



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

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EEO COMMISSION MEETING MINUTES

April 21, 2021, 5:30 p.m.

- Location:** Remote Meeting
- Present:** Deena Pais (1st District), Patrick Garcia (1st District), Jeff Ursino (2nd District), Patrice Edwards (2nd District), Carlos Landaverry (3rd District), Carol Turley (Chair, 4th District), Nancy Gordon, (5th District)
- Excused:** Paula Ann Samarron (3rd District); Isabel Alvarado Dees (Vice Chair, 4th District); Dawn Harker (5th District)
- Unexcused Absence:** None
- 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 5:32 PM. Chair Turley introduced newly appointed Commissioners Deena Pais (1st District) and Nancy Gordon (5th District)
- II. Agenda Review**
- III. Public comment** - None
- IV. Business/Action Items**
 - A. Approve January 20, 2021 Minutes
Motion/Second: Landaverry/Garcia
Motion passed with one abstention (Gordon).
 - B. FY 2021-2023 Operational Plan Development Update
Presentation by Sven Stafford, Administrative Analyst, and Mitsuno Baurmeister, EEO Officer
 - C. Acknowledgment for former District 1 Commissioner Claudia Llamas-Padilla
Commissioners expressed appreciation and thanks to the former commissioner for her services.
 - D. Election of Officers
CHAIR: Landaverry nominated Turley. No other nominations. Turley accepted the nomination.
Motion/Second: Landaverry/Ursino.
Motion passed unanimously.
VICE CHAIR: Landaverry nominated Garcia. No other nominations. Garcia accepted the nomination.
Motion/Second: Landaverry/Gordon.
Motion passed unanimously.

- E. EEO/CC Plan Feedback Follow Up
Chair Turley established an EEO/CC Ad-Hoc Subcommittee (Landaverry, Pais, and Turley). Feedback from all Commissioners due to Baurmeister by May 13, 2021; Subcommittee meeting date to be determined.
- F. Diversity & Inclusion Employee Survey Update
Survey Ad-Hoc Subcommittee (Landaverry, Garcia, and Harker who replaced Dees) was dissolved, having fulfilled its purpose, to develop a 22-question Diversity, Equity & Inclusion Employee Survey.
- G. Letter from Member of the Public
Commission reviewed letter from a member of the public. Baurmeister to work with Chair on a letter to the Board of Supervisors commending members of the Public Works road crew.
Motion authorizing Turley to send a letter to the Board of Supervisors commending members of the Public Works road crew.
Motion/Second: Landaverry/Pais
Motion carried unanimously.

Reports

- A. Staff Report
 - a. Baurmeister reported on the County Workforce Statistics as of March 31, 2021:
59% women (12% overutilization)
48% people of color (13% overutilization)
Current workforce: 2,272; Same time previous year, 2,288
 - b. Administrative Review
 - i. Underutilization of Women:
 - 1. Agricultural Commissioner (-11.6%)
 - 2. Information Services (-15.6%)
 - 3. Public Works (-20.6%)
 - 4. Sheriff's Office (-10.6%)
 - ii. Underutilization of People of Color
 - 1. Planning (-15%)
 - c. Current and Pending Recruitment:
Commission reviewed current open positions.
 - d. EEO and Cultural Competence Plan
Commission reviewing draft for input by May 13, 2021.
 - e. EEO Complaints and Reasonable Accommodation Requests
Commission received an overview of EEO complaints and reasonable accommodation requests during the prior quarter.
 - f. EEO Compliance Training
The County is current on all mandated training.
 - g. Equity & Data Group Update
The Equity & Data Group is making presentations to County Commissions.

V. Chair and Commissioners Reports: None

VI. Announcements: None

VII. Adjournment

Motion by Landaverry, Meeting adjourned at 6:45 p.m.

Submitted by Mitsuno Baurmeister, EEO Officer