Equal Employment Opportunity Committee Regular Meeting Minutes

1:30 PM –Thursday – May 9, 2013
City Council Chambers
809 Center Street

Call to Order

Vice-Chair McMahon called the meeting to order at 1:36 p.m.

Roll Call

Present:	Vice-Chair McMahon, Members Donovan, Holmes, Hubling, Landers, McMahon, McPhillips, and Warren
Absent:	Chair Harmon and Member Walton
Staff:	Chief HR Officer McMullen, Administrative Assistant II Trumbull, and Training Manager Zevin

Statements of Disqualification – None

Oral Communications – None

Announcements - No action may be taken

1. Member McPhillips' last meeting is May 9, 2013. Member McPhillips has been on the committee since Feb 8, 2007. Member McPhillips terms expires on June 30, 2013.

Approval of Minutes

1. Minutes of the November 15, 2012 Regular meeting

Action Member Landers moved, seconded by Member Warren to approve the minutes. The MOTION carried unanimously.

General Business

1. Review and Final Approval of 2014 Committee Goals & Objectives, and Activities.
   - All agreed and finalized.
2. Discussion About Online City Employee Harassment/Discrimination Prevention and Diversity Training, Based on Employee Feedback Received by Members Donovan and Harmon.
   - Donovan received feedback from staff that an employee felt the on-line training did not apply to our environment. Training Manager Zevin explained that we use Target Solutions since it is a free service to the City and meets legal compliance. Other options are to attend In-Person Training.
3. Discussion about Weight Watchers Program Poster, Based on Employee Feedback Received by Member Harmon and Staff McMullen.

- There were some staff members in Water that were offended by a Weight Watches flyer that was posted. They felt that the City wanted their female staff members to look like the person in the flyer. Joe will research some guidelines and add to the agenda at the next meeting.

Information Items – No action may be taken

1. Legal Update
   - Staff liaison Joe McMullen
     - *Legal Update* not prepared for this meeting

2. Summary of Discrimination Complaint(s) and Outcome(s)
   - Staff Liaison Joe McMullen
     - 2012 & 2013 Complaint Logs
       - Staff Liaison McMullen gave an oral presentation on the updated Discrimination/Harassment Complaint Log and reviewed the on-going complaints for 2012 and 2013.

3. Training Manager Dale Zevin gave an oral presentation.
   - Mandated Training Compliance
     - Harassment Prevention & Cultural Diversity Training
       - Two sessions of Harassment Prevention are scheduled for May. Currently there are 33 employees scheduled in the morning and 20 scheduled in the afternoon.
       - Cultural Diversity Training is also scheduled in May.
   - Succession Planning
     - Employee and Leadership Development
       - Four of the eight modules have been completed for 2013. 163 employees have gone through the class and 28 employees have completed all of the modules.
     - Mentoring and Shadowing
       - The current Mentoring Program will end on June 20, and a celebration is scheduled for June 25, at the Tony Hill Conference Room.
       - There are currently 7 new Job Shadowing requests.
   - Brown Bag Workshops
     - The next scheduled Brown Bag Workshop is Social Media.

Subcommittee/Advisory Body Oral Reports

1. Access to Employment Job Fair Committee
   - There are currently no job fairs scheduled.
2. Website Rotating Ad-Hoc Sub-Committee
   - Chair Harmon; Staff McMullen & Trumbull, and Member McPhillips
     - Status of Website
       - Most changes have been completed. Waiting on APOs to be published to make final changes to website.

- Update Rotating Sub-Committee Membership (up to four Members)
  - Sub-committee members will need to change every six months. We will wait and review the website at the next meeting and decide if we need to continue with the sub-committee.

Items Initiated by Members for Future Agendas

- Policies Regarding Public Images – Community Standards
- Website Rotating Ad-Hoc Sub-Committee
- EEO Committee Elections – Vice-Chair McMahon announced her retirement.
  - One Member City Manager Appointment Replacement
  - One Member Operating Engineers/Supervisory Unit Replacement
  - Chair & Vice-Chair Replacements
  - Member Donovan and Walton term expires, both Members terms are eligible for reappointment.

Action **Adjournment**

At 2:27 pm Vice-Chair McMahon adjourned the meeting to the next regularly scheduled meeting on Thursday September 12, 2013 at 1:30 p.m. in Council Chambers.

Additional Information

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