



County of Santa Cruz

BOARD OF SUPERVISORS

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FIRST DISTRICT

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SECOND DISTRICT

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THIRD DISTRICT

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FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

AGENDA: 2/9/99

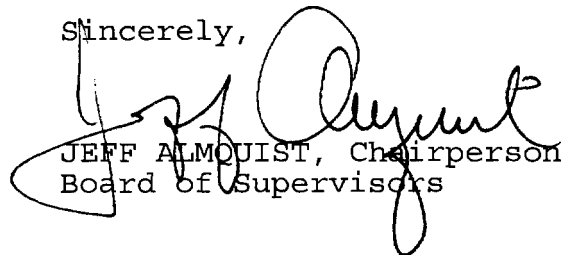
January 29, 1999

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

RE: ANNUAL REPORT OF THE EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION

Attached is the Annual Report of the Equal Opportunity Employment Commission for calendar year 1998. I recommend that the Board accept and file this report and direct the Chairperson to thank the members of the Commission for their efforts on the County's behalf.

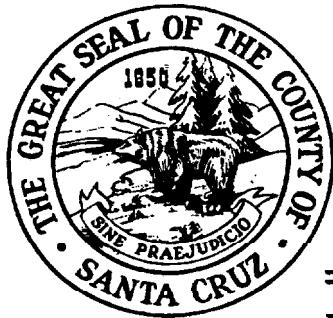
Sincerely,


JEFF ALMQUIST, Chairperson
Board of Supervisors

JA:ted

cc: Equal Opportunity Employment Commission

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COUNTY OF SANTA CRUZ

Personnel Department

701 OCEAN STREET, SUITE 310
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January 15, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

1998 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION ANNUAL REPORT

Dear Chairperson Beautz:

It is with great pleasure that I forward this annual report to you.

I. Role of the Equal Employment Opportunity Commission

The powers and duties established by County Code Section 2.4050 are as follows:

- A. Receive, review, evaluate and monitor the County's EEO Policies and Plan.
- B. Advise the Personnel Director and the Equal Employment Opportunity Officer on methods of accomplishing affirmative action.
- 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 establishment of improved systems, procedures and activities, including grievance procedures, which will enhance the effectiveness of the EEO policy and plan.

- D. Work with the Equal Employment Opportunity Officer to assure that the County's EEO Contract Compliance obligations are met, consistent with federal, state, and local laws.
- E. Work with the Equal Employment Opportunity Officer, County Administration, employee organizations, and other interested parties, to implement the goals and objectives of EEO.
- F. Report its findings at least semiannually to the Board of Supervisors regarding progress made toward EEO.

II. **Commission Attendance and Meeting Dates, Time, and Location**

EEO Commission meetings are held quarterly in the months of January, April, July, and September. Meetings are on the third Wednesday of the month at 5:30 p.m. In accordance with the bylaws meetings are held in Board Chambers; at least one meeting is held in each supervisor's district each year. Standing subcommittees and task force meetings occur in the non-quarterly meeting months to ensure that the work assigned to the Commission is progressing.

AA Commission Meetings and Attendance:

January 21, 1998:	Present:	Britton, Chavez, Samarron, Diaz, Mason, Mitchner, Gomez, and Khan.
April 15, 1998:	Present:	Britton, Khan, Samarron, Mitchner, Yokoyama;
	Excused:	Chavez, Diaz, Mason, and Gomez.
July 15, 1998:	Present:	Mitchner, Khan, Chavez, Gomez, Samarron, Yokoyama;
	Absent:	Britton, Diaz, and Mason.
October 21, 1998:	Present:	Mitchner, Khan, Yokoyama;
	Absent:	Britton, Chavez, Samarron, Diaz, Gomez, Mason.

III. **EEO Commission Structure**

The Commission is comprised of 10 members who are appointed by the Board of Supervisors. There is currently one vacancy. Each Commissioner is appointed for a four year term. The Officers of the Commission are the Chairperson and the **Vice-Chairperson**. These positions are currently held by Paula **Samarron**, and Myrna Britton respectively. The duties of the officers are to preside over meetings, prepare agendas, represent the Commission, and be responsible for Commission communications. Accordingly, the Vice-Chair assumes the duties in the Chairperson's absence.

The By-laws provide for two subcommittees, The EEO Plan Subcommittee, and the Internal Affairs Subcommittee. The subcommittees are convened on an as-needed basis. Other subcommittees may be appointed, as needed, by the Chairperson with the majority approval of the Commission for the purpose of providing for development of recommendations to the EEO Commission for implementation of projects.

IV. EEO Commission Staff

The Commission provides support to the EEO Office staff which comprises of the Equal Employment Opportunity Officer, **Ana** Ventura Phares, and the Analyst, Ajita Patel. The Equal Employment Opportunity Officer is the secretary to the Commission.

In 1998, the EEO staff worked on two major projects. As the board is aware, Proposition 209 added Article 1, Section 31 to the California Constitution, provided that the County cannot discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity or national origin in the operation of public employment, public contracting, or public education. Pursuant to Proposition 209, the EEO staff, conducted an audit of all County programs, policies, and standard form contracts to determine compliance with Proposition 209. However, in order to clearly communicate that preferences were not given, a name change was instituted from "Affirmative Action," to "Equal Employment Opportunity (approved by your Board 1/12/99). Consequently, the "**Affirmative** Action Commission" is hereafter referred to as the "**Equal Employment Opportunity Commission**".

Secondly, the staff began preparing the 1998-2000 EEO plan. Staff gathered workforce statistics and made comparisons to the available workforce, and organized and attended meetings with Department Heads and EEO Commissioners. EEO staff also prepared the following: EEO action steps, status of the 96 recommendations, and the ADA Compliance Report.

Lastly, EEO staff encouraged EEO Commissioners to review and participate in the recruitment process. This year staff was pleased to utilize Commissioner Mitchner's professional skills, when he was a member of an oral board. New oral board members inevitably provide objective feedback regarding county practices and enable there to be a diverse base of knowledge for oral boards.

V. 1998 Commission Goals

1. Continue to work with and support the Probation Department in maintaining culturally competent Juvenile Hall Programs. In 1998, the EEO Officer in conjunction with Juvenile Hall staff hired a consultant for cultural competency training. The entire Juvenile Hall staff did complete the first round of training. Currently, EEO staff is again working with Juvenile Hall to organize the second cultural competency training for staff.

2. Continue to monitor national, state and local developments regarding the implementation of Proposition 209. Accomplished by the EEO Office. Staff monitored the status of Proposition 209 through its appeal process at which time Proposition 209 was upheld as law. Pursuant to Proposition 209, the EEO staff reviewed policies and procedures to ensure compliance with the law (see supra).
3. Advise staff regarding the review of the EEO Program and Plan to ensure compliance with federal and state laws. The EEO staff completed its review of the state and federal laws applicable to EEO. A review, in conjunction with the EEO Commissioners, indicated that all programs and policies were in compliance with federal and state laws. In fact, under federal laws Santa Cruz County must prepare a detailed EEO plan if it is a recipient of federal funds.
4. Continue to participate and sponsor educational programs on equal employment opportunities. The EEO staff provides educational trainings for supervisors and employees through ongoing trainings at the Leadership Academy and at the request of departments. Commissioners continue to provide training ideas to EEO staff. Other public forums were deferred until all programs and policies were reviewed pursuant to Proposition 209.
5. Sponsor workshops to the public. A topic of interest could include "How To Contract with the County." Deferred until policies and programs were reviewed pursuant to Proposition 209
6. Work with the County to ensure outreach programs to enhance the diversity of applicants for county positions. EEO Commissioners met with all Department Heads to collaborate on the EEO 1998-2000 plan. Most importantly, Department Heads and Commissioners reviewed progress in the 1996 steps and created innovative 1998 EEO action steps to improve equal employment opportunity for every department. Commissioners also encouraged Department Heads to outreach at conferences, seminars, and professional gatherings in addition to the media publications and contacts made by Personnel.

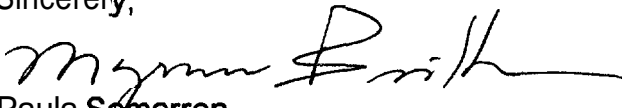
VI. Commission Goals and Recommendations for 1999

1. Review, quarterly, the upcoming recruitments and generate outreach strategies to EEO staff.
2. Work with other commissions (e.g. Latino Affairs Commission, Commission on Disabilities) to sponsor an event celebrating customs, and accomplishments of a broad representation of the employees.

3. Targeted outreach to increase participation of minorities to enter county service by participating in the Volunteer Initiative Program (VIP).
Commissioners may outreach via forums at local high schools, professional associations or social liaisons.
4. **Encourage participation of individuals with disabilities to apply for relevant and applicable positions.**
5. Commissioners ~~should attend and participate~~ in local community events to promote the County EEO program and encourage a broad representation of interested people to ~~apply~~.
6. In light of Proposition 209, continue to participate and sponsor educational programs on equal employment to make the community aware of continuing efforts for equal employment opportunities under federal law.

This annual report was approved at the Commission's January 19, 1999 meeting.

Sincerely,


Paula Samarron
Chairperson