# 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**           **October 23, 2023**
**700 H Street, Hearing Room 1**                         **3:30 p.m.**

**Join by computer: [Join ZOOM Meeting](#)**
**Join by phone: 1-669-254-5252, ID: 161 317 1704 & Password: 546050 (More instructions on page 3)**

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, Roll Call, and Guest Introductions**

  **II.   Approval of Member Absences** (**Action**; limit comments to 2 min.)

  **III.  Approval of Meeting Minutes** (**Action**; limit comments to 2 min.)

- [September 25, 2023](#)

  **IV.   Communications/Reports** – EEOAC Chair or EEO Office

- Future Meeting Location (Possibly Sherriff's)

  **V.    Add Question/Data to Workforce Statistics Reports** (**Discussion** and **Action**; comments limited to 2 min.)

- Capture allocated positions in department reports.
- Capture attrition rate in department reports.
- Capture job title and race detail for Job Categories.

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

- Workforce Statistics Reports (Limit comments to 5 min.)
    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](#)

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.

13. Airport 2023
14. Animal Care Services 2023
15. Probation 2023
16. Transportation 2023
17. District Attorney 2023
18. Regional Parks 2023
19. Health Services 2023 (placeholder-in progress)
20. Community Development 2023
21. Child Family & Adult Services 2023
22. Human Assistance (placeholder-in progress)
23. Water Resources 2023
24. General Services 2023 (placeholder-in progress)
25. Waste Management 2023
26. Waste Management & Recycling (placeholder-in progress)
27. Child Support Services 2023

- Discussion: request guest invites to present on topics of vision, progress, concerns, and action steps:
  1. CEO – Topic: Pride Initiative
  2. Department Heads

- Discussion: criteria development for Top 10 Most Improved Departments and Best Practices List to share with County departments – Mr. Ross.

- Discussion: (Continued) LGBTQ and Disability Data Capture.
  1. How to capture LGBTQ and Disability Data, how will it be presented, determine how will it be used, and accuracy of data.

**VII.    New Business**

- Discuss: what EEOAC is required to review, practices, and past practices.
- Discuss: requests guest presentation and topics to present.
  1. Heads of Labor Units
- Discuss reviewing recruitment and enhance outreach methods for hard-to-reach groups.
- Discuss: County Survey review.
- Discuss: Retention Statistics.

**VIII.    Public Comment** (Limit to comments 2 min.)

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**EEOAC Zoom Meeting Instructions: October 23, 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]( ) (<mark>OR</mark> 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.