



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

EEO COMMISSION MEETING MINUTES

July 15, 2020, 5:30 p.m.

- Location:** Remote Meeting via GoToMeeting.com
- Present:** Claudia Llamas-Padilla (1st District), Patrick Garcia (1st District), Patrice Edwards (2nd District), Jeff Ursino (2nd District), Paula Samarron (3rd District), Carlos Landaverry (3rd District), Carol Turley (Chair, 4th District), Isabel Alvarado Dees (Vice Chair, 4th District), Dawn Harker (5th District)
- Excused:** None
- Absent:** Darryl Davies (5th District)
- Staff Present:** Mitsuno Baurmeister (*EEO Officer*), Claire Schwartz (*Employee Relations Program Manager*), Kaite McGrew (*Commissions Coordinator*)
- Public:** None
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- I. Roll Call** - Meeting call to order at 5:30 PM
- II. Agenda Review** – No changes
- III. Public comment** - None
- IV. Business/Action Items**
 - A. Approve January 15, 2020 minutes
Motion/Second: Garcia/Dees
Motion passed with one abstention (Harker).
 - B. Introduce New Commissioner
Chair introduced Fifth District Commissioner Dawn Harker, and noted the Commission now has no vacancies.
 - C. Annual Election of Commission Chair and Vice Chair
 - a. Chair – Turley (Nominated by Garcia, approved unanimously)
 - b. Vice-Chair – Dees (Nominated by Landaverry, approved unanimously)
 - D. COVID-19 Impact and County Response
Report by Mitsuno Baurmeister: Reviewed budgetary considerations (hiring freeze, furloughs, layoffs, possible mitigation from state/federal relief); County response (DOC, Call Center, Save Lives Santa Cruz County, Great Plates, COVID testing, shelters, remote work, safety

protocols, remobilization); and EEO impacts (fewer hiring opportunities, cancellation of Career Fair, training impacts, increase of ADA requests).

Chair Turley proposed a letter of support from the Commission to Dr. Gail Newel and the Board of Supervisors commending Dr. Newel on her work during the COVID-19 pandemic. Motion/Second by Ursino/Garcia; motion passed unanimously.

V. Reports

A. Staff Report

a. Review of County Workforce Statistics as of June 30, 2020:

59% women (12% overutilization)
48% minorities (13% overutilization)
Current workforce: 2,298
Same time previous year, 2,246

b. Administrative Review

i. Underutilization of Women:

1. Agricultural Commissioner (-19.6%)
2. General Services (-10.6%)
3. Information Services (-16.6%)
4. Public Works (-21.6%)
5. Sheriff's Office (-10.6%)

ii. Underutilization of Minorities

1. Planning (-16%)

c. Recruitments

Distributed July 13, 2020 Career Opportunities mailer; discussed COVID-19 impacts to recruitment and EEO outreach opportunities

d. EEO Complaints and ADA Reasonable Accommodation Requests

Provided overview of the volume and types of EEO complaints and ADA reasonable accommodation requests since the last meeting.

e. EEO and Cultural Competence Plan

Reported that draft completed and under review prior to distributing to the Commissioners for review. Distribution date TBD.

f. Next meeting scheduled for 5:30 p.m. Wednesday, October 21, 2020, location TBD

B. Chair and Commissioners Reports

Chair Turley thanked Staff for efforts toward filling all vacancies on the Commission. Chair Turley noted she will not be present for the January 2021 meeting.

No other Commissioner reports.

VI. Announcements

None

VII. Adjournment

Motion to adjourn by Landaverry. Meeting adjourned at 6:24 p.m.

Submitted by Mitsuno Baurmeister, *EEO Officer*