	84%	16%	42%	63%	3%	2%	48%	26%	3%	2%	1%	0%	0%	0%	2%	6%	58%	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	421	50	371	-118	118	114	-143	4	0	286	164	11	-10	1	1	0	0	5	-12	307	143
SUPP		12%	88%	40%	60%	27%	61%	1%	1%	68%	29%	3%	5%	0%	0%	0%	0%	1%	4%	73%	39%
SK CRAFT	102	98	4	3	-3	46	-11	2	2	48	7	3	1	2	2	1	1	0	-1	56	11
WORKERS		96%	4%	93%	7%	45%	56%	2%	0%	47%	40%	3%	2%	2%	0%	1%	0%	0%	1%	55%	44%
SVC &	127	97	30	25	-25	49	1	0	-1	70	0	4	-1	0	0	0	0	4	1	78	-1
MAINT		76%	24%	57%	43%	39%	38%	0%	1%	55%	55%	3%	4%	0%	0%	0%	0%	3%	2%	61%	62%
TOTAL**	2359	973	1386	-301	301	1106	-427	45	21	1013	423	115	-3	18	18	5	5	57	-14	1253	427
		41%	59%	54%	46%	47%	65%	2%	1%	43%	25%	5%	5%	1%	0%	0%	0%	2%	3%	53%	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"



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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

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

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

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