

COUNTY OF SACRAMENTO
EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

County Administration Building
700 H Street, 1st Floor
Hearing Room #1
Sacramento, CA 95814

March 28, 2016
3:30 pm

MINUTES

I. Roll Call

The meeting was brought to order by Chairperson Michael Craft. Roll was called. A quorum was present.

Members Present

Jennifer Avalo, Michael Burk, Michael Craft, Rita Gallardo, Patrick Hunter, Brandon Luke, Terrie Porter, Eugene Willis, Jr., and Rami Zakaria

Members Excused

Jill LaVine, Michael Peterson, Diane Rodriguez

Members Absent

C. David Johnson, Jr., Jenine Jenkins

Staff Present

Cori Stillson, Ellen Humphrey

II. Approval of Minutes

Mr. Craft entertained a motion to approve the Minutes of the February 22, 2016 meeting. It was so moved by Ms. Avalo and seconded by Ms. Gallardo The motion was carried and approved by the Committee.

III. Special Guest

Mr. Craft welcomed Paulino Duran, Public Defender, to the meeting. Mr. Duran is representing his department for their Workforce Statistics Report review.

IV. Old Business

CHANGES TO WORKFORCE STATISTICS REPORTS

Discussion continued from the last meeting about possible changes to the questionnaire portion of the County's Workforce Statistics Reports. The Committee agreed that if a department gives a "Not Applicable" answer on the Questionnaire portion of the report, the department would need to provide an explanation. The Committee also agreed to remove the 2000 Census Data from Table 1. Mr. Craft entertained a motion to approve these changes to the Workforce Statistics Report. It was so moved by Michael Burks and seconded by Ms. Gallardo. The motion was carried and approved by the Committee.

REVENUE RECOVERY QUESTIONNAIRE

The Committee had requested Staff to follow up with Revenue Recovery to see why their answer to question #3 on the Questionnaire Portion of the report was "not applicable". Revenue Recovery explained that the department uses Countywide classifications (Office Specialists, Account Clerks and Collection Services Agents) so the lists are massive. For the higher level positions such as Collections Services Supervisor, Manager or Assistant Director, vacancies are extremely rare. If there is a vacancy, the department forwards the exam announcement to the state association for DRR like entities and the California Revenue Officers Association.

DIVERSITY/RECRUITMENT PLAN

The Committee had requested Staff to contact the Employment Office to get information regarding the County's Diversity/Recruitment Plan. There isn't a recruitment plan per se. When a department requests a new eligible list, the Employment office develops an exam plan for that particular class which may involve some recruitment efforts depending on factors such as exam history (number of applications received in the past) or added costs that the department would have to carry. Current recruitment efforts are online and print advertising, Sacramento Bee, Monster, applicable professional associations, County's website, Facebook and LinkedIn.

V. Workforce Statistics Reports

AIRPORTS

Ms. Humphrey presented the 2016 Airport's Workforce Statistics Report to the Committee. Discussion ensued. There were no further questions or comments from the Committee.

CORONER

Ms. Humphrey presented the 2016 Coroner's Workforce Statistics Report to the Committee. Discussion ensued. There were no further questions or comments from the Committee.

PUBLIC DEFENDER

Ms. Humphrey presented the 2016 Public Defender's Workforce Statistics Report to the Committee. Discussion ensued with Mr. Duran who was the Department's representative. There were no further questions or comments from the Committee.

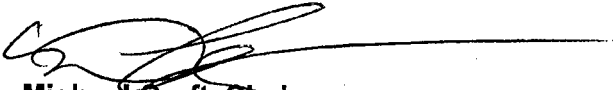
Mr. Craft entertained a motion to approve the 2016 Workforce Statistics Reports for Airports, Coroner, and Public Defender. The motion was so moved by Ms. Gallardo and seconded by Mr. Hunter. The motion was carried and approved by the Committee.

VII. Open Discussion

The Committee continued their discussion on recruitment and how the County should create an overall recruitment plan. Departments need to be proactive to become involved in community outreach with the necessary tools such as resources and incentives. Discussion ensued regarding how and where recruitment efforts would be the most beneficial such as focusing on colleges in the Sacramento area. The Committee discussed bringing this to the attention of the Board of Supervisors' Chiefs of Staff.

With no further questions or comments, Mr. Craft entertained a motion to adjourn the meeting. The motion was so moved by Mr. Willis and seconded by Mr. Zakaria. The meeting adjourned at 4:31 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Michael Craft', with a long horizontal line extending to the right.

Michael Craft, Chair

Equal Employment Opportunity Advisory Committee to the Sacramento County Board
of Supervisors

MC/eh

cc: David Devine, Director, Department of Personnel Services