

COUNTY OF SACRAMENTO
EQUAL EMPLOYMENT OPPORTUNITY
ADVISORY COMMITTEE

SYLVESTER FADAL, Director
Department of Personnel Services

CORI STILLSON, EEO Officer
Equal Employment Opportunity Office

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

Join by phone dial: 1-669-254-5252, ID: 161 157 8743 & Password: 984112
(Additional instructions on page 2)

November 28, 2022

3:30 p.m.

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 and Verbal Roll Call, Introduction of Guests** – Martin Ross
- II. Continuation of virtual meeting** (comments limited to 2 min.) – Martin Ross
 - Action Item
- III. Approval of Meeting Minutes** (comments limited to 2 min.) – Martin Ross
 - [October 24, 2022](#)
 - Action Item
- IV. Brown Act Requirements and Discussion of EEOAC Rules and Procedures**
– Rick Heyer, County Counsel's Office
- V. Communications/Reports** – EEOAC Chair or EEO Office
 - December Meetings: Typically, Not Held & Cancelled Zoom Invite
 - Nominations/Elections occur 1/23/2023 during the 1st meeting of 2023
- VI. Unfinished Business** (limit to half of remaining meeting time)
 - A. Change Quorum to Half or More of the Members in Filled Positions (2nd Vote) – Martin Ross
 - Action Item
 - B. Workforce Statistics Reports (Discussion limited to 5 minutes)
 1. [Agricultural Commissioner 2022](#)
 2. [Airports 2022](#)
 3. [Assessor 2022](#)
 4. [Coroner 2022](#)
 5. [Probation 2022](#)
 6. [County Counsel 2022](#)
 7. [Personnel Services 2022](#)
 8. [District Attorney 2022](#)
 9. [Environmental Management 2022](#)

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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10. [Health Services 2022](#)
11. [Finance 2022](#)
12. [Child, Family, & Adult Services 2022](#)
13. [County Executive 2022](#)
14. [Human Assistance 2022](#)
15. [County Clerk Recorder 2022](#)
16. [General Services 2022](#)
17. [Conflict Criminal Defenders 2022](#)
18. [First 5 Commission 2022](#)
19. [Sanitation District Agency 2022](#)
20. [Public Defender 2022](#)

- C. Develop/Add to Best Practices List to share with County departments
(Martin Ross)

VII. New Business

- A. Discuss what EEOAC is required to review, practices, and past practices
- B. Discuss Workforce Statistics category types, if available, and reports changes
- C. Discuss requesting guest presentations and topics to present on
 1. CEO
 2. Heads of Labor Units
 3. DEI Committee
- D. Discuss reviewing recruitment and enhance outreach methods for hard to reach groups
- E. Discuss review of County Survey
- F. Discuss Retention Statistics
- G. Discuss: Sacramento County Employee's should be both allowed and encouraged to participate in EEOAC Regular Public Meetings, as they are public meetings (Roland Shield)
- H. Discuss Review of "Higher Level" HR Complaint data (Roland Shield)

VIII. Public Comment (comments limited to 2 min.)

EEOAC Zoom Meeting Instructions: November 28, 2022, 3:30-5:00pm

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#: 161 157 8743 & Passcode: 984112)

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.