



Agenda

**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY**
May 20, 2022
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://ccccounty-us.zoom.us/j/98973785614?pwd=UjU2bE9WYU5vUXJzSWpXeHFadURPd_z09

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.

Eric Maldonado, Chair

Kelli Collins, Vice Chair

Agenda Items:

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

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| • Introduction / Roll Call | 9:30 a.m. |
| • Public Comment (3-minute commentary limit) | 9:35 a.m. |
| • Review and Approve the April 22, 2022, Minutes | 9:40 a.m. |
| • Speaker, Dyanne Fankhauser, Probation | 9:45 a.m. |
| • Discuss New Applicants for Vacant Seats | 10:20 a.m. |

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| • Update from Sub-Committee on SBE Webpage and Documents | 10:30 a.m. |
| • Review and Discuss the ACEEO 2022 Strategic Plans | 10:45 a.m. |
| • Review the ACEEO 2021 Accomplishments | 11:00 a.m. |
| • Roundtable Discussion/Public Comment | 11:15 a.m. |
| • Adjourn | 11:30 a.m. |
| • The next ACEEO meeting is scheduled for June 24, 2022 | |
| 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 | |
| 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. | |
| Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time. | |
| For Additional Information Contact: Antoine J. Wilson Equal Employment Opportunity Officer Phone (925) 335-1455, Fax (925) 500-0086 antoine.wilson@riskm.cccounty.us | |
| ACEEO Members: | |
| Kelli Collins: 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 | Mark Pighin: 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

Kelli Collins
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 21, 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, 2021

EDUCATION MEMBER SEAT

Roosevelt Gibson, Jr
Appointed: December 1, 2019
Expires: November 30, 2022

DISABILITY SEAT

Mark Pighin
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, 2019

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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ACEEO 2022 Strategic Plans

- Continue to stay abreast of updates and progress of the Office of Racial Equity and Social Justice (ORESJ)
- Fill vacant seats and have them be reflective of the communities we serve. Contact unions to assist us in filling the vacant Union seat.
- Have succession plans in place for qualified leaders to fill future seat vacancies.
- Continue to have speakers from County departments to update us on their accomplishments.
- Small Business Enterprise (SBE) contracts and updates
- Promote the ACEEO to County employees as well as the community

ACEEO 2021 Accomplishments

❖ January

- Welcome of new Chair & Vice-Chair and their visions for the ACEEO in 2021 (Tracey Walker & Angela Malala)
- Approval of 2020 ACEEO Annual Report
- H2O had approved Allwyn Brown for Community Seat #1
- Discussed expiring seats in November 2021
 - Business Member Seat (Marilynn Schuyler)
 - Veterans Seat (George Carter)
 - Community Seat #4 (Dr. Michelle Hernandez)
 - Union Member Seat #1 (Tracey Walker)
- Contact Training Department for Implicit Bias Training for Dr. Michelle Hernandez and Roosevelt Gipson Jr.

❖ February

- BOS appointment of Allwyn Brown & accepted 2020 ACEEO Annual Report
- Continued discussions on the HR webpage contact information for those requiring accommodations.
- Update potential future speakers list
- Resignation of Jena Williams (Management Seat #1)

❖ March

- Presentation of the 2020 Countywide Promotional Data Report
- ACEEO requested they be able to have input into the Office of Racial Equity and Social Justice
- Linda Mason resigned Community Seat #3
- H2O Committee business and approvals
 - Tracey Walker assigned Host/Task Table for the Office of Racial Equity and Social Justice
 - Angela Matamoros interviewed and approved for Union Seat #2
 - ACEEO 2021 Goals and Objectives were approved

❖ April

- Angelica Matamoros was appointed to Union Seat #2
- Angelica Matamoros resigned from the ACEEO
- Karen Caoile, Director Risk Management, visitor
- Participated in the ZOOM Link Public Forum listening session for the Office of Racial Equity and Social Justice.

❖ **May**

- 3 visitors expressing interest in joining the ACEEO
- Speaker - Alycia Leach, Human Resources. Discussed the 2020 Countywide Promotional Data.
- Discuss how ACEEO Management Seats are filled and should be filled

❖ **June**

- H2O committee business & approvals
 - Eric Maldonado was interviewed and approved for Community Seat #3
- BOS business and appointments
 - Eric Maldonado to Community Seat #3
 - Resignations of Jena Williams and Angelica Matamoros were accepted
 - Open Seats declared for Management Seat #1 and Union Seat #2
- Discussion on HR website accessibility recommended changes
- Discuss future speakers

❖ **July**

- Amrita Kaur, County employee, visitor. Expressed interest in ACEEO Management Seat
- Speaker - Lara Delaney, Legislative Analyst. Discussed Assembly Bills introduced to address open and public meetings due to Covid-19 & update on Office of Racial Equity and Social Justice.
- Discussed and recommended improvement to the Human Resources webpage for those that are visually impaired. It is difficult to find the Accessibility button on the webpage. The committee reported these issues to Human Resources and Risk Management.
- Discussed and recommended to Human Resources to make the reasonable accommodation contact information more visible to applicants on their web page. DOIT will be updating the webpage with input from HR.
- Discussion on future speakers
- Discussion on open ACEEO seats & on how ACEEO seats will be filled
 - For open ACEEO seats, the H2O Committee will interview and approve all applicants, no input from ACEEO
 - County Administrator will submit recommendations for open Management seats to the H2O Committee
- George Carter gave an update on Contra Costa WorkForce Collaborative, One Stop Career Center System and EDD operations due to Covid restrictions.

❖ **August**

- Speaker – Antoine Wilson, Equal Employment Opportunity Officer. Presented Contra Costa County's (County) Annual Outreach and Recruitment Report.

- Discussions on COVID-19 vaccine mandates and exceptions
- Visitor – Tamia Brown, Executive Director of the Workforce Development Board.
- George Carter gave an update on the reopening of the America’s Job Center of California on September 14, 2021

❖ **September**

- Speaker – Gilbert Salinas, Chief Equity Officer, Health Services. Discussed the County’s efforts to bring equity in health care to all.
- Update on open and public meetings. Virtual meetings will continue per BOS
- Discuss the COVID vaccine mandate and the effect on the County workforce
- Discuss future speakers
- H2O Committee business and approvals
 - Lara Delaney and Amrita Kaur were appointed to Management Seats 1 and 2
 - Antoine Wilson presented the annual EEO Outreach and Recruitment Report
 - The updated Advisory Council on EEO by-laws were accepted to reflect that the CAO will recommend represented and unrepresented management employees to serve on the council when a Management Seat vacancy occurs.

❖ **October**

- Speaker – Tamia Brown, Executive Director of the Workforce Development Board. Asked for ACEEO recommendations to ensure their work in the Workforce Development Board is achieving equity for the marginalized populations. To be discussed further.
- Lara Delaney and Amrita Kaur were appointed by the BOS to Management Seats 1 and 2.
- Speaker – Antoine Wilson for Cynthia Shehorn, Public Works. Presentation, discussion and review of the Small Business Enterprise (SBE), Outreach, and Local Bid Programs Report
- Discuss expiring seats & process for filling open seats
 - Community Seat 4 (Dr. Michelle Hernandez will renew)
 - Union Seat #1 (Tracey Walker will not renew)
 - Veterans Seat (George Carter will not renew)
 - Business Member Seat (Marilynn Schuyler will not renew)
- Discuss future guest speakers
- Visitor – Jennifer Quallick, representative for Supervisor Candace Andersen.

- George Carter stated that the One Stop Career Centers are now open and available to those seeking employment and training.

❖ **November**

- Speaker - Jonathan Gackowski, Captain, Sheriff's Office
- Discuss and review expiring seats and steps for finding replacements
- Visitor – Donn Matsuzaki, Workforce Development Board

ACEEO 2022 Goals & Visions

Amrita Kaur:

GOALS

1. Fill remaining open seats:
 - a. Business Member Seat
 - b. Union Member Seats #1-2
 - c. Veteran's Seat

2. Schedule remaining speakers from 2021 to present if they have not already:
 - a. Cynthia Shehorn (PW Procurement Services Manager)
 - b. Dept EEO Coordinators
 - c. ORESJ Member
 - d. BOS Chief of Staff
 - e. CAO, M. Nino

3. Schedule new speakers for 2022 to present:
 - a. County Dept Heads – to cover hiring/recruitment/outreach
 - b. County HR Analyst/Supervisor/Mgr/Director – to cover current challenges within employee relations/hiring practices, support needed
 - 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
 - d. HSD Public Health Officer/Director – to cover pandemic concerns and impacts to workers
 - e. Labor Relations Chief David Sanford or Labor Relations Analyst
 - f. External speakers: DOL/DIR, Fair Housing, etc.
 - g. Union Organizers from any of the unions, I recommend IFPTE Local 21
 - h. EHSD CSB Economic Opportunity Council (EOC) – they work for the State Community Action network
 - i. CAO Management Analysts – to cover staffing budget or relevance to EEO
 - j. EHSD CSB Director Dr. Aaron Alarcon-Bowen

4. Future topics of interest:
 - a. Future of remote work with CAO & Labor Relations input – to get insight if public is applying to jobs based on flexibility
 - b. Compensation salary market/analysis for competitive pay – data on inequities present by race, age, ethnicity
 - c. Layoffs/strikes/reduction in workforce
 - d. Succession Planning - to promote staff within County
 - e. County incentives - to retain current staff
 - f. Exit interviews - understand employee separations - resignation, retirement, involuntary/voluntary terminations
 - g. Student internship programs - to get work experience
 - h. AJCC services available - for public/employees and outreach efforts
 - i. Burnt out workers - due to limited staffing
 - j. Hybrid meetings – in-person or Zoom
 - k. Review of job specifications and audits - to ensure job specifications are not limiting individuals to apply
 - l. Review reference protocols established by County – skills survey by County HR when hiring employees

- m. Review examination practices established by County – using external vendor for test questions
- n. Review of MOU verbiage - to avoid technical jargon so employees understand their rights and interpret their MOUs correctly or Management Resolutions
- o. 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.
- p. Promote ACCEO meetings more often to invite the public and county employees to attend if they wish to.
- q. Look to see what neighboring Counties are discussing if they have a similar Advisory body like Contra Costa County.

Lara Delaney:

Here is my contribution to the discussion:

- Obtaining a greater understanding of what results the County’s contracting programs (SBE & Outreach, Local Bid Preference) have been achieving over the last decade particularly in the County’s largest departments and whether the results are what were intended when the programs were developed.
- Learning more about the EEO efforts of our Bay Area county neighbors to see if there are programs/efforts they are undertaking that we could consider here in CCC.
- Putting a greater focus on the County’s recruitment efforts and activities, given the staffing shortages we are hearing so much about, and see what kinds of new/different efforts can be undertaken.

Eric Maldonado

Goals & Visions:

- Fill every vacancy on the EEO Advisory Council
- Create a succession plan for upcoming vacant seats
- Invite Departments (CCC Racial Equity and Social Justice, Small Business Enterprise and Contracting, Merit Board, Health Services, Humans Resources and any other relevant departments) to provide an update and areas of support
- Collect/ Request information on CCC employees on their feedback of CCC's hiring process, promotion and opportunities within the workplace and employee engagement.
- Have a member of the council attend a BOS meeting at least once a quarter or to important meetings that the EEO Officer is presenting.