



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

AJITA PATEL, PERSONNEL DIRECTOR
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EEO COMMISSION MEETING MINUTES

January 20, 2021, 5:30 p.m.

- Location:** Remote Meeting
- Present:** Patrick Garcia (1st 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),
- Excused:** Claudia Llamas-Padilla (1st District); Dawn Harker (5th District)
- Unexcused Absence:** Patrice Edwards (2nd District)
- Staff Present:** Mitsuno Baurmeister (*EEO Officer*), Claire Schwartz (*Employee Relations Program Manager*)
- Public:** None
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- I. Roll Call** - Meeting called to order at 5:31 PM
- II. Agenda Review**
- III. Public comment** - None
- IV. Business/Action Items**
 - A. Approve October 21, 2020 Minutes
Motion/Second: Dees/Ursino
Motion passed unanimously.
 - B. Approve EEO Commission 2019-2020 Biennial Report
Motion/Second: Landaverry/Dees
Motion passed unanimously.
 - C. Receive EEO/CC Plan draft for review
Commissioners will review and provide feedback to Staff by February 22, 2021. Draft is also being reviewed by the Women's Commission, Commission on Disabilities, and Latino Affairs Commission; as well as by Department Heads, and the Personnel Director. The EEO Commission will receive a final draft for review with input from the above-listed parties prior to submission to the Board of Supervisors.
 - D. Equity & Data Group Report
Baurmeister reported that the Equity & Data Group, led by the CAO's office, will be hosting Operational Plan Equity Training in January for employees who prepare operational strategic plan goals for their respective departments. The training will prepare them to embed equity actions and utilize applicable data in developing operational strategic plan goals.
 - E. County Spanish-language Translation Practices for Public Notices
Commissioners expressed interest in County language translation practices; Baurmeister

reviewed current translation practices that occur in a decentralized manner by each department as needed.

F. Diversity & Inclusion Employee Survey Ad Hoc Subcommittee

Commission established an ad hoc subcommittee to support and assist the EEO Officer in developing a Diversity & Inclusion Employee Survey as part of an operational strategic plan goal on Cultural Competence. Turley appointed Landaverry, Garcia, and Dees to the ad hoc subcommittee. Harker will be invited to serve on the ad hoc subcommittee.

V. Reports

A. Staff Report

a. Baurmeister reported on the County Workforce Statistics as of December 31, 2020:

59% women (12% overutilization)
48% minorities (13% overutilization)
Current workforce: 2,231
Same time previous year, 2,259

b. Administrative Review

i. Underutilization of Women:

1. Agricultural Commissioner (-13%)
2. Information Services (-15.6%)
3. Public Works (-21.6%)
4. Sheriff's Office (-11.6%)

ii. Underutilization of Minorities

1. Planning (-15%)

c. Current and Pending Recruitment:

Commission reviewed current open positions.

d. EEO and Cultural Competence Plan

A draft of the EEO/CC Plan is being distributed to Department heads and EEO Commissions for review following the addition of 2020 year-end data.

e. EEO Complaints and Reasonable Accommodation Requests

Commission received an overview of EEO complaints and reasonable accommodation requests during Q4.

f. EEO Compliance Training

The County is current on all mandated training.

g. COVID-19 and Debris Flow Updates

Commission received a brief summary of Covid-19 vaccine implementation, County debris flow response preparation; and the creation of The Office of Response, Recovery, and Resiliency (OR3) and related recruitment for the Director of OR3.

B. Chair and Commissioners Reports: None

VI. Announcements

None

VII. Adjournment - Meeting adjourned at 6:40 p.m.

Submitted by Mitsuno Baurmeister, EEO Officer