

**ADVISORY COUNCIL ON  
EQUAL EMPLOYMENT OPPORTUNITY**

**February 22, 2019**

**9:30 a.m. – 11:30 a.m.**

**651 Pine St, 1<sup>st</sup> Floor,**

**Room 108**

**Martinez, California 94553**

**Marilynn Schuyler, Chair  
Oscar Dominguez, Vice Chair**

**Meeting started at 9:33 a.m.**

**Meeting Attendees: George Carter; Marilynn Schuyler; Mark Pighin; Linda Mason; Roosevelt Gipson Jr.; Tracey Walker; Dr. Aaron Bryant; Antoine Wilson(Staff); Piedad Fracasso(Staff)**

**Reviewed and Approved the January 25, 2019 minutes.**

**1. Introductions/Rollcall – See meeting attendees**

**2. Public Comment - None**

**3. All training certificates have been given to Piedad Fracasso (Staff) and she will turn them in to Clerk of the Board.**

**4. Antoine will request that the Clerk of the Board advertise the ACEEO vacancies.**

**5. Strategic Planning for 2019**

**(1) Continue to advertise our committee and the available open seats.**

**(2) Continue to invite other speakers especially department heads and managers.**

**Some examples are listed below:**

- Shannon Lander-Beasley, MPH for the Department of Health Services / Public Health Solutions and Career Pathways. The unit offers internships that can become healthcare careers.**
- Veterans Services**
- David Twa, CAO**
- HR to discuss the hiring and training process.**

**(3) Review the County's EEO policy (Admin Bulletin 429.4)**

**6. Roundtable Discussion:**

- Obtain information on how to a market the Advisory Council on Equal Employment Opportunity (ACEEO) to the public.**
- Update the information on the ACEEO web page to reflect current enrollment and seat expiration dates.**
- Tracey would like to assist with the recruitment for the other Union seat.**
- George discussed the Nor-Cal Procurement Expo to be held in San Ramon on May 31. The expo will give small and diverse businesses the opportunity to connect with state, federal and local agencies.**
- George updated the committee on the Hidden Untapped Talent Workshop that was held in Concord. It highlighted employers who have hired disabled individuals.**
- Tracey asked about the most recent H2O Report and she wanted to know if it indicated each department underrepresentation and what steps they are**

taking to become more diverse.

**7. The ACEEO plans to discuss the following topics at the March 22, 2019:**

- Review and vote on components of the welcome packet. Tracey recommended putting together a welcome kit for new members to include an overview of the committee, members contact list, Copy of the Bylaws, etc.
- Review and vote on any proposed change recommendations to the Admin Bulletin 427.1 on Reasonable Accommodations for Individuals with Disabilities.
- Review the promotions and transfers policies to determine if it is EEO compliant.
- Discuss and Vote on recommended changes to notify employees of the County Administrative Bulletins in an annual email blast
- Discuss Climate Change Survey. Marilynn suggested we create a sub-group to develop the survey. Tracey felt more input was needed before proceeding with a sub-group. It was decided to discuss the parameters and approve a sub-group based on if the interest will warrant it.
- Discuss and vote on an employee self-id survey. Marilynn recommended that an Employee self-id survey be sent out every 3 years or so.

**8. The council wants to discuss the following at the April 26, 2019 meeting:**

- Review and vote on any proposed change recommendations of the Admin Bulletin 429.4 (EEO Policies and Complaint Procedures).
- Review and vote on any changes proposed for the Admin Bulletin 415 (Pre-Employment Screening).

**9. The committee adjourned at 11:17 a.m.**