

City of Seal Beach



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September 23, 2013

Honorable Thomas J. Borris
Presiding Judge of the Superior Court
700 Civic Center Drive West
Santa Ana, CA 92701

Re: Required Response to Orange County Grand Jury report, "The Goal of Equal Employment Opportunity: NO VICTIMS."

Dear Honorable Thomas J. Borris:

The City of Seal Beach has reviewed the 2012-2013 Orange County Grand Jury report, "The Goal of Equal Employment Opportunity: NO VICTIMS." The report made a number of findings and recommendations to which the City of Seal Beach is required to respond. Per the requirements and instructions, the City of Seal Beach is responding to Findings F1, F4, F5 and F6 and Recommendations R1, R2 and R3.

FINDINGS

F1: Municipalities in Orange County cities are well-versed in EEO issues and maintain exemplary compliance strategies.

Response: The City of Seal Beach agrees with this finding.

F4: Complaint ratios between OC cities and the County of Orange are similar; but differences in how previous complaints were handled in the County led to major problems.

Response: The City of Seal Beach agrees with this finding. The report indicated that the number of previous complaints were similar. However, the City of Seal Beach is unaware of the specific complaints that led to major problems or the handling of complaints within the County of Orange.

F5: The County and several cities do not offer, or provide limited, training in harassment, discrimination, and retaliation, particularly line staff. At this time, although line staff training is not required, all staff benefit from EEO training.

Response: The City of Seal Beach agrees with this finding. The City of Seal Beach ensures that all employees are fully informed of the City's Discrimination and Harassment Policy. All employees receive a copy of the policy and are required to sign off that they have read and understood the City's policy. As training sessions become available, all line staff are offered and encouraged to attend.

F6: There are several Risk Management Joint Powers Insurance Pools (of which most cities are members) to ensure adequate coverage and sharing of liability with other member entities.

Response: The City of Seal Beach is a member of the California Joint Powers Insurance Authority (CJPIA).

RECOMMENDATIONS

Recommendation 1 (R1): All OC Cities and County government shall include funding for training of management and supervision as required by law and ensure training for all employees every two to three years.

Response: The City of Seal Beach is in compliance with this recommendation. The City participates in a training consortium with Liebert Cassidy Whitmore, a professional law corporation. The consortium provides a minimum of two training workshops on the topic of "Preventing Workplace Harassment, Discrimination and Retaliation" to ensure compliance with AB 1825. In addition, the City is a member of the California Joint Powers Authority (CJPIA) which offers an online self-paced course that employees can take at any time. Employees are encouraged to attend this training should they be unable to attend the instructor-led training. Human Resources maintains a spreadsheet to assure that each required employee attends the training every two years or within six months of promotion to a supervisor, as well as the tracking of line staff that attends the training. The City of Seal Beach provides funding for this training in the City's budget.

Recommendation 2 (R2): OC Cities shall review SIR aggregate limits every five years to assess changes in risk management economies and insurance pool mix.

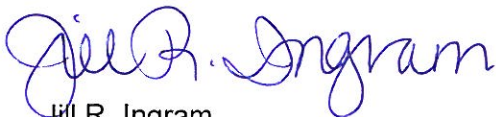
Response: The City is in compliance with this recommendation. The City is a member of the California Joint Powers Insurance Authority (CJPIA) and reviews its SIR aggregate limits annually.

Recommendation 3 (R3): OC Cities and the County of Orange government shall continue efforts to utilize best practices with respect to Harassment, Discrimination, and Retaliation.

Response: The City of Seal Beach is in compliance with this recommendation. The City keeps abreast of changes in the law pertaining to harassment, discrimination, and retaliation through continuing to participate in the Liebert Cassidy Whitmore Consortium. Also, the California Joint Powers Authority provides the City with training, education, and resources. The City of Seal Beach will continue its efforts to utilize best practices with respect to harassment, discrimination, and retaliation.

The City has made every effort to address the findings and recommendations of this report and appreciate the opportunity to provide responses to the Orange County Grand Jury.

Sincerely,



Jill R. Ingram
City Manager

cc: Orange County Grand Jury