

COUNTY OF SACRAMENTO
EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

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

October 24, 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, Jenine Jenkins, Terrie Porter, Diane Rodriguez, and Eugene Willis, Jr.

Members Excused

Jill LaVine, Brandon Luke, Michael Peterson and Rami Zakaria

Members Absent

None

Staff Present

Cori Stillson and Ellen Humphrey

II. Approval of Minutes

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

III. Workforce Statistics Reports

Health and Human Services

Ms. Humphrey presented the 2016 Health and Human Services' Workforce Statistics Report to the Committee. This report had previously been discussed at the September 26, 2016 meeting, but was not approved at that time due to a lack of a quorum. At the September meeting a question arose regarding the high number of terminations in the "Disciplinary, Pending Discipline or Release from Probation" category. Staff contacted the department and reported back that the majority of employees in that category were released from probation. There were no further questions or comments from the Committee.

First 5 Sacramento Commission

Ms. Humphrey presented the 2016 First 5 Sacramento Commission's Workforce Statistics Report to the Committee. This report had been discussed in length at the September meeting. There were no further questions or comments from the Committee.

Conflict Criminal Defenders

Ms. Humphrey presented the 2016 Personnel Services' Workforce Statistics Report to the Committee. This report had been discussed in length at the September meeting. There were no further questions or comments from the Committee.

General Services

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

Finance

Ms. Humphrey presented the 2016 Department of Finance's Workforce Statistics

Report to the Committee. Discussion ensued. There were no further questions or comments from the Committee.

Mr. Craft entertained a motion to approve the 2016 Workforce Statistics Reports for Health and Human Services, First 5 Sacramento Commission, Conflict Criminal Defenders, General Services, and Finance. The motion was so moved by Ms. Gallardo and seconded by Mr. Hunter. The motion was carried and approved by the Committee.

IV. New Business

2016 Countywide Department of Justice EEOP Utilization Report

Ms. Humphrey handed out the Countywide 2016 EEOP Utilization Report that was submitted to the Federal Department of Justice. Discussion ensued. Dr. Stillson explained that the significant underutilization, based on two or more standard deviations, compares employees in a particular job category to the percentage of similarly qualified workers of the same gender/ethnic group in the relevant labor market in Sacramento County.

Committee Member Seats Expiring in December

Ms. Humphrey listed the members whose seats will be expiring this coming December. Citizen members must fill out an application to be re-appointed by the Board of Supervisors. The County Exec will be notified about re-appointing or selecting new Department Heads, and the EEO Office will contact the Union for the Employee Representative Seat that is expiring.

V. Report Preparation

Continuation of Report Prep Regarding Promotions in County Jobs

The Committee continued their discussion on subject matter to include in their report preparation. It had previously been discussed to research management positions and promotions into those job classes; however, the Committee wanted to evaluate more specific points on how to proceed. Some of the categories that had been look into were: Recruitment, Hiring, Retention, and Promotions. After discussion, Committee agreed to continue focusing on Promotions and to consider creating a Sub-Committee for the report preparation.

VI. Open Discussion

The idea was brought up in the meeting that an uninvolved facilitator be included at the next meeting to help facilitate discussion and identification of areas the Committee will focus on. Staff agreed to attempt to obtain assistance from an internal facilitator.

With no further questions or comments, Mr. Craft entertained a motion to adjourn the meeting. The motion was so moved by Ms. Rodriguez and seconded by Mr. Burk. The meeting adjourned at 4:57 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Michael Craft', written over a horizontal line.

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