

# COUNTY OF SACRAMENTO

## EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

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[Zoom Meeting Link](#) or  
1-669-254-5252 (ID: 161 157 8743 & Passcode: 9841112)

May 23, 2022  
3:30 pm

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### MINUTES

#### I. Call to Order

Mr. Ross, Chair, brought the meeting to order at 3:37. Quorum present.

**Members Present:** Courtney Bailey-Kanelos, Lt. Shelly Hodgkins, Patrick Hunter, Patrice Pratt, Martin Ross, Roland Shield, Doug Sloan, & Jerry Yamashita

**Members Excused:** Kristy Lac

**Staff Present:** Cori Stillson & Richard Chang

#### II. Approval of Meeting Minutes

- a. Mr. Ross entertained motion to approve March 28, 2022, Meeting Minutes. Ms. Pratt moved to approve and Lt. Hodgkins seconded. The motion to approve the minutes carried with all in favor (Mr. Sloan abstained; not present at meeting).
- b. April 25, 2022, minutes will list on EEOAC website as Notes.

#### III. Communications (EEOAC Chair or EEO Office):

- Mr. Reisig' family advised Bob passed away.
- On May 10<sup>th</sup>, the Board of Supervisors approved a resolution to extend teleconferenced meetings through June 10<sup>th</sup>. The EEOAC can adopt a resolution thereafter month to month to continue teleconferenced meetings.

#### IV. New Business (from committee, agencies or public)

- a. Continuation of virtual meetings

Brief discussion about rising Covid-19 cases, mandatory masks in some departments, and establishing an EEOAC resolution to continue virtual meetings on a month-to-month basis. Mr. Shield made a motion to adopt an EEOAC resolution to continue teleconferenced meetings for the period of June 10, 2022 to July 9, 2022 and Ms. Bailey- Kanelos seconded with all in favor.

- b. Discuss what EEOAC is required to review, practices, and past practices

Mr. Hunter spoke of Sacramento County Code (SCC) 1230, EEOAC duties, and asked if duties need to amend, considering a lack of outcomes. Mr. Hunter requested a list of outcomes or recommendations to departments or CEO. Mr. Shield noted concern awarding department kudos with respect to lack of outcomes. Mr. Ross noted EEO was to provide historical data and EEOAC was to determine updated criteria for reports to allow EEO to confirm if the data is available; he added disability or salary for management or supervisors were mentioned. Mr. Hunter asked about collecting exit interview information. Discussion occurred. Mr. Sloan noted DPS reaches out for exit interviews, yet it is not required for the exiting employee to partake. In the narrative, specific questions could be added about exit interviews (what, when, how, & number) for the period. Ms. Bailey-Kanelos noted possibly obtaining number of outside or internal hires, classifications expanded (ex. professionals-job titles, etc.) and org charts helpful. Mr. Ross asked are depts. doing recruitment beyond normal avenues. How often are eligible lists for job classes established or opportunities to get on the list (or new list) within departments? It is possible some of this information could be included in the narrative with added questions. Mr. Ross noted accessing populations that are more diverse would take more effort than a standard flyer (ex. weekend or evening recruitment, flex staff schedules to accommodate). Lt. Hodgkins noted more years of comparison data (ex. 2012, 2017, 2022) could be helpful to determine trends; with that info, there may be needs to be a review of narratives for any specific recruitment tools used to help achieve improvements. Mr. Sloan noted best practices utilized in conjunction with the County Recruitment Team for Waste Management's successful recruitment fair, a booklet offered ideas and practices, and their job fair resulted in 181 applications and jobs offered to 51 people. Mr. Sloan added to encourage retention DPS created an internal site for employees to view jobs across the County. Mr. Ross suggested EEO to obtain info to include in best practices. Mr. Shield noted not to separate recruitment, hiring, and promotion, and that the County look at [Gallop's Q-12 for Employee Engagement](#).

- c. Discuss statistic category types and if available include in reports

Examples could include disability, salary, exit interview info, number of eligible lists in recruitments, job titles by profession category, organization charts, comparison data (added years), or other areas.

- d. Statistic review as a group or pre-meeting individually and discussion (affirmations, suggestions, recommendations, etc.)

Mr. Ross moved to review Workforce Statistics Report during EEOAC meetings. Mr. Sloan seconded. Through roll call vote the motion carried (6 Ayes: Mr. Sloan, Mr. Ross, Lt. Hodgkins, Ms. Pratt, Ms. Bailey-Kanelos, and Mr. Yamashita; 2 Nays: Mr. Shield and Mr. Hunter).

- e. Recruitment: enhance outreach methods for hard to reach groups

Mr. Sloan discussed Waste Management's special recruitment above.

f. Guest Invites

DPS (Sandra Paschal and Sylvester Fadal), union Ted Somera, and Ann Edwards.

**V. Unfinished Business**

- a. Develop/Add to Best Practices List to share with County departments
- b. Discuss Workforce Statistics Reports changes and need for taskforce (IV-c)

**VI. Open Discussion & Public Comment:**

- Mr. Shield requested EEO Staff to ask Sylvester who is on the Diversity, Equity, and Inclusion committee.

Quorum was lost and the meeting ended at 5:08pm.

cc: Sylvester Fadal, Director, Department of Personnel Services