

**COUNTY OF SACRAMENTO**  
**EQUAL EMPLOYMENT OPPORTUNITY**  
**ADVISORY COMMITTEE**

JOSEPH HSIEH, Interim Director  
Department of Personnel Services

CORI STILLSON, EEO Officer  
Equal Employment Opportunity Office

Department of Personnel Services  
9310 Tech Center Drive, Room 157

March 25, 2024  
3:30 p.m.

Join by computer: [Join Teams Meeting](#)

Join by phone: 1-916-245-8966 & ID: 382 345 455# (More 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.

**AGENDA**

- I. **Call to Order, Roll Call, and Guest Introductions**
- II. **Approval of Member Absences (Action; limit comments to 2 min.)**
- III. **Approval of Meeting Minutes (Action; limit comments to 2 min.)**
  - [February 26, 2024](#)
- IV. **Unfinished Business (Part 1)**
  - Workforce Statistics Reports (Limit comments to 5 min.)
    1. [Community Development 2023](#)
    2. [District Attorney 2022](#) & [District Attorney 2023](#)
    3. [Environmental Management 2022](#)
    4. [Finance 2022](#)
    5. [First 5 Commission 2022](#)
    6. [General Services 2022](#) & [General Services 2023](#)
    7. [Health Services 2022](#) & Health Services 2023 (In progress)
    8. [Human Assistance 2022](#) & [Human Assistance 2023](#)
    9. [Public Defender 2022](#)
    10. [Sanitation District Agency 2022](#) & [Sanitation District Agency 2023](#)
    11. [Sheriff 2023](#) & [Sheriff 2024](#)
    12. [Airport 2023](#) & [Airports 2024](#)
    13. [Animal Care Services 2023](#)
    14. [Probation 2023](#)
    15. [Transportation 2023](#)
    16. [Regional Parks 2023](#)
    17. [Child Family & Adult Services 2023](#)
    18. [Water Resources 2023](#)
    19. [Waste Management 2023](#)
    20. [Technology 2023](#)
    21. [Child Support Services 2023](#)
    22. [Agricultural Commission 2024](#)

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.

**COUNTY OF SACRAMENTO**  
**EQUAL EMPLOYMENT OPPORTUNITY**  
**ADVISORY COMMITTEE**

**V. New Business (Start by 4:30 pm)**

- December Meeting (Calendar: 2nd or 3rd Monday of the month, 12/9/24 or 12/16/24, respectively).
- Discuss Teams Meeting Link allows anyone to join & EEOAC meeting location audio/visual requirements (TV-monitor, computer connected camera, microphone & speakers for video conference; County network connection).

**VI. Communications/Reports – EEOAC Chair or EEO Office**

**VII. Unfinished Business (Part 2)**

- Discussion of guest invites to present on topics of vision & progress.
  - Community Development Dept. Director request to attend EEOAC regarding WFSR outcomes.
  - Department Heads (Future invites: new CEO: Pride Initiative & Vision for EEO countywide goals), Labor Units, Brainstorm other invites and what the EEOAC would like them to prepare for based on interests.
- Discussion of Rules & Procedures Sections: 8, 13 & 14 changes; 30-day posting (Staff must draft update prior to discussion).
- Discussions items for 2024 EEOAC from past agenda and meetings items:
  - Criteria development for Top 10 Most Improved Departments and Best Practices, & Retention Statistics.
  - Discuss: reviewing recruitment and enhance outreach methods for hard-to-reach groups.
  - Discuss: Mid-year review, if WFSR stats are meeting the objectives and review needs and concerns of the EEOAC.
  - Discuss: County Survey review.
  - Discuss: what EEOAC is required to review, practices, and past practices.
  - Discussion: (Continued) LGBTQ and Disability Data Capture. (How to capture, how will it be presented, how will it be used, and data accuracy.)

**VIII. Public Comment (Limit to comments 2 min.)**

## **EEOAC Teams Meeting Instructions:**

The following guidelines will help prepare for the EEOAC Teams 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:** Computer: click [Teams Meeting link](#) (OR Phone: call 1-916-245-8966 & when prompted enter ID: 382 345 455#)

**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.