

COUNTY OF SACRAMENTO
EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

County Administration Building
700 H Street, 1st Floor
Hearing Room #2
Sacramento, CA 95814

February 22, 2015
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, C. David Johnson, Jr., Jill LaVine, Michael Morse, Michael Peterson, Terrie Porter, Diane Rodriguez, Eugene Willis, Jr., and Rami Zakaria

Members Excused

Members Absent

Jenine Jenkins, Brandon Luke

Staff Present

Cori Stillson

II. Approval of Minutes

After a correction on an excused absence, Mr. Craft entertained a motion to approve the Minutes of the November 23, 2015 meeting. It was so moved by Ms. Avalo and seconded by Ms. Rodriguez. The motion was carried and approved by the Committee.

III. New Committee Members

Mr. Craft welcomed the new Committee members, Ms. Terrie Porter and Mr. Rami Zakaria. Ms. Porter is the Director of Child Support Services and is filling a Department Head seat on the Committee. Mr. Zakaria is the Director of the Dept. of Technology and is filling a Department Head seat on the Committee.

IV. Old Business

CHANGES TO WORKFORCE STATISTICS REPORTS

Discussion continued from the last meeting about possible changes to the questionnaire portion of the County's Workforce Statistics Reports. One point to change would be that if any question on the Questionnaire portion of the report resulted in an answer of "Not Applicable", the department would need to provide an explanation. Discussion ensued regarding a Diversity or Recruitment plan from Human Resources. Staff will attempt to locate such a plan. This discussion is Tabled until the March 2016 meeting.

V. New Business

CHAIR-VICE CHAIR ELECTIONS

Mr. Craft opened discussion with the Committee members regarding interest in the Chair or Vice Chair positions for 2016. Discussion ensued. Upon completion of the discussion, Mr. Willis moved to accept the nomination of Mr. Craft as Chair. Ms. Gallardo seconded. Mr. Craft moved to accept the nomination of Mr. Burks as Vice Chair. Ms. Rodriguez seconded. The motions were unanimously carried and approved by the Committee.

2016 SCHEDULE

The Committee was made aware of the 2016 Schedule showing the Workforce Statistics Reports and Departments that will be reviewed during the year.

AB1234 MANDATORY TRAINING UPDATE

Dr. Stillson updated the Committee and explained that they are no longer required to take the AB1234 Ethnic Training as a related to their position on the Committee.

AB1825 VIDEO

The AB1825 Video will be available for viewing in Hearing Room #1 at the request of the Committee.

CHANGES IN EEOAC MEETING LOCATION

Dr. Stillson explained that the meeting location for the Committee will no longer be in the Conference Room on the 7th floor. The Committee will now be meeting in Hearing Room 1 on the first floor.

GENDER AND RACE STATISTICS ON MANAGEMENT VS NON-MANAGEMENT EMPLOYEES

The Committee reviewed the statistics sheet. Discussion ensued. It was noted that in terms of higher level management positions, Blacks and Hispanics are a lower percentage.

VI. Workforce Statistics Reports

SHERIFF/CORRECTIONAL HEALTH

Dr. Stillson presented the 2016 Sheriff/Correctional Health's Workforce Statistics Report to the Committee. Discussion ensued. There were no further questions or comments from the Committee.

REVENUE RECOVERY

Dr. Stillson presented the 2016 Revenue Recovery's Workforce Statistics Report to the Committee. Discussion ensued. The Committee questioned the "Not Applicable" response on Questionnaire #3, "Please describe what recruiting and or informational events your department has participated in and how they help to ensure a workforce representative of Sacramento County." Staff will contact the department for clarification. There were no further questions or comments from the Committee.

ASSESSOR

Dr. Stillson presented the 2016 Assessor'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 Sheriff/Correctional Health, Revenue Recovery and Assessor. The motion was so moved by Ms. Gallardo and seconded by Mr. Peterson. The motion was carried and approved by the Committee.

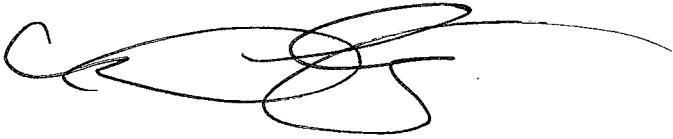
VII. Open Discussion

The Committee was concerned about management level positions and the lower representation of ethnic groups in these positions. They discussed the possibility of reviewing applications for those promotional opportunities. Dr. Stillson explained that we could contact the Employment Office for exam statistics on particular job classes.

The Committee also discussed recruitment and job fairs. The departments look to Human Resources for organizing and scheduling job fairs. Invitations to departments or participation in job fairs, such as for the California State Universities, would be helpful. Another idea would be to create a central list of places to recruit from.

With no further questions or comments, Mr. Craft entertained a motion to adjourn the meeting. The motion was so moved by Ms. Avalo and seconded by Mr. Peterson. The meeting adjourned at 4:51 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