

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

SYLVESTER FADAL, Director  
Department of Personnel Services

CORI STILLSON, EEO Officer  
Equal Employment Opportunity Office

Department of Personnel Services  
9310 Tech Center Drive Sacramento CA, 95826  
Room 157

March 27, 2023  
3:30 p.m.

Join by computer: [Join ZOOM Meeting](#)  
Join by phone dial: 1-669-254-5252, ID: 161 317 1704 & Password: 546050  
(Additional 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.

**MINUTES**

- I. Call to Order, Verbal Attendance Roll Call, and Guest Introductions** – Mr. Ross, Chair, brought the meeting to order; quorum was reached at 4:10.

**Members Present:** Amanda Benson, Annette Bedsworth, Lt. Shelly Hodgkins, Patrick Hunter, Hang Nguyen, Martin Ross, Patrice Pratt, Marlon Yarber

**Members Absent:** Roland Shield.

**Staff Present:** Cori Stillson and Christina Meyers

- II. Approval of Member Absences**

- III. Approval of Meeting Minutes**

Mr. Ross entertained motion to approve February 27, 2023, Meeting Minutes without changes. Ms. Benson moved to approve and Ms. Nguyen seconded. The motion carried with seven Yay votes (*Ms. Bedsworth, Ms. Benson, Lt. Hodgkins, Ms. Nguyen, Ms. Pratt, Mr. Ross, and Mr. Yarber*), and one abstain (*Mr. Hunter*).

- [February 27, 2023](#)

- IV. Communications/Reports (EEOAC Chair or EEO Office)**

- Change Quorum to Half or More of the Members in Filled Positions
  - Progress – To Board of Supervisors for May 9, 2023, meeting.
- EEOAC Meetings Locations
  - County Administration Building: April 24, 2023 @ 700 H St.
  - Voter Registration: May 22, 2023 @ 7000 65<sup>th</sup> St. Suite A
  - County Administration Building: June 26, 2023 @ 700 H St.
  - Department of Human Assistance: July 24, 2023 @ 7405 Greenhaven Dr. and August 28, 2023 @ 1825 Bell St.

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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- Workforce Statistics Reports - LGBTQ and Disability Data

**V. Unfinished Business**

A. Workforce Statistics Reports

Ms. Meyers reviewed 2022 Workforce Statistics Reports for County Counsel and Personnel Services.

B. Develop/Add to Best Practices List to share with County departments

Mr. Ross requested list of top five Departments and top five improved Departments by the October 23, 2023 meeting.

**VI. New Business**

- Committee requested Roberts Rules of Order information.
- Committee to draft letter for LGBTQ and Disability Data statistics inclusion .

**VII. Public Comment**

None

Mr. Hunter motioned to Adjourn and Ms. Benson seconded. All in favor (*Ms. Benson, Ms. Bedsworth, Lt. Hodgkins, Mr. Hunter, Ms. Nguyen, Mr. Ross, Ms. Pratt, and Mr. Yarber*).

Adjourned 5:00 pm.

## **EEOAC Zoom Meeting Instructions: April 24, 2022, 3:30-5:00 pm**

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: 161 317 1704 & Password: 546050)

**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.