

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY (ACEEO)
Miguel Mauricio, Chair
Amrita Kaur, Vice Chair

Meeting Minutes

March 24, 2023
ZOOM Meeting

1. Introductions/Call to Order- 09:35 a.m.

Miguel Mauricio (Chair) called the meeting to order.

Amrita Kaur, Fabiola Quintero, Lara DeLaney, Roosevelt Gipson Jr., and Leonard Ramirez were present. Our visitors at this meeting were Karen Caoile, Risk Management Director, Jeff Waters, Probation Director, Israel Carrero, Probation Manager, Jennifer Quallick, Deputy Chief of Staff, District 2, Margaret Tolbert, Human Resources Administrative Services Officer, and Stephen Langsam. Piedad Fracasso (staff) was also present.

Absent: Angela Malala, Eric Maldonado, Allwyn Brown, and Antoine Wilson

Left Early: Miguel Mauricio (10:39 a.m.)

Leonard Ramirez (10:49 a.m.)

Members attending via Zoom: Fabiola Quintero and Leonard Ramirez

2. Public Comment

None

3. (Action Item) Approval of the March 24, 2023, Minutes

There was a motion to approve the March 24, 2023, minutes by Lara DeLaney and seconded by Roosevelt Gipson, Jr. with added comments on the Workforce Data. The minutes were approved.

4. (Informational) Speakers, Jeff Waters, Probation Director and Israel Carrero, Probation Manager

Jeff Waters and Israel Carrero are committed to maintaining the Probation Department's diverse workforce. Jeff and Israel have served the department for a combined forty-seven years. They evaluated and focused on the following aspects of retention, recruitment, and community outreach:

- Recruitment and retention are their top priority. To that end, Jeff and Israel are working hard to create and leave a repeatable blueprint foundation built to last long after they are gone.
- For recruitment, they considered job requirements, how to enhance them, and how to reach qualified candidates. To improve the recruitment process, they are making their webpage more user-friendly by adding attachments to educate those in the application process, and they are considering adding practice tests so applicants can prepare for

the written examinations. The Probation Department now administers its own exams, typically handled by Human Resources. They offer both midweek and weekend testing.

- They plan to advertise open positions using billboards and social media. ACEEO members recommended they attend National Night Out events, utilizing the Board of Supervisors (BOS) newsletters, CCTV, the Contra Costa Library, the Veterans Resource Center, and the Workforce Development Board.
- The department's sprinter vans are utilized for community outreach and hiring and resource fairs. They distribute the department's promotional items, which include a QR code that contains open Probation positions listed on the governmentjobs.com website.
- Probation staff is increasing their presence at educational institutions inside and outside Contra Costa County. They plan to conduct presentations and question-and-answer sessions at middle schools, high schools, and colleges throughout the area.
- Regarding retention, the probation department has a good track record of promoting from within. Jeff and Israel were able to advance within the department.
- Their Diversity and Inclusion Committee has been actively involved in community celebrations for many years, such as Black History Month and the Latino Conference. They will be participating in the upcoming Juneteenth celebration.

5. (Informational) Discuss Status of Small Business Enterprises (SBE) Subcommittee Recommendations

Antoine Wilson and Lara DeLaney met on April 26, 2023, with Cindy Shehorn, Procurement Services Manager; Carrie Ricci, Deputy Director, Public Works; and Julie Enea, Senior Deputy County Administrator, to review and discuss the ACEEO SBE recommendations. Cindy Shehorn stated they are working with County Counsel to revise the Purchasing Administrative Bulletin. The SBE subcommittee hopes to include their recommendations with the Purchasing Administrative Bulletin revisions. Antoine will schedule a follow-up meeting with the SBE subcommittee to review and update the recommendations. The following items were discussed:

- Public Works feels that increasing the threshold from \$100,000 to \$200,000 would decrease the number of SBE participants. If implemented, this will require additional training for departments and updating the internet information so contractors will understand the County Small Business Enterprise Programs.
- The Purchasing Administrative Bulletin revisions should address the SBE Sole Source used by departments.
- Cindy Shehorn conducted outreach to the County SBE vendors in the registry to update their information.
- Recommendations E, which requires 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; and F, to improve contract tracking efforts in order to hold non-SBE contractors accountable for subcontracting requirements and to enhance data collection.

6. (Informational) Discuss ACEEO Expiring Seats

Community Seats 1 and 2 are up for renewal in November. Due to the demands of his job and the in-person meeting requirement, Allwyn Brown, Community Seat 1, has submitted his resignation as of April 28, 2023.

7. **(Informational) Roundtable/Public Comment**

- ACEEO vacant seats were discussed. The following seats are vacant: Labor-Trade, Community Seat #1, Business Seat, Disability Seat, and Union Seat #2. Members discussed how best to promote the open seats. Some ideas were posting to the BOS newsletters, advertising on CCTV, reaching out to the union, contacting prior applicants, and word of mouth.
- Amrita Kaur and Lara DeLaney stated that bills are pending to amend the Brown Act in-person meeting requirements. This requirement has made it difficult for many advisory and subsidiary bodies to satisfy a quorum and be able to conduct business.
- Stephen Langsam stated he is available for an interview with the Equity Committee on May 15, 2023.
- The next Equity Committee meeting will be held on May 15, 2023. Unless otherwise noted, the Equity Committee meets on the third Monday of each month from 10:30 am to 12:00 pm.
- There was a motion to adjourn by Lara DeLaney and seconded by Roosevelt Gipson, Jr.
- The next ACEEO meeting will be on May 26, 2023.

8. **Adjourn:** The meeting adjourned at 11:00 a.m.