



Agenda

**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY**
January 27, 2023
9:30 a.m. – 11:30 a.m.
(Virtual Web Meeting)

To slow the spread of COVID-19, the ACEEO meeting will be accessible via Zoom as permitted by Government Code section 54953 (e). The Public may observe and participate in the Virtual ZOOM Meeting by calling in using this Phone Number and Meeting Id:

Below is the link to the meeting for visual/audio:

JOIN ZOOM MEETING

Join from PC, Mac, Linux, iOS or Android: <https://cccounty-us.zoom.us/j/86701713701?pwd=VUREdjN4a05lWVQ2MzBwYzQyeXlyUT09>

Or Telephone:

Dial:

USA 214 765 0478

USA 8882780254 (US Toll Free)

Conference code: 684505

To indicate you wish to speak on an agenda item, please raise your hand in the Zoom app when your item is called.

The objective of the ACEEO is to help build an inclusive workforce in an environment that fosters dignity and respect for the individual.

Miguel Mauricio, Chair

Amrita Kaur, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

• Introduction / Roll Call	9:30 a.m.
• Public Comment	9:35 a.m.
• <u>Action Item</u> Review and Approve the December 2, 2022, Minutes	9:40 a.m.
• <u>Action Item</u> Speaker – Michael George, Deputy County Counsel	9:45 a.m.
• <u>Action Item</u> Discuss Status of SBE Subcommittee Recommendations	10:30 a.m.

<ul style="list-style-type: none"> • Action Item Review, Discuss, and Approve the 2022 ACEEO Advisory Body Annual Report 	10:35 a.m.
<ul style="list-style-type: none"> • Action Item Discuss and Approve 2023 ACEEO Member Goals and the EEO Programs to Focus on in 2023 	10:40 a.m.
<ul style="list-style-type: none"> • Action Item Report on BOS Discussion on Advisory Body Committee Meetings in 2023 	11:05 a.m.
<ul style="list-style-type: none"> • Action Item Discuss ACEEO In-Person Meeting Sites for 2023 	11:10 a.m.
<ul style="list-style-type: none"> • Roundtable Discussion/Public Comment (3-minute commentary limit) 	11:20 a.m.
<ul style="list-style-type: none"> • Adjourn 	11:30 a.m.
<ul style="list-style-type: none"> • The next ACEEO meeting is scheduled for February 24, 2023 	
<p>The ACEEO will provide reasonable accommodations for persons with disabilities planning to attend. Contact the staff person listed below at least 72 hours before the meeting.</p> <p>Any disclosable public records related to an open session item on a regular meeting agenda distributed by the County to a majority of members of the ACEEO less than 96 hours prior to that meeting are available for public inspection at 2530 Arnold Drive, #140 during normal business hours.</p> <p>Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time.</p>	
<p>For Additional Information Contact: Antoine J. Wilson Equal Employment Opportunity Officer Phone (925) 335-1455, Fax (925) 500-0086 antoine.wilson@riskm.cccounty.us</p>	
ACEEO Members:	
Vacant: Labor-Trade Member Seat	Vacant: Business Member Seat
Allwyn Brown: Committee Member Seat #1	Roosevelt Gipson, Jr.: Education Member Seat
Angela Malala: Community Member Seat #2	Vacant: Disability Seat
Eric Maldonado: Community Member Seat #3	Fabiola Quintero: Union Member Seat #1
Miguel Mauricio: Community Seat #4	Vacant: Union Member Seat #2
Lara DeLaney: Management Seat #1	Leonard Ramirez: Veteran's Seat
Amrita Kaur: Management Seat #2	

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

LABOR-TRADE MEMBER SEAT

(VACANT)

Appointed: October 20, 2020

Expires: November 30, 2023

COMMUNITY MEMBER SEAT #1

Allwyn Brown

Appointed: February 9, 2021

Expires: November 30, 2023

COMMUNITY MEMBER SEAT #2

Angela Malala

Appointed: October 20, 2020

Expires: November 30, 2023

COMMUNITY MEMBER SEAT #3

Eric Maldonado

Appointed: June 22, 2021

Expires: November 30, 2022

COMMUNITY MEMBER SEAT #4

Miguel Mauricio

Appointed: April 12, 2022

Expires: November 30, 2024

MANAGEMENT MEMBER SEAT #1

Lara DeLaney

Appointed: October 12, 2021

Expires: November 30, 2022

MANAGEMENT MEMBER SEAT #2

Amrita Kaur

Appointed: October 12, 2021

Expires: November 30, 2024

BUSINESS MEMBER SEAT

(VACANT)

Appointed: May 14, 2019

Expires: November 30, 2024

EDUCATION MEMBER SEAT

Roosevelt Gibson, Jr

Appointed: December 1, 2019

Expires: November 30, 2022

DISABILITY SEAT

(VACANT)

Appointed: December 1, 2019

Expires: November 30, 2022

UNION MEMBER SEAT #1

Fabiola Quintero

Appointed: April 12, 2022

Expires: November 30, 2024

UNION MEMBER SEAT #2

(VACANT)

Appointed:

Expires: November 30, 2022

VETERAN'S SEAT

Leonard Ramirez

Appointed: April 12, 2022

Expires: November 30, 2024

STAFF TO ACEEO

Antoine Wilson

Equal Employment Opportunity Officer

2530 Arnold Drive #140

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Piedad Fracasso

Clerk-Experienced Level

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ACEEO 2023 Goals & Visions

Amrita Kaur (Management Seat #2, Vice Chair):

1. Fill remaining open seats:
 - a. Labor Trade Member seat
 - b. Community Member seat #3
 - c. Business Member seat
 - d. Disability Member seat
 - e. Union Member seat #2

2. Schedule speakers:
 - a. County HR Director, Managers, or HR Analysts
 - b. Department EEO Coordinators
 - c. Union Representatives from IFPTE, AFSCME, SEIU
 - d. Labor Relations Director, LR Analysts
 - e. Department Heads
 - f. BOS, Chief of Staff or any of the BOS Members
 - g. CAO, M. Nino
 - h. County Counsel Representatives
 - i. County Rehab Committee Members or County ADA Manager
 - j. ORESJ Member
 - k. Any County Council/Commission Members appointed, i.e. Economic Opportunity Council (EOC), Council on Aging, Workforce Development Board (WDB), Alcohol and Other Drugs (AOD), Council on Homeless, Library Commission, Mental Health Commission, Merit Board, etc.
 - l. Workforce Development Board Director, Manager, Specialists
 - m. Local CSU/UC Recruiters, Counselors, Coaches from colleges
 - n. Members from HR related organizations, like Society of Human Resources Management (SHRM)
 - o. Community Based Organization (CBOs) Directors, Managers
 - p. Neighboring County HR Department Representatives
 - q. Department of Labor, CA Department of Industrial Relations, Fair Housing Representatives, Cal OSHA Representatives

3. Speaker topics to align with an ACEEO actionable goals:
 - a. County Department Heads – to cover hiring/recruitment/outreach efforts and challenges and solutions
 - b. County HR Analyst/Supervisor/Manager/Director – to cover current challenges within employee relations/hiring practices, support needed and solutions

- c. IT Director/Managers - to provide insight/ideas on how to enhance the current County public and intranet websites to make them more user-friendly and adapt a timeline with a due dates
- d. HSD Public Health Officer/Director – to cover pandemic concerns and impacts to workers and their vision of the future of the workforce to be more safer and healthier
- e. Labor Relations – to cover bargaining on competitive/appealing benefits, fair wages, flexible schedules and cross checking if current/prospective employee needs are being met by surveys or seeking feedback from others (Union Reps/HR/etc.)
- f. CAO Management Analysts – to cover unfilled positions and filled positions funded; Workers Comp claims costs and proactive measures Depts can take to avoid costly expenses; how recruitment efforts are billed (includes time spent to create/develop job ads, testing applicants, interviewing applicants, hiring applicants in background phases, finger printing fees, etc.)
- g. Future of remote work with CAO & Labor Relations –insight if the public is applying to jobs based on flexible schedules and how that influences hiring/retention efforts
- h. Compensation salary market/analysis for competitive pay – data on inequities present by race, age, ethnicity
- i. Layoffs/strikes/reduction in workforce and how the economy, business needs, or other factors influence these things
- j. Succession Planning - to promote staff within County and view Dept plans of how they handle this situation
- k. County incentives - to retain current staff, monetary and non-monetary factors, use of appreciation awards for recognition, bargained benefits in comparison to other Counties or sectors
- l. Exit interviews - understand employee separations, resignation, retirement, involuntary/voluntary terminations, promotions and gather data on outcomes
- m. Student internship programs - to get work experience, which departments have this in place, and success rate of converting interns into permanent positions in/out of County (via promotions)
- n. AJCC services available - for public/employees and outreach efforts about job openings, KSAs, training opportunities, includes apprenticeships, gather data on # enrolled, waitlisted, success rates on completing courses, certifications, obtaining a job.
- o. Burnt out workers - due to limited staffing, collect data on employee wellness meetings, LOA due to stress leave, sick time hours used overall in small vs large departments, peak seasons of sick time use
- p. Hybrid meetings – in-person or Zoom, encourage both, based on County Counsel guidance
- q. Review of job specifications and audits - to ensure job specifications are not limiting individuals to apply

- r. Review reference protocols established by County – skills survey by County HR when hiring employees or other reference check tools in place and effectiveness
- s. Review examination practices established by County – using external vendor for test questions
- t. Review of MOU verbiage - to avoid technical jargon so employees understand their rights and interpret their MOUs correctly or Management Resolutions
- u. Training opportunities/workshops for current or prospective staff to have interview practices/mock interviews, resume reviews, other online trainings available for free to develop/advance current KSAs.
- v. Promote ACCEO meetings more often to invite the public and County employees to attend, broadcast via social media, newsletters, CCTV, etc.
- w. Research what neighboring Counties are discussing if they have a similar Advisory body like Contra Costa County.
- x. Review data - on the number of permanent, temporary, retiree workers in the workforce.
- y. Issue worker satisfaction survey - determine pros and cons of why individuals apply to specific jobs, stay, leave, etc., look deep into employee morale
- z. Small business support resources, includes grant opportunities, outreach, financial/non-financial assistance

Eric Maldonado:

1. Implementation of Small Business Enterprise (SBE) recommendations.
2. Fill vacant seats and have them be reflective of the communities we serve; Develop a succession plan in place for qualified leaders to fill future seat vacancies.
3. Continue to stay abreast of updates and progress of the Office of Racial Equity and Social Justice (ORESJ).
4. Create a “Workforce” Sub Committee addressing equity in the hiring and promotion process, employee success, and voluntary and involuntary terminations.
5. Continue to have speakers from County departments to update us on their needs and accomplishments.
6. Request and use data to help measure success and find gaps

Lara DeLaney:

1. Ensure the ACEEO is kept well-informed about and engaged with the development of the Office of Racial Equity and Social Justice (ORESJ).
2. Inform the ORESJ, when it’s operating, about the benefits of the ACEEO and that there is collaboration and support between us.

Miguel Mauricio:

1. Engage small businesses and entities representing small businesses to figure out how to make the contract procurement process more efficient and accessible. Engage local chambers of commerce and diverse chambers of commerce.
2. Similarly, we should engage local unions, who have an interest in how the contract procurement is handled, to hear their perspective on how to improve the process.
3. Improve tracking of data related to contract procurement and employment with the county. Although this is a proposal already embedded in our efforts to reform SBE, we should continue pushing on this front because we want to make sure that everyone in the county has fair and equal access to government contracts and jobs. No specific jurisdiction should be favored, and remedies should be put in place for any stark inequity.
4. Improve cohesion among the commission. There should be team building activities or just regular time for commission members to spend time together. I think this is good for team cohesion and for the kind of comradery that can improve the commission's overall efforts.
5. Follow through with proposed changes to SBE program. In my first year on the commission, I pushed for significant changes to the SBE program. We have made great progress here, but we need to keep pushing hard for these changes and follow through until these reforms have been adopted by the Board of Supervisors.

Roosevelt Gipson, Jr.:

1. Invite dynamic speakers to present to the ACEEO. He recommends inviting Sharron A. Mackey, Chief Executive Officer Contra Costa Health Plan (CCHP) to provide an overview of the health plan. He expects there may be many employment opportunities in the future at CCHP.

TO: Sub-Committee on Small Business Enterprises Program
FROM: Miguel Mauricio
DATE: 10/14/2022
SUBJECT: Recommendations for Contra Costa County Small Business Enterprises Program

I. Summary of Recommendations

- A. Increase the SBE program applicability threshold for purchasing and professional/personal service contracts from \$100,000 to \$200,000, or some higher limit, in order to provide more small businesses contracting opportunities with the County.
- B. Increase local bid preferences from 5% to a higher percentage for SBE bidders on County contracts.
- C. Create a guide for applicants to follow in order to make it easier to apply for County contracts.
- D. Recommend including census tract data in analysis of contracts awarded.
- E. Require contractors that receive government contracts and do not qualify as an SBE to set aside a portion of their subcontracts for SBEs.
- F. Improve contract tracking efforts in order to hold non-SBE contractors accountable for subcontracting requirements. Also improve tracking efforts to improve data collection.
- G. Analyze E-outreach program to guarantee maximum outreach.
- H. Increase outreach efforts via social media and other means, in order to connect more potential SBE to government contracting opportunities.

II. Deep Dive on Recommendations

- A. *Increase the SBE program applicability threshold for qualifying small businesses to \$200,000, or some higher limit in order to provide more contracting opportunities to more small businesses.* Currently, the Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.¹ The most recent reports on the County's progress of awarding at least 50% of contracts to small businesses through the SBE program annually shows that the County continues to miss their goal.²

For example, for all 334 professional/personal services contracts, 149 went to SBEs – 46.4% of all contracts for the category.³ For purchasing transaction contracts, 313 of the 1021 contracts awarded, or 21.2%, went to SBEs.⁴ The only category of contracts that met the 50% benchmark was the category of construction contracts, which awarded 100% of its

¹ <https://www.contracosta.ca.gov/4517/Small-Business-Enterprise-Programs>

² Cynthia Shehorn (Procurement Services Manager), Memo Relating to Small Business Enterprise, Outreach, and Local Program Report for July through December 2021 (Mar. 21, 2022).

³ *Id.*

⁴ *Id.*

contracts to SBEs.⁵ However, there were only 3 contracts in total for that category. Nonetheless, the biggest takeaway from the most recent data indicates that the County is not meeting its own imposed goal.

One way to help the County get closer to reaching its goal, while giving SBEs in the county a better chance to be awarded a County contract, would be to increase the contract limit as suggested above. Considering the increase in the cost of goods and services since the pandemic began, along with inflation, small businesses in the county could benefit from these contracts, while also helping the County reach its goal by potentially attracting new small businesses in the County.

- B. *Increase local businesses bid preferences from 5% to a higher percentage for SBE bidders on County contracts.* In order to meet the County's goals under the SBE program, the Board of Supervisors should consider increasing the bid preference to a higher percentage, such as 7% or 10%.

Currently, for opportunities exceeding \$25,000, the Local Business Preference Program allows for local businesses to submit a new offer if within 5% of the lowest bidder.⁶ In the most recent report, there were no instances of the Bid Preference utilized in this reporting period.⁷ Perhaps increasing this number would place small businesses in the area in more competitive positions when applying for contracts. At the very least, this would increase the likelihood that SBE bidders receive a government contract in scenarios where they are close to the highest bidder, which would get the County closer to its 50% goal.

- C. *Create a guide for applicants to follow in order to make it easier to apply for County contracts.* The current [website](#) is simple and straightforward.⁸ This is very good in my opinion. Sometimes government websites can be difficult to navigate or overly complex. However, I would add a guide for each of the programs listed on the SBE website, or a general guide for all the programs, for applying for a County contract pursuant to the SBE program.

Although the website is easy to navigate, it does not give enough direction to applicants who want to apply to the program. [Alameda County has a guide](#) for its program, but it is far too long and complex. A guide for applicants should be straightforward, easy to read, and relatively short. It should also be in multiple languages.

- D. *Recommend including census tract data in analysis of contracts awarded.* It would be helpful to include data on where exactly small businesses from Contra Costa that apply and receive government contracts are from. One way of collecting this data would be to

⁵ *Id.*

⁶ *Id.*

⁷ *Id.*

⁸ <https://www.contracosta.ca.gov/4517/Small-Business-Enterprise-Programs>

disaggregate data by census tracts within the county or look at the various municipalities where small businesses are applying from and receiving County contracts.

This would help us, as well as the County, answer questions such as: are small businesses from one part of the county overwhelmingly applying for County contracts? Is there a disproportionate allocation of contracts to small businesses from one census tract or municipality? Having this information would help us, and the Board of Supervisors, have better information to create policies around awarding contracts. Moreover, this information can help the County advance the cause of equal employment and contracting for everyone living in the county.

- E. *Require contractors that receive government contracts of a certain threshold and do not qualify as an SBE to set aside a portion of their subcontracts for SBEs.* Alameda County requires this of their non-SBE contractors (“County purchases over \$25k from non SLEBS require a minimum 20% SLEB participation.”). This is a good way to help small businesses thrive in the county and for the County to meet their goals of awarding a certain percentage of County contracts to SBEs.
- F. *Improve contract tracking efforts in order to hold non-SBE contractors accountable for subcontracting requirements. Also improve tracking efforts to improve data collection.* Alameda County tracks their contract awards in a centrally located database.⁹ They use this tracking system in order to have good data to make better informed policies and decisions and to hold contractors accountable. For example, if a contractor was awarded a County contract, but the contractor did not comply with all of the requirements that the County imposes on contractors, the County could use their tracking process to make sure that the contractor is not awarded a contract next time. Contra Costa should reevaluate its tracking policy and institute reforms to achieve similar goals.
- G. *Analyze E-outreach program to guarantee maximum outreach.* The e-outreach system is an effective way to reach out to small businesses in the county. However, to truly analyze the program’s impact, we recommend disclosing more data to determine if the system is reaching out to as many small businesses as possible.

For example, the current data in reports only discloses how many businesses that are contacted via this program actually apply for a County contract, but it does not disclose how the process of outreach occurs, which small businesses are contacted, or how small businesses are included in the outreach process to begin with.¹⁰ This disclosure of

⁹ Meeting with Alameda County Procurement Administrator Detra Dillon on 8/30/2022.

¹⁰ Taken from the March 2022 report mentioned above: “E-Outreach Report: In order to encourage the use of small, local, and disadvantaged businesses, the County’s E-Outreach Program requires bids and Request for Proposals greater than \$10,000 to be solicited online. For this period, there were 34 bids totaling \$20,072,078 that fell within the parameters of the program. The data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department and reflects outreach to small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business

information would give the County better data to work with and provide a better picture to base future policies on.

- H. *Increase outreach efforts via social media, and other means, in order to connect more potential SBE to government contracting opportunities.* One of the biggest barriers to improving the SBE program and awarding County contracts to potential SBEs in the county is outreach. One way to directly advertise County contracts is via social media. Both Santa Clara and Alameda counties reported how outreach is one of the biggest barriers to reaching County goals and diversifying the small businesses in their counties that are awarded government contracts. Social media is an easy and accessible way to channel information and encourage small businesses to register as SBEs and apply for government contracts.



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe *the advisory body's workplan, including specific objectives to be achieved in the upcoming year.*