

# COUNTY OF SACRAMENTO

## EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

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

April 22, 2019  
3:30 pm

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### MINUTES

#### I. Roll Call

Michael Craft, outgoing Chairperson, brought the meeting was to order. Roll was called. Introduction of New Members. A quorum was present.

#### Members Present

Michael Craft, Kimberly Gin, Kristy Lac, Brandon Luke, Cindy Nichol, Amar Shergill, Jerry Yamashita, and Rami Zakaria

#### Members Excused

Dr. Peter Beilenson, Mollie Chacon, and Rosalind Gottfried

#### Members Absent

Lacy Bennett, Indie Kallirai, and Renee Williams

#### Staff Present

Cori Stillson and Richard Chang

#### Visitors

Krista Whitman and Stacy Revoir from County Counsel

#### II. Approval of Meeting Minutes

Mr. Craft entertained a motion to approve the Minutes of the November 26, 2018 meeting. Discussion ensued. The motion was so moved by Mr. Shergill and seconded by Mr. Zakaria. The motion was carried and approved by the Committee.

### **III. Chair and Vice Chair Elections**

Mr. Craft called for a motion to elect a Chair and Vice Chair. Mr. Shergill motioned to nominate Mr. Zakaria for Chair and Mr. Craft seconded the motion. The motion passed unanimously.

Ms. Gin motioned to nominate herself for Vice Chair and Ms. Nichol seconded the motion. The motion passed unanimously.

### **IV. Brown Act Recap (EEO Staff/Krista Whitman)**

Ms. Whitman presented Committee members with Brown Act highlights and distributed a PowerPoint. For EEOAC, Ms. Whitman clarified a quorum constitutes eight (8) members. In an example where a meeting begins with a quorum and one member leaves, then the committee loses the quorum and is unable to take further action but may move forward with discussion.

### **V. Special Guests**

Ms. Whitman, Assistant County Counsel, and Stacy Revoir, Administrative Service Officer II, with County Counsel attended the meeting to offer clarification for questions from the November 26, 2018 meeting regarding the County Counsel Workforce Statistics Report. Areas of concern were: a) low representation of minorities and b) Questionnaire item #5 regarding the process of how decisions were made for choosing which employees would be given a special assignment, reassignment, or cross training.

As a smaller department with 77 employees, Ms. Whitman and Ms. Revoir noted few new hires or promotional opportunities occurred because individuals hired into the department typically stay for a long time. In addition, it is difficult for an Attorney to cross train between their Granite Park and Downtown offices because of the difference in type of work. Ms. Whitman spoke to Table 3.1 of the Workforce Statistics Report showing minority hire improvement. Ms. Revoir noted downtown support staff do not presently have cross training opportunities, yet there may be more chances in the future.

### **VI. Staff Report**

Ms. Stillson and Mr. Craft reported a December quarterly meeting with the Chiefs of Staff where discussion of members and quorum ensured. The Chiefs of Staff stated that they were interested in seeing a graph showing workforce trends.

### **VII. Discussion regarding changes to Workforce Statistics**

Ms. Stillson noted the committee's ability to make updates to the information reported in the Workforce Statistics Reports, including reporting on workforce

trends. A sample graph showing countywide trends by year, gender, and the seven (7) EEO race categories was distributed for review.

## **VIII. Workforce Statistics Reports**

### **County Counsel**

Discussion ensued following the presentation from Ms. Whitman and Ms. Renoir. Mr. Craft called for a motion. Ms. Nichol moved to approve the County Counsel Workforce Statistics report and Mr. Zakaria seconded. The motion carried with Mr. Shergill opposing and all others approving.

### **County Executive**

Staff will request a County Executive's Office representative attend the next meeting. The report was tabled.

### **County Clerk Recorder**

Ms. Stillson presented the 2018 County Clerk Recorder Workforce Statistics Report to the Committee. Discussion ensued. Ms. Nichol moved to approve the County Clerk Recorder Workforce Statistics report and Mr. Zakaria seconded. The motion carried with Mr. Shergill opposing and all others approving.

### **District Attorney**

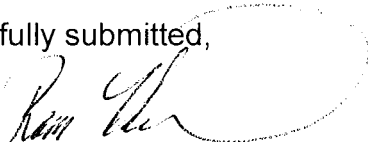
Ms. Stillson presented the 2018 District Attorney Workforce Statistics Report to the Committee. Discussion ensued. Mr. Shergill requested a salary breakdown for the DA's Office, so Mr. Chang said he would forward to the committee. The report was tabled.

## **IX. Open Discussion**

There were no further discussion items.

Mr. Craft moved to close the meeting. The meeting adjourned at 5:01 p.m.

Respectfully submitted,



**Rami Zakaria, Chair**

Equal Employment Opportunity Advisory Committee to the Sacramento County Board of Supervisors

RZ/eh

cc: David Devine, Director, Department of Personnel Services