

COUNTY OF SACRAMENTO
EQUAL EMPLOYMENT OPPORTUNITY
ADVISORY COMMITTEE

SYLVESTER FADAL, Director
Department of Personnel Services

CORI STILLSON, EEO Officer
Equal Employment Opportunity Office

Department of Human Assistance
7405 Greenhaven Dr. Rm 109a/b

July 24, 2023
3:30 p.m.

Join by computer: [Join ZOOM Meeting](#)
Join by phone dial: 1-669-254-5252, ID: 161 317 1704 & Password: 546050
(Additional instructions on page 3)

Anyone may address the Committee regarding any item that is within the Committee's subject matter jurisdiction. However, the Committee may not take any action on this agenda except as authorized by Government Code, Section 54954.3.

MINUTES

- I. Call to Order, Verbal Attendance Roll Call, and Guest Introductions – Mr. Ross, Chair, brought the meeting to order; quorum was reached at 3:42.**

Members Present: Annette Bedsworth, Lt. Shelly Hodgkins, Patrick Hunter, Hang Nguyen, Martin Ross, Marlon Yarber

Members Absent: Amanda Benson, Patrice Pratt, Roland Shield.

Staff Present: Mindy Scates-Gonzalez, Cori Stillson, Jaycee Kaiser, and Christina Meyers

II. Approval of Member Absences

Mr. Ross entertained motion to approve absences. Ms. Hodgkins moved to approve, and Ms. Nguyen seconded. The motion carried with four Yay votes (*Ms. Bedsworth, Lt. Hodgkins, Ms. Nguyen, and Mr. Ross*) and two abstain votes (*Mr. Hunter and Mr. Yarber*).

III. Approval of Meeting Minutes

Mr. Ross entertained motion to approve May 22, 2023, Meeting Minutes with amendments. Ms. Nguyen moved to approve, and Mr. Yarber seconded. The motion carried with six Yay votes (*Ms. Bedsworth, Lt. Hodgkins, Mr. Hunter, Ms. Nguyen, Mr. Ross, and Mr. Yarber*).

- [May 22, 2023](#)

IV. Communications/Reports (EEOAC Chair or EEO Office)

- EEOAC Meetings Locations
 - Department of Human Assistance: August 28, 2023 @ 1825 Bell St.
 - County Administration Building: August 28, 2023 @ 700 H Street
 - Animal Care Services: September 25, 2023 @ 3839 Bradshaw Rd.

The meeting facilities are accessible to people with disabilities. Requests for interpreting services, assistive listening devices, or other considerations should be made through the Equal Employment Opportunity Office at (916) 874-7148, no later than five working days prior to meeting.

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- Workforce Statistics Reports – LGBTQ and Disability Data
 - Move to Action Item on Agenda
 - Discussion occurred. List of what is entailed into gathering data. Who makes decision? Who is involved/partners?
 - Draft letter to County Executive showing Committee is in support of making recommendations to capture LGBTQ and Disability Data.

V. Unfinished Business

A. Workforce Statistics Reports

Ms. Meyers reviewed 2022 Workforce Statistics Reports for Technology, County Clerk/Recorder, and Conflict Criminal Defenders.

- Discussion occurred. Committee requests Workforce Statistics Reports capture allocated positions and that Departments report attrition rates.
- Mr. Hunter requested a demographic breakdown of Job Categories be provided on the Workforce Statistics Report.

B. Develop/Add to Best Practices List to share with County departments.

Mr. Ross requested list of top five Departments and top five improved Departments by the October 23, 2023 meeting

VI. New Business

- (Action Item) Change By-laws for Department Head to assign alternate to attend EEOAC meeting in absence of Department Head Committee member.
 - County Counsel opinion sought.
 - Discussion occurred. Not moving forward.
- Request to have three Department Head/Leaders at next three meetings

VII. Public Comment

None

Adjourned 5:10 pm.

EEOAC Zoom Meeting Instructions: April 24, 2022, 3:30-5:00 pm

The following guidelines will help prepare for the EEOAC Zoom Meeting.

Start Early: Log or call in 5 minutes (or so) prior to the start time to avoid everyone entering the conference, all at once at the beginning of the meeting.

Be Prepared: Review Agenda, minutes and materials, in advance, to help keep discussions concise and more effective.

Attend meeting: Click the [Zoom Meeting link](#) (**OR** call 1-669-254-5252, when prompted enter Meeting ID: 161 317 1704 & Password: 546050)

Mute Function Use: Locate the mute function on your device (landline phones, press *6 to mute/unmute). Please join the meeting with mute ON. When meeting is called to order, turn mute OFF for roll call & introductions, then back ON again until called on to speak. Members' votes & comments on Agenda items may occur by EEOAC member roll call, followed by the public. When your name is called, turn mute OFF to speak; turn it back ON when done speaking.

Reduce Ambient Noise: Call in from a quiet area as free as possible from background noise and distractions, such as TV or music, household members, pets, etc. Silence any rings or audio alerts on your device.

Don't Multi-task: The sounds of mouse and keyboard clicks, shuffling papers, eating and drinking can be a distraction.

Meeting Document Hyperlinks: PDF's auto-open in a browser, whereas MS Word docs may open a browser and a separate dialog box that you can close that then auto-opens the Word doc.

THANK YOU for your cooperation.