

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

**SYLVESTER FADAL, Director**  
*Department of Personnel Services*

**CORI STILLSON, EEO Officer**  
*Equal Employment Opportunity Office*

**County Administration Building**  
**700 H Street, Hearing Room 1**

**August 28, 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 4)**

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.

**AGENDA**

- I. Call to Order, Verbal Attendance Roll Call, and Guest Introductions**
- II. Approval of Member Absences** (Action Item; comments limited to 2 min.)
- III. Approval of Meeting Minutes** (Action Item; comments limited to 2 min.)
  - [May 22, 2023](#) (Amended), and [July 24, 2023](#)
- IV. Vice-Chair Nominations and Vote**
- V. Guest speakers**
  - Sylvester Fadal and Rami Zakaria: Diversity, Equity, & Inclusion (DEI) Committee Update
- VI. Draft Letter to County Executive** (Action Item; comments limited to 2 min.)
  - Letter showing Committee's recommendation to capture LGBTQ and Disability Data.
- VII. Additional Question/Data to the Workforce Statistics Report** (Action item; comments limited to 2 min.)
  - Capture allocated positions provided to Departments.
  - Departments to have an attrition rate included in report.
  - Demographic breakdown of Job Categories be provided to include job classifications and ethnicities.
- VIII. Communications/Reports – EEOAC Chair or EEO Office**
  - EEOAC Meeting Location for future meetings; roving meetings
  - LGBTQ, Disability Inclusion Categories
    - What Departments are involved
  - Workforce Statistics Reports

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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**IX. Unfinished Business** (limit to half of remaining meeting time)

- Workforce Statistics Reports (Discussion limited to 5 minutes)
  1. [Voter Registration 2022](#)
  2. [Community Development 2022](#)
  3. [District Attorney 2022](#)
  4. [Environmental Management 2022](#)
  5. [Health Services 2022](#)
  6. [Finance 2022](#)
  7. [Human Assistance 2022](#)
  8. [General Services 2022](#)
  9. [First 5 Commission 2022](#)
  10. [Sanitation District Agency 2022](#)
  11. [Public Defender 2022](#)
  12. [Sheriff 2023](#)
  13. [Animal Care Services 2023](#)
  14. [Probation 2023](#)
  15. [Transportation 2023](#)
  16. [Airport 2023](#)
  17. [District Attorney 2023](#)
  18. [Regional Parks 2023](#)
  19. [Child Family & Adult Services 2023](#)
  20. [Community Development 2023](#)
  
- Discuss requests for guest presentation and topics to present on progress, concerns, vision, and action steps:
  1. CEO – Topic: Pride Initiative
  2. DEI Committee
  3. Department Heads
    - a. Invite
  
- Develop/Add Top 10 Most Improved Departments and Best Practices List to share with County departments – Mr. Ross request list by October 23, 2023.

**X. New Business**

- Discuss what EEOAC is required to review, practices, and past practices
- Discuss Workforce Statistics category types, if available, and report changes
- Discuss requests guest presentation and topics to present on
  1. Heads of Labor Units
- Discuss reviewing recruitment and enhance outreach methods for hard to reach groups
- Discuss review of County Survey

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- Discuss Retention Statistics
- Discuss: Sacramento County Employee's should be both allowed and encouraged to participate in EEOAC Regular Public Meetings, as they are public meetings – Mr. Shield
- Discuss Review of "Higher Level" HR Complaint data – Mr. Shield

**XI. Public Comment** (comments limited to 2 min.)

## **EEOAC Zoom Meeting Instructions: August 28, 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.