



County of Santa Cruz

BOARD OF SUPERVISORS

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JANET K. BEAUTZ
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

AGENDA: 2/26/02

February 15, 2002

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 2001. 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,


JANET K. BEAUTZ, Chairperson
Board of Supervisors

JKB:ted

cc: Equal Employment Opportunity Commission

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COUNTY OF SANTA CRUZ

Personnel Department

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February 13, 2002

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

2001 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 2.40.50 are as follows:

- A. Receive, review, evaluate and monitor the County's Equal Employment Opportunity (EEO) Policies and Plan.
- B. Advise the Personnel Director and the Equal Employment Opportunity Officer on methods of accomplishing equal employment opportunity and non-discrimination in the County.
- 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 per year to be held in each supervisorial district. One meeting was held in the Watsonville Personnel Office located in the fourth district. 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 17, 2001:	Present:	Yokoyama, Pierce, Chavez, Turley, & Britton.
	Absent:	Mitchner, Mason, Samarron. (All excused).
April 18, 2001:	Present:	Mitchner, Turley, Yokoyama, Moya, & Chavez.
	Absent:	Britton, Pierce, Mason, Samarron. (All excused).
July 18, 2001:	Present:	Alcaino, Mason, Turley, Samarron, Chavez.
	Absent:	Mitchner, Britton, Pierce, Moya, Yokoyama (All excused).
October 17, 2001:	Present:	Yokoyama, Britton, Samarron, Chavez, Alcaino, Turley, and Mason.
	Absent:	Mitchner, Pierce, Moya (All excused).

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. The 2001 officers were Jane Yokoyama and Donald Mitchner 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 EEO Officer and the EEO Analyst. In 2001, Ana Ventura Phares was the EEO Officer and Ajita Patel was the analyst for the division. The Equal Employment Opportunity Officer is the secretary to the Commission.

V. 2001 Commission Goals

1. **Participate in appropriate oral boards to help ensure equal employment opportunity and diversity during the recruitment and interview process.** The Employment Services Division (ESD) of Personnel contacts the Commissioners for appropriate oral boards. ESD will continue to do so in order to reflect the diversity of the County's candidate pools. Several EEO Commissioners participated in the oral boards this past year. In addition, the EEO Office staff members also participated as oral examiners on relevant oral boards.
2. **Commissioners will be informed about the 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 reviews the content of the training classes (sexual harassment, eeo/diversity, and disability-accommodation training) with the commissioners. Several commissioners gave positive reviews to the on-going efforts made by the County to provide EEO training to the supervisors through Leadership Academy. Three Commissioners have requested to attend the EEO/Diversity portion of the Leadership Academy this spring. EEO Staff will schedule the interested Commissioners in the upcoming academy.
3. **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.** The Commissioners provided feedback from the community on issues relating to bilingual services. EEO staff held on-going

productive discussions and recommendations with the various departments that provide bilingual staff to ensure continual improvements in this area.

4. **The EEO Commissioners will meet with their supervisors once during the year 2001 to provide an update on current EEO related issues within the County government.** A few Commissioners reported that they provide their Supervisor with a quarterly correspondence detailing activities related to the EEO Commission and some met with their supervisors during the year and will continue to do so when necessary. The Commissioners also reported that they have received positive feedback from the community regarding the Personnel South County Satellite Office. The county residents now have the opportunity to visit the office to obtain employment information and apply in person at this site. Commissioners have also received positive feedback from employees who can obtain benefits information in person at the South County Office. The Commissioners are pleased that the office has helped streamline the county personnel processes and gives thanks to your board for your support of this satellite office.

VI. Commission Goals and Recommendations for 2002

1. The Commission will continue to work on the above stated goals 1-4.
2. The Commission will review job announcements and outreach to the community in order to achieve a diverse workforce which will serve the County population.
3. The Commission will review upcoming recruitments and recommend outreach strategies at the quarterly EEO Commission Meetings.
4. The Commission will continue to promote and notify the public of the new Personnel South County Satellite Office and the services now available in South County.

This annual report was approved at the Commission's January 16, 2002 meeting.

Sincerely,



Donald Mitchner
Vice-Chairperson