

# 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

February 26, 2018  
3:30 pm

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### MINUTES

#### **I. Roll Call**

The meeting was brought to order by Chairperson Michael Craft. Roll was called. A quorum was present.

#### **Members Present**

Lacy Bennett, Mollie Chacon, Michael Craft, Seth Jarrett-Lee, Indie Kallirai, Brandon Luke, Jag Nagendra, Amar Shergill, and Rami Zakaria

#### **Members Excused**

Jill LaVine, Michael Peterson, Jessica Waterford

#### **Staff Present**

Cori Stillson and Ellen Humphrey

#### **Special Guests**

Sgt. Rachelle Steed, Holly Fancher, and Kristin Smith from the Sheriff's Department; Sandra Paschal from the Department of Personnel Services.

#### **Visitors**

Kimberly Gin, Coroner, who is being approved by the Board of Supervisors be a Department Head Member on the Committee.

## **II. Introductions**

Mr. Craft welcomed representatives from the Sheriff's Department and from the Department of Personnel Services. Those representing the Sheriff's Department were: Sergeant Rachelle Steed, Holly Fancher (Sheriff's Records Officer III), and Kristin Smith (Sheriff's Records Officer I). The representative from the County's Department of Personnel Services was Sandra Paschal, Sr. Personnel Analyst.

## **III. Representatives from Sheriff's Pre-Employment and Recruitment Team**

Sgt Rachelle Steed, Holly Fancher and Kristin Smith spoke and answered questions about the Sheriff's recruitment, hiring and promotional practices. The Sheriff's department strives to recruit a diverse workforce through a variety of events, educational seminars for selection and hiring, internships, and military recruitment. They utilize tools not only through County sources, but through social media and the news media to communicate vacancies and events and are continually looking for new recruiting strategies.

## **IV. Representative from the Dept. of Personnel Services' Recruitment Team**

Sandra Paschal updated the Committee on the County's Recruitment and Retention Team. The 2017 Career Fair was such a success, they planned to make it an annual event. The 2018 Career Fair is scheduled for March 10, 2018. A partnership has been made between the County and the Los Rios College District for outreach events. Recruitment connections have also been made for Veterans through Beale and Travis Air Force Bases, and students through Sacramento State University. The County has also partnered with SETA (Sacramento Employment and Training Agency) which will be the location of the 2018 Career Fair and other training/outreach efforts.

## **V. Approval of Minutes**

Approval of Minutes was tabled until the March 26, 2018 Meeting:

## **VI. Chair and Vice Chair Elections**

Chair and Vice Chair Elections were tabled until the March 26, 2018 meeting.

## **VII. Workforce Statistics Reports**

Review of the following Workforce Statistics Reports was tabled until the March 26, 2018 meeting:

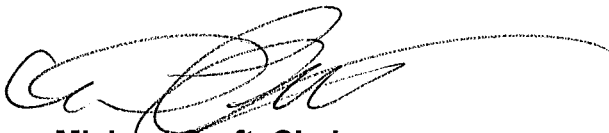
- Sheriff/Correctional health
- Assessor
- Revenue Recovery
- Airports

## **V. Open Discussion**

There was no further discussion other than with the representatives who attended the meeting.

With no further questions or comments, Mr. Craft entertained a motion to close the meeting and to table approval of the November 27, 2017 Minutes, elections of Chair and Vice Chair, and review of the 4 (four) Workforce Statistics Reports until the next meeting. The motion was so moved by Lacy Bennett and seconded by Jag Nagendra. The meeting adjourned at 4:54 p.m.

Respectfully submitted,



**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