

Diversity, Equity, and Inclusion Cabinet Bylaws

Article I: Name

The name of this cabinet is the Sacramento County Diversity, Equity, and Inclusion Cabinet and will be referred to as the Cabinet in the following bylaws.

Article II: Authority

Board of Supervisor Resolution 2020-0773 adopted on November 17, 2020, declaring racism a public health crisis noted the Board's intention to establish a racial equity policy cabinet. Board of Supervisors Resolution 2022-1085 adopted on December 13, 2022, established the Cabinet, outlined the Cabinet's responsibilities, provided guidelines on Cabinet membership, and directed the Cabinet to establish bylaws.

Article III: Purpose

To serve as agents of the Board of Supervisors, working in collaboration with the County Executive in service to the County of Sacramento to support and foster diversity, equity, and inclusion in the County workplace and in the County services and programs provided to residents. The DEI Cabinet will intentionally work collaboratively across the organization and community utilizing an equity lens to review and shape policies and practices, identify appropriate resources, implement programs, and issue directives to advocate for and advance equity.

Section A: Mission

To engage the workforce and community on topics of equity and inclusion and apply an equity lens on the day-to-day operations of the County and public service delivery to identify and eliminate barriers to access and engagement (e.g., policies, practices, attitudes, bias, and cultural messages) that have prevented Black, Indigenous, and People of Color (BIPOC), lesbian, gay, bisexual, queer or questioning, intersex, asexual, (LGBTQIA+) people, people with disabilities, and any marginalized communities' full participation and equitable outcomes.

Section B: Objective

To create awareness through education; enable County employees and community to take action to advance equity; and center racial equity to empower allyship and advocacy in policy, program, and service delivery to transform systems.

Section C: Recommendations to the Board of Supervisors

The Cabinet can make recommendations to the County Executive, and the Board of Supervisors regarding Diversity, Equity, and Inclusion.

Article IV: ACTIVITIES

The DEI Cabinet shall engage in the following activities in furtherance of its purpose:

- Implement an equity lens in the day-to-day operation of public service delivery to address inequities and engage the community on the topics of equity.
- Ensure racial, gender, class, ability, sexual orientation, and other identities are considered in all Sacramento County policies, procedures and practices, and work to eliminate those that facilitate and/or uphold discrimination.
- Expand upon Sacramento County Public Health's strategic plan to prioritize the investment in BIPOC communities and distribution of resources in promoting equity to address racial inequality, marginalization, and institutional racism, as well as coordinate other related County initiatives (i.e., Black Child Legacy Campaign, Environmental Justice Element, etc.).
- Ensure the consistent collection, analysis, and transparent reporting of disaggregated demographic, socioeconomic, and public health data to measure progress towards eliminating racial, gender, class, ability, sexual orientation, and other identities.
- Promote early and ongoing strategic coordination, cooperation, and collaboration with internal departments and external agencies, businesses, and community partners to identify and implement strategic interventions and solutions such as trauma-informed practices and programming to mitigate and eliminate harm and negative health outcomes.
- Design, develop, enhance, and deploy communication strategies and outreach efforts to increase understanding and awareness around systemic inequities and give voice to the lived experiences of our BIPOC communities, people of diverse genders, backgrounds, sexual orientation, socioeconomic status, ability, etc.
- Analyze factors leading to racial disparities and inequities, review County service delivery and outcomes data as it relates to protected classes and diverse dimensions to create policies, practices, procedures, in partnership with the community, to eliminate inequities in County provided services.

- Work to shape an inclusive, well-informed governmental organization whose awareness of injustice and inequity has been heightened through robust training and continuing education.
- Actively work to nurture and enhance diverse representation across the County workforce, especially in leadership and management positions.
- Identify, deploy, and expand upon best practices used in other jurisdictions to promote equity and address institutional, structural, systemic, and interpersonal racism, bias, and intolerance.
- Report community feedback and engagement activities; progress, strategies, and objectives identified by the Cabinet to the Board of Supervisors; and provide consistent updates to County employees and community members on progress.
- Create the conditions to empower County leadership to cultivate cultural competency and create an environment where employees and community members feel welcomed, supported, valued, and a sense of belonging.

Article V: Membership

1. The County Executive shall appoint members to the Cabinet consisting of County department directors and staff from all levels of the County.
2. When selecting Cabinet members, the County Executive shall consider departments that serve BIPOC communities, department operational diversity, and staff who possess the following attributes:
 - a. Demonstration of a commitment to and knowledge of the deep-rooted issues related to diversity, equity, and inclusion.
 - b. A reputation for working with community-based organizations and/or commissions that serve the public.
 - c. Experience or expertise in reviewing and analyzing data.
 - d. Experience in community trauma and mental health.
 - e. Experience or expertise in the field of homelessness
 - f. A strong understanding of the importance of upholding civil rights and civil liberties.

Section A: Members

- Chief Diversity, Equity, and Inclusion Officer
- Member of the Board of Supervisors
- Director, Personnel Services

- Chief Information Officer
- Public Health Officer
- Director, Child, Family, and Adult Services
- Director, Human Assistance
- Public Information Office
- Chief Probation Officer
- Probation Division Chief
- Public Defender, Principal Criminal Attorney
- Public Defender
- Sheriff Department
- District Attorney
- Director, General Services
- Director, Homeless Initiative
- Director, Planning Department
- Sr Program Coordinator, Health Services
- African American caucus representative
- LGBTQ caucus representative
- Deputy Director, Health Services
- Health Program Manager, Health Services
- Social Worker, DCFAS

Section B: Officers

Officers of the DEI Cabinet shall be the Chair and Vice-Chair. Officer positions will be added or removed based on the evolving needs of the Cabinet.

1. Vice-Chair and other positions (when assigned) shall be appointed by *Cabinet vote during the fourth quarter biennially and shall take office in January. Unexpired terms shall be filled by appointment by the Chair at the succeeding meeting.

Article VI: Chair

The Chair of the Cabinet is the Sacramento County Chief Diversity, Equity, and Inclusion Officer. If the position is vacant the County Executive shall appoint an interim Chair until the position is filled.

Section 1

The Chair shall be the presiding officer of the DEI Cabinet, ex-officio member of all committees, and representative of The County of Sacramento DEI Office.

Article VII: Vice-Chair

The Vice-Chair shall, in the absence of the Chair, perform the duties of that office.

Section C: Ex-Officio Members

In the future, ex-officio members could be appointed from a standing Board Commission such as the Equal Employment Opportunity Advisory Commission, Disability Advisory Commission as applicable.

DEI Community Commission shall be commissioned by the Cabinet in collaboration with County Executive to serve on standing subcommittees aligned with their area of focus to support the work of the DEI Cabinet.

Section D: Committees

To expedite and facilitate the business of the Cabinet and the orderly and efficient consideration of matters coming before it, the Cabinet may establish standing or ad-hoc committees to focus on specific tasks or projects and report back to the Cabinet.

Section E: Government Alliance on Race & Equity (GARE) Committee

To facilitate and accelerate the engagement of County departments with Government Alliance on Race & Equity (GARE) and help identify internal projects and pathways to incorporate racial equity tools to scale racial equity strategies. Contribute to branding and storytelling about the County's accomplishments and impact in advancing the work of diversity, equity, and inclusion.

Section F: The County of Sacramento Employee Resource Groups (Caucuses)

Identify and surface barriers to inclusion, bias, and inequities in policy, practice, and service delivery. Provide insight and input on DEI initiatives, assessments, and employee sentiment surveys to help inform DEI strategies. Facilitate an inclusive culture by providing a platform for employees to connect, feel seen, heard, valued, and create space for respectful dialogue, understanding, and empathy. Participate in county community events, engage in volunteer efforts, partner with community organizations, and stakeholders to serve as County Ambassadors to community relations and attract new talent.

Section G: Sac County Community Racial Equity Committee Role and Responsibilities

The Sacramento County Community Racial Equity Committee will contribute community voice to identify barriers to access, engagement, and inequities in services, programs, policies, and practices that impact BIPOC members of Sacramento County and identify intervention strategies and solutions. They will serve as a channel to create deep strategic alignment between the community and Sacramento County.

Article IX: Meetings

Section A: Regular Meetings

The Cabinet meets monthly on the 4th Thursday of every month.

Section B: Attendance

Cabinet and Committee members have a duty to their constituent group(s) to attend meetings and standing subcommittees of which they are members. After three successive absences by a member, the Chair will remind the member of the obligation to attend and participate in meetings.

If the Cabinet or Committee member's absences continue, the Chair will ask the member to reconsider their appointment and may ask for their resignation after meeting with the Executive Supervisor.

A record of attendance will be maintained in the minutes of all DEI Cabinet and Committee meetings.

Section C: Designees

In their absence, Cabinet members may designate an appropriate staff person to represent them, or designate an alternate, and vote at Cabinet meetings. Any member wishing to appoint a designee is to identify the designee or alternate in written correspondence addressed to the Chair and/or staff of the Cabinet. Designees can only be changed by notifying the Chair and/or staff in writing.

Section D: Alternate

Cabinet members may name a representative to serve as Cabinet members when the member is not available to attend.

Section E: Quorum

A quorum is no less than a simple majority of the membership of the Cabinet.

Section F: Convening Special Meetings

The Chair of the Cabinet may convene a special meeting. Written notice must be served at least 48 hours in advance. Only items included in the written notice may be discussed or considered.

Section G: Staff Support

Staff support is provided by the Department of Personnel Services to a maximum level of 1.0 positions. Costs for such support are shared equally by County departments except during times when the support is less than one full-time equivalent position.

Article X: Voting

Active voting members will be County department directors and staff who will serve two-year terms on the DEI Cabinet.

Each Cabinet member has one vote. Designees or alternates may vote on behalf of a member if they have been identified by the member in written correspondence addressed to the Chair or other methods approved by the Chair. Action may be taken by a majority vote of those present and by not less than a majority of the quorum.

Article XI: Reporting

The DEI Cabinet will report its work, findings, and recommendations to the Board of Supervisors, as needed or requested including progress on established goals, strategies and objectives identified by the Cabinet. The report should also provide a summary of community engagement activities, including how feedback received by the Cabinet was used.

Article XII: Amendment of Bylaws

These bylaws can be amended only by the full DEI Cabinet, at any regularly scheduled meeting provided the amendment has been submitted in writing and approved by the Executive Supervisor. The proposed amendment will be submitted to the full Cabinet at a regularly scheduled meeting prior to the meeting at which the vote is scheduled. Approval will require an affirmative vote of a majority of the voting members.

Diversity, Equity, and Inclusion Guiding Definitions and Principles:

Language is dynamic and definitions, like humans, constantly shift, morph, and evolve to reflect society and culture change and are deserving of being recognized, validated, and challenged to help us find ways to engage our curiosity, build empathy, and be intentional with practicing inclusive language to respect all humans with language that dignifies all humans. Words matter. The definitions below have been lifted from various resources that specialize in DEI interventions and strategies and are considered authorities and/or subject matter experts on racial justice, diversity, equity, and inclusion.

- **Advocate:** someone with privilege and power willing to take steps to protect, publicly support, and dismantle systems against a marginalized group of people. (Allies and Advocates)
- **Ally:** Someone who makes the commitment and effort to recognize their privilege (based on gender, class, race, sexual identity, etc.) and works in solidarity with oppressed groups in the struggle for justice. Allies understand that it is in their own interest to end all forms of oppression, even those from which they may benefit in concrete ways. (Shared Understandings, The Trevor Project)
- **Allyship:** the lifelong practice of self-reflection and action, which involves reevaluating beliefs, working in solidarity with marginalized individuals and groups, and building relationships based upon the ability of social privilege to support the marginalized group. Allyship involves two types of behaviors: (1) Supportive behaviors – being present for and listening to the struggles of marginalized groups and providing support; and (2) Advocacy behaviors – educating peers, confronting discriminatory attitudes and behaviors, and advocating for better policies and resources to support marginalized groups. (Stanford: Setting the Frame: Privilege, Power and Allyship, Allyship – NIH.gov)

- **Belonging:** feeling valued, respected, supported, and empowered in your professional, educational, and personal endeavors.
- **BIPOC:** An acronym that stands for Black, Indigenous and People of Color. It is based on the recognition of collective experiences of systemic racism and meant to emphasize the hardships faced by Black and Indigenous people in the United States and Canada and is also meant to acknowledge that not all People of Color face the same levels of injustice.
- **Cultural competence:** the ability of an individual or organization to understand how inequity can be (and has been) perpetuated through socialized behaviors and using that knowledge to disrupt inequitable practices; the ability to function effectively and empathically as an individual and/or as an organization within the context of the cultural beliefs, behaviors, and needs presented by another's culture.
- **Diversity** Includes all the ways in which people differ, and it encompasses all the different characteristics that make one individual or group different from another. It is all-inclusive and recognizes everyone and every group as part of the diversity that should be valued. A broad definition includes not only race ethnicity, and gender--the groups that most often come to mind when the term: "diversity" is used—but also age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, and physical appearance. It also involves different ideas, perspectives, and values. (UC Berkeley Center for Equity, Inclusion and Diversity, "Glossary of Terms")
- **Employee Resource Groups (Caucus or Affinity):** an intentionally created space for those who share an identity to convene for learning, support, and connections. Caucuses based on racial identity are often comprised, respectively, of people of color, white people, people who hold multiracial identities, or people who share specific or ethnic identities.
- **Equality:** fair treatment of all by providing the same resources or opportunities to individuals. Treating individuals the same does not result in proportional fairness and ignores that barriers for underserved and underrepresented populations exist.
- **Equity:** fair treatment for all. The principle of equity acknowledges that there are historically underserved and underrepresented populations. It strives to ensure access, opportunity, and advancement for these populations. Its goal is to identify and eliminate the barriers that have prevented their full, equal participation.
- **Equity vs. Equality:** The difference between equality and equity must be emphasized. Although both promote fairness, equality achieves this through treating everyone the same, regardless of need and circumstances. Equity achieves this through treating people differently dependent on need, circumstance and consideration of historical and systemic inequities.

- **Inclusion:** creating a culture that is welcoming to all people regardless of race, gender, age, class, ability, sexual orientation, and religion. Everyone is valued, respected, and able to reach their full potential.
- **Inclusive leadership:** leadership that values team members, invites diverse perspectives, and creates an atmosphere where people feel their opinions and contributions improve the organization's well-being.
- **Institutional racism:** occurs within institutions. It involves unjust policies, practices, procedures, and outcomes that work better for white people than people of color, whether intentional or not.
- **LGBTQIA+:** an acronym for Lesbian, Gay, Bisexual, Transgender, Queer or questioning, Intersex, Asexual, and the + represents the totality of possibilities that exist beyond all acronyms. This acronym has become the new standard over recent years.
- **Marginalization:** also referred to social exclusion, occurs when certain groups of people get denied access to areas of society (e.g., financial, education, health, housing, justice system, opportunities, funding).
- **Racial inequity:** from infant mortality to life expectancy, race predicts how well you will do.
- **Racial Justice:** Policies, practices, and procedures to ensure equitable outcomes for BIPOC.
- **Systemic inequalities:** specific policies, standards, and practices, as well as attitudes and prejudices combined to create institutionalized and even structural problems of inequality that differently provide opportunities and resources to some groups while restriction access to those same resources for other groups.
- **Structural racism:** racial inequities across institutions, policies, social structures, history, and culture
- **Trauma-informed:** an approach that recognizes and responds to the impact of trauma on people's lives.
- **Trauma-informed practices:** emphasizes safety, empowerment, and control for the individual.