



County of Santa Cruz

0229

BOARD OF SUPERVISORS

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WALTER J. SYMONS
SECOND DISTRICT

MARDI WORMHOUDT
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FOURTH DISTRICT

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FIFTH DISTRICT

AGENDA: 2/8/00

February 1, 2000

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

RE: ANNUAL REPORT OF THE EQUAL
EMPLOYMENT OPPORTUNITY COMMISSION

Dear Members of the Board:

Attached is the Annual Report of the Equal Employment Opportunity Commission for calendar year 1999. I recommend that the Board accept and file this report and direct the Chair to thank the members of the Commission for their efforts on the County's behalf.

Sincerely,

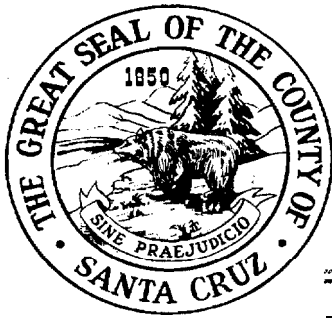
Mardi Wormhoudt

MARDI WORMHOUDT, Chair
Board of Supervisors

MW:ted

cc: Equal Employment Opportunity Commission

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COUNTY OF SANTA CRUZ

Personnel Department

701 OCEAN STREET, SUITE 310
SANTA CRUZ, CA 95060

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January 252000

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

1999 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION ANNUAL REPORT

Dear Chairperson Wormhoudt:

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 2.40.50 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 equal employment opportunity.
- 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. Standing subcommittees and task force meetings occur in the non-quarterly meeting months to ensure that the work assigned to the Commission is progressing.

EEO Commission Meetings and Attendance:

January 19, 1999:	Present:	Britton, Chavez, Samarron, Mitchner, Khan
	Absent:	Diaz, and Mason
April 21, 1999:	No quorum	
July 21, 1999:	Present:	Mitchner, Chavez, Gomez, Samarron, Yokoyama;
	Excused:	Moya
	Absent:	Diaz and Khan
October 20, 1999:	Present:	Mitchner, Yokoyama, Britton, Chavez, Moya , Samarron, and Mason.
	Absent:	Diaz, (Mr. Khan resigned via October, 1999 letter and Mr. Diaz resigned in December, 1999)

III. EEO Commission Structure

The Commission is comprised of 10 members who are appointed by the Board of Supervisors. There are currently two vacancies. 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 Analyst, Ajita Patel. The Equal Employment Opportunity Officer is the secretary to the Commission.

In 1999, the EEO staff and the commission completed the compilation of County EEO statistics and individual departmental EEO plans. The commissioners met with department heads to discuss realistic action steps for the years 1998-2000, and reviewed efforts to promote diversity. The EEO Plan was approved by the Board of Supervisors in March, 1999. The plan was approved with ten County EEO recommendations that help to improve and ensure equal employment opportunity to all qualified applicants and employees.

Your Board also requested that EEO meet regularly with the decentralized departments to review any EEO/personnel matters, hard to recruit and/or important recruitments. EEO staff, the Personnel Director and other appropriate personnel staff meet with Health Services Agency (HSA), Human Resources Agency (HRA), and Public Works on a consistent bi-monthly basis. These meetings have greatly improved the efficiency of addressing issues between the departments. These meetings have been especially important during the last six months, as both HRA and HSA had significant transitions of new personnel management within their departments.

Also in 1999, Personnel, EEO staff and the Sheriff's Office helped produce a successful television advertisement to recruit those interested in deputy positions. The Sheriff's office and Personnel staff also developed a professional pamphlet that encourages women to apply by highlighting a diversity of current women deputies. These two additional types of outreach have proven successful in attracting a more diverse pool of applicants to these positions. It has also shown the community at large that the County of Santa Cruz welcomes and values a broad representation of people to apply for County employment.

In regards to Diversity classes, the EEO officer continued to provide a 3 hour class session for all the supervisors attending the Leadership Academy. At this point, the majority of supervisors have completed the classes and only three academies are needed for the year 2000. EEO staff have also researched various other diversity programs, videos and trainers in cultural awareness to determine which is best for the county workforce. We have found that our own County staff in the Human Resources Agency (HRA) provides an award winning class and as such have provided this class through the training task force classes. These classes are mostly attended by employees voluntarily although the EEO officer at times recommends employees to participate as a result of EEO issues in their particular department. Also, the Sheriff's Office, Probation, HRA, and HSA are in the process of providing the same or similar diversity training on their own for all their employees. EEO staff hopes to provide such training for the rest of the County employees in the next two years.

The EEO staff is also working with the Disability commission coordinator to provide disability awareness training for all the ADA liaisons of each department. Also, EEO staff continues to provide training in the ADA and reasonable accommodation process, to all supervisors through the County Leadership Academy.

Providing good customer service is viewed by the Commissioners as a vital and necessary aspect to ensuring that all County residents, particularly those with limited English skills are treated professionally and courteously. In December 1999, the EEO officer and three EEO commissioners met with Susan A. Mauriello, the County Administrative Officer, to discuss and address how the County can improve customer service so that people with limited English skills feel welcomed and able to receive the same service as the rest of the public. As a result of the meeting, the EEO officer is developing a work-plan for this year that will improve the customer service for the entire public with emphasis on the County's limited English population.

V. Commission Goals 1999-status

1. **Review, quarterly, the upcoming recruitments and generate outreach strategies to EEO staff.** EEO staff informs the EEO commission of recruitment activities on at least a quarterly basis. The EEO commissioners receive the bi-monthly job listings and inform the public about the various job opportunities. The EEO commission assists the County by distributing job information to persons interested in working for the County. The personal contact has brought a broad representation of people to apply for various positions and thus has enhanced the diversity of the candidate pools for many departments certification lists.
2. **Work with other commissions (e.g. Latino Affairs Commission, Women's Commission on Disabilities) to sponsor an event celebrating the accomplishments of having a diverse workforce.** The Commission co-sponsored the Women's History Month event with the Women's commission, which includes the women's photography program and the annual awards ceremony. The Commission also meets with commissioners from the Latino and Disabilities commissions to assist each other on issues regarding the community. The EEO commission and the EEO staff hope to extend their cooperation with the other commissions to establish programs to celebrate the diversity of County employees. The EEO staff and Commission plan to present local speakers (at lunch break) to discuss diversity and civil right issues in the summer of 2000.
3. **Outreach to increase participation of under-represented groups to enter County service by participating in the Volunteer Initiative Program (VIP).** The Volunteer Initiative Program Coordinator also expanded outreach to the local college career centers to inform college students about volunteer and internship opportunities. In addition, EEO staff changed the unit requirement from full-time to

part-time in order to allow part-time students to work for the County. Because of the great need for students with engineering backgrounds, Public Works, EEO staff and the VIP program worked with local engineering college and university departments to recruit students interested in obtaining experience at Public Works. As a result of these collaborations, Public Works hired many students from diverse backgrounds. Public works also promoted one and hired two women engineers to their department in 1999.

The VIP also improved the anonymous EEO/Disability questionnaire given to volunteers so that statistics can monitor its progress. As a result, our statistics have begun to reflect a more diverse representation of volunteers for our County. The EEO commission, the EEO staff and the VIP continue to promote and be visible so that the community will have more information of the additional job opportunities in the County, which include volunteering for the County as a way to gain valuable work experience.

4. **Encourage participation of individuals with disabilities to apply for relevant and applicable positions.** EEO staff meet with the ADA commission coordinator and commissioners to promote outreach to the disabled community. EEO staff have also contacted a local disability advocate organization to provide training on disability awareness classes so that supervisors maximize their awareness of disabled applicants and candidates rights in their hiring processes. The EEO commission is also fortunate to have recently gained a commissioner that is very involved with Disability issues in the community. The Commission anticipates that the new EEO commissioner will increase their knowledge of disability issues so that service to the disabled community is enhanced.
5. **Commissioners should participate in local community events to promote the County EEO program and job opportunities.** EEO commissioners and EEO staff disseminate available job openings through their participation of professional and cultural organizations within the County and in the San Francisco/San Jose bay area. In addition to the traditional forms of recruiting advertisements, EEO and Personnel staff also place hard to recruit positions in several Internet career web sites that promote and value diversity in the workplace. These have proven to be a convenient and inexpensive way to advertise in the California North bay area.

VI. COMMISSION GOALS FOR 2000.

In addition to continuing to work on the above stated goals, the EEO commission has added the following:

1. The EEO commission will assist the Personnel Department by participating in appropriate and relevant oral boards to help ensure equal employment opportunity in the

hiring process.

2. Commissioners will attend County diversity/cultural awareness classes offered through the training task force and will provide their evaluation of the classes to the EEO officer.

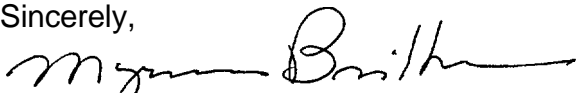
3. The commission is aware that the effectiveness of the U.S. Census count determines the amount of programs available for the community. With that in mind, the commissioners will each do their part to inform traditionally under-represented people to complete the form and be counted!

4. The EEO commissioners will review whether the level of bilingual services are acceptable in those County programs that provide the majority of their services in Spanish.

5. The EEO commissioners will meet with their Board Supervisor once during the year 2000 to provide an update on current EEO issues within the County of Santa Cruz government and their respective districts.

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

Sincerely,



for Paula Samarron
Chairperson