



County of Santa Cruz

0145

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

(831) 454-2200 FAX: (831) 454-3262 TDD: (831) 454-2123

JANET K. BEAUTZ
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

AGENDA: 2/6/01

January 26, 2001

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 2000. I recommend that the Board accept and file this report and direct the Chairman to thank the members of the Commission for their efforts on the County's behalf.

Sincerely,

TONY CAMPOS, Chairman
Board of Supervisors

TC:ted

cc: Equal Employment Opportunity Commission

01165A6



County of Santa Cruz

0146

PERSONNEL DEPARTMENT

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 950604073

(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123

ANA VENTURA PHARES, EEO OFFICER

January 18, 2001

2000 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION ANNUAL REPORT

Dear Members of the Board:

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 in the County.
- C. Perform an active role, in conjunction with the Civil Service Commission, the Equal Employment 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 annually 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 at the Board of Supervisors Chambers. 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 the project is progressing.

EEO Commission Quarterly Meetings and Attendance:

0147

January, 2000: Present: Donald Mitchner, Ruben Chavez, Paula Samarron, Jane Yokoyama, Elena Moya, and Camille Pierce.
Absent, excused: Mryna Britton, and Jim Mason.

April, 2000: No meeting for lack of quorum.

July, 2000: Present: Jane Yokoyama, Ruben Chavez, Paula Samarron, Camille Pierce, Jim Mason and Mryna Britton.
Absent, excused: Donald Mitchner and Elena Moya.

October, 2000: Present: Jane Yokoyama, Donald Mitchner, Camille Pierce, Jim Mason, and Elena Moya.
Absent, excused: Ruben Chavez, Paula Samarron and Myrna Britton.

III. EEO Commission Structure

The Commission is comprised of ten members who are appointed by the Board of Supervisors. This is currently only 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 Jane Yokoyama as the Chair and Donald Mitchner as the Vice chair. 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 Bylaws 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 is staffed by the County EEO Officer Ana Ventura Phares. Analyst Ajita Patel is also a staff member of the EEO division and assists the EEO Officer and the Commission.

VII. Status of Commission's 2000 goals.

1. Participate in appropriate oral board to help ensure equal employment opportunity and diversity during the recruitment and interview process. The Employment Services Division of Personnel contact the Commissioners for appropriate oral boards and will continue to do so in order to reflect the diversity of the County's candidate pools.
2. Commissioners will attend County diversity/cultural awareness classes offered through the training task force and will provide evaluation of the classes to the EEO Officer. The EEO Officer invited and will continue to provide a schedule of classes to the Commissioners. Several commissioners gave positive reviews to the on-going diversity classes and the new cultural awareness classes taught by Human Resources Agency development staff.
3. The Commissioners will work to promote the importance of the census count to

traditionally under-represented residents of the County. The Commissioners, individually, informed the public through community outreach and working with non-profit organizations about the importance of the census. As you might be aware, the 2000 census results show that Watsonville, for example, reported the highest response rate in the County of Santa Cruz which in the past had significant under-representation of minorities and poor people.

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.

This past year, the County has added bilingual employees in Redevelopment, Planning, Public Works, Assessor's office and the County Clerks office to improve oral and written services to mono-lingual Spanish speaking residents. In addition, Spanish language information about County park and recreation services is included in the public booklet and a Spanish directory of the County Departments is available at the entrance of 701 Ocean St., Santa Cruz. Large Departments such as Health Services, Human Resources, and the Sheriff's Office's review their bilingual services with the Personnel department on a continual basis to ensure that mono-lingual Spanish only residents are served efficiently and similarly as the rest of the population. The Commission will continue to advise on this issue.

5. The EEO Commissioners will meet with their supervisors once during the year 2000 to provide an update on current EEO related issues within the County government. A few Commissioners met with their supervisors during the year and will continue to do so when necessary.

VI. EEO COMMISSION GOALS FOR 2001

The Commission will continue to work on the above stated goals 1, 2, 4, and 5. In addition, the Commission will meet with the EEO Officer and the individual Department Heads to develop departmental EEO and County wide objectives and recommendations for the County EEO Plan to your Board on 2001. This project entails Commissioners meeting with each Department Head, reviewing individual departments statistics and EEO issues and developing EEO objectives for each department.

This annual report was approved at the January 17, 2001, EEO Commission meeting.

Sincerely,


Ana Ventura Phares

EEO Officer, Personnel Department