

COUNTY OF SACRAMENTO

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

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

November 26, 2018
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

Lacy Bennett, Michael Craft, Indie Kallirai, Brandon Luke, Michael Peterson, Amar Shergill, Jessica Waterford, and Rami Zakaria

Members Excused

Mollie Chacon, Kimberly Gin, Seth Jarrett-Lee

Members Absent

Staff Present

Cori Stillson and Ellen Humphrey

Visitors

Chiefs of Staff to the Board of Supervisors: Aaron Chong (District 1), Susan McKee (District 2), Matt Hedges (District 4), and Sheryll Venegas (District 5)

II. Approval of Meeting Minutes

Mr. Craft entertained a motion to approve the Revised Minutes of the July 23, 2018 meeting. Discussion ensued. The motion was so moved by Mr. Shergill and seconded by Mr. Zakaria. Mr. Craft entertained a motion to approve the Minutes from the September 24, 2018 meeting. Discussion ensued. The motion was so

moved by Mr. Shergill and seconded by Ms. Bennett. The motions were carried and approved by the Committee.

III. 2018 EEOP Utilization Report to Federal Dept. Of Justice

Dr. Stillson gave a brief overview of the 2018 Countywide Utilization Report that had been submitted to the Federal Department of Justice. Dr. Stillson explained that the significant underutilization, based on two or more standard deviations, compares employees in a particular job category to the percentage of similarly qualified workers of the same gender/ethnic group in the relevant labor market in Sacramento County.

IV. EEOAC Expiring Member Seats

Ms. Humphrey reminded Committee members that if their seats were expiring and they wanted to remain members on the Committee, they needed to submit a new application to Clarice Thomas before the end of December.

V. EEOAC Approval Memos for Workforce Statistics Reports

Ms. Humphrey handed out two templates to be used for approval memos for Workforce Statistics Reports. One was just a basic approval memo, the second had an area for comments proposed by the Committee. Discussion ensued regarding the type of wording that should be included in the comment fields on an approval memo, and if it should be for every department or just as needed. Mr. Craft entertained a motion to approve the Approval Memo without additional comments and to table the comment section for further discussion. The motion was so approved by Lt. Luke and seconded by Mr. Shergill.

VI. Workforce Statistics Reports

Airports

Airports Workforce Statistics Report had been reviewed at the prior meeting, but the Committee requested Staff to ask the Director of Airports about the low number of female hires. Staff reported that the Director of Airports, Cynthia Nichols, had been contacted. Ms. Nichols was just appointed October of 2018. Ms. Nichols reviewed the Airports Workforce Statistics Report and stated that she would look into the issue of female hires.

County Counsel

Mr. Humphrey presented the 2018 County Counsel Workforce Statistics Report to the Committee. Discussion ensued. The low number of minority attorneys was a concern. Also on Questionnaire #5, the Committee questioned the process of who and how decisions were made regarding which employee would be given a special

assignment, reassignment, or cross training. The Committee requested Staff to contact County Counsel and request a representative to attend the next meeting.

Agricultural Commissioner

Ms. Humphrey presented the 2018 Agricultural Commissioner's Workforce Statistics Report to the Committee. It was noted that currently no African American's are in the department.

County Executive

Ms. Humphrey presented the 2018 County Executive's Workforce Statistics Report to the Committee. Discussion ensued. Concerns were presented that the department has historically had low minority representation. The Committee requested Staff to have a representative from the County Executive's Office attend the next meeting.

VII. Open Discussion

Mr. Shergill brought up the discussion on how to give feedback to the Board of Supervisors regarding the departments that have been reviewed by the Committee. Discussion ensued on preparing a quarterly report which would detail the Committee's findings regarding the departments that had been reviewed during that time. Mr. Craft expressed the importance that the wording in any report remain neutral/consistent across departments.

Mr. Craft entertained a motion to close the meeting and to approve the 2018 Airports and Agricultural Commissioner's Workforce Statistics Reports, and to table approval of the County Counsel, County Executive, County Clerk Recorder, District Attorney, Environmental Management, Personnel Services, Voter Registration, Health Services, Human Assistance, Conflict Criminal Defenders, First 5, General Services, Finance and Sanitation Districts Agency until the next meeting. Staff will contact County Counsel and County Executive to request a representative to attend. The motion was so moved by Mr. Zakaria and seconded by Ms. Bennett. The meeting adjourned at 4:59 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