

COUNTY OF SACRAMENTO
EQUAL EMPLOYMENT OPPORTUNITY
ADVISORY COMMITTEE

SYLVESTER FADAL, Director
Department of Personnel Services

CORI STILLSON, EEO Officer
Equal Employment Opportunity Office

Join by computer: [Join ZOOM Meeting](#)

Join by phone dial: 1-669-254-5252, ID: 161 157 8743 & Password: 984112

(Additional instructions on page 2)

October 24, 2022

3:30 p.m.

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 and Roll Call [3:30-3:35]**
- II. Continuation of virtual meeting - Action Item [3:35-3:40]**
- III. Approval of Meeting Minutes - Action Item [3:40-3:45]**
 - September 26, 2022 ([Link](#))
- IV. Communications (EEOAC Chair or EEO Office)**
 1. Review EEOAC Rules & Procedures regarding Duties of Chair Person and Staff Support (Sections 9 - 12) [3:45-3:55]
 2. Review Ordinance regarding Appointments (Chapter 2.27.030)
 3. DPS Report Back (EEO Office) [3:55-4:05]
 - i. DEI Survey instrument
 - ii. Retention Statistics
 - iii. DEI Committee Establishment
 - iv. Exit Interviews
- V. New Business**
 1. Change Quorum to Half or More of the Members in Filled Positions (2nd Vote) – Action Item [4:05-4:10]
 2. Work Plan – Future Topics and Outcomes [4:10-4:45]
- VI. Unfinished Business**
 1. Develop/Add to Best Practices List to share with County departments
 2. Discuss what EEOAC is required to review, practices, and past practices
 3. Discuss Workforce Statistics category types, if available, and reports changes; is there a need for a taskforce
 4. Discuss guest invites - CEO/Labor Units (which units & what focus)
 5. Recruitment: enhance outreach methods for hard to reach groups
 6. County Survey
 7. Retention Statistics

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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8. Workforce Statistics Reports (Discussion limited to 5 minutes)

- a. [Agricultural Commissioner 2022](#)
- b. [Airports 2022](#)
- c. [Assessor 2022](#)
- d. [Coroner 2022](#)
- e. [Probation 2022](#)
- f. [County Counsel 2022](#)
- g. [Personnel Services 2022](#)
- h. [District Attorney 2022](#)
- i. [Environmental Management 2022](#)
- j. [Health Services 2022](#)
- k. [Finance 2022](#)
- l. [Child, Family, & Adult Services 2022](#)
- m. [County Executive 2022](#)
- n. [Human Assistance 2022](#)
- o. [County Clerk Recorder 2022](#)
- p. [General Services 2022](#)
- q. [Conflict Criminal Defenders 2022](#)
- r. [First 5 Commission 2022](#)

VII. Public Comment [4:50 – 5:00]

EEOAC Zoom Meeting Instructions: October 24, 2022, 3:30-5:00pm

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#: 161 157 8743 & Passcode: 984112)

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.