

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

Meeting Minutes

January 27, 2023
ZOOM Meeting

1. Introductions/Call to Order- 09:34 a.m.

Miguel Mauricio (Chair) called the meeting to order.

Amrita Kaur, Lara DeLaney, Eric Maldonado, Roosevelt Gipson Jr., Fabiola Quintero, Leonard Ramirez, Allwyn Brown, and Angela Malala were present. Our visitors at this meeting were Michael George, Deputy County Counsel, Margaret Tolbert, Human Resources Administrative Services Officer, and Dr. Maurice Elkins, DOIT - Information Systems Division Director were present. Antoine Wilson and Piedad Fracasso (staff) were also present.

Left Early: Fabiola Quintero (9:57 a.m.)

Leonard Ramirez (10:37 a.m.)

2. Public Comment

No Public Comment.

3. (Action Item) Approval of the December 2, 2022, Minutes

There was a motion to approve the December 2, 2022, minutes by Eric Maldonado and seconded by Roosevelt Gipson, Jr. The Minutes were approved.

4. (Action Item) Speaker, Michael George, Deputy County Counsel

Michael George gave an update on the findings and recommendations from County Counsel about the Small Business Enterprise (SBE) recommendations drafted by the ACEEO. County Counsel accepted all recommendations. Mr. George clarified County Counsel's comments about items A and B, as noted below. Based on Mr. George's clarifications, the SBE recommendations will be presented to Cindy Shehorn, Procurement Services Manager, Public Works (PW) for approval. Once this has been completed, the recommendations will be forwarded to the Equity Committee, which was formally the Hiring Outreach Oversight Committee. County Counsel's comments are highlighted below for A and B:

- 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. *The California Law-Public Contract Code (PCC 2003), which is set to expire at the end of the calendar year in 2023 allows for the preference threshold to be raised to \$200,000 will only affect the total dollar amount of the preference. This will not impact raising the SBE program applicability threshold for purchasing and professional/personal service contracts to \$200,000.***
- B. Increase local bid preferences from 5% to a higher percentage for SBE bidders on County contracts. *** County Counsel recommends that our recommendation state***

*a specific number of 7% be set for the local bid preference, which is the highest allowed by state law. The California Law-Public Contract Code (PCC 2002) actually allows for multiple bid preferences for Small Businesses, Disabled Veteran Businesses, and Social Enterprise Small Businesses, not to exceed a total dollar amount of \$150,000. There was discussion about if the ACEEO recommendation should also allow for specific multiple bid preferences. ***

- 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 SBEs to government contracting opportunities.

5. (Action Item) Discuss Status of SBE Subcommittee Recommendations

There was discussion about whether the ACEEO recommendations should allow for multiple bid preferences to specific groups. Antoine Wilson will meet with Michael George to ask what the best option would be on the exclusivity of preferred groups mentioned in #4B above. The subsequent steps include presenting the recommendations to Cindy Shehorn, Procurement Services Manager, in SBE, Public Works (PW), the Equity Committee, the Internal Operations Committee (IOC) that oversees the SBE program; and the Board of Supervisors (BOS).

6. (Action Item) Review, Discuss and Approve the 2022 ACEEO Advisory Body Annual Report

There was a recommendation to approve the annual report with a change to the Accomplishments section. The SBE recommendation should state that recommendations that have been voted on to begin the process of getting approval to send forth to the BOS. There was a motion to approve the 2022 ACEEO Advisory Body Annual Report by Allwyn Brown and seconded by Angela Malala. The 2022 ACEEO Advisory Body Annual Report was approved.

7. (Action Item) Discuss and Approve 2023 ACEEO Member Goals and the EEO Programs to Focus on in 2023

There was discussion about the goals submitted by the ACEEO members. There was a motion by Allwyn Brown and seconded by Lara DeLaney to adopt the following goals/priorities for 2023. (The goals/priorities were adopted.):

- Fill open ACEEO seats
- Schedule speakers that align with the ACEEO focus on employment and equity within the County
- Speaker topics to align with our goals
- Follow-through on the SBE recommendations
- Create a list of sub-committees to address the goals of the ACEEO. The ACEEO feels that the use of sub-committees allows more time to devote to specific projects.
- Establish a link to the relevant aspects of the Office of Racial Equity and Social Justice

(ORESJ).

8. (Action Item) Report on BOS Discussion on Advisory Body Committee Meetings in 2023

Lara DeLaney stated that the BOS will address this issue on February 7, 2023. County Counsel will update the BOS about the impacts of the end to the COVID-19 Emergency Order. The Emergency Order that allowed virtual meetings is expected to end on February 28, 2023. The Brown Act will need to be changed to allow for hybrid meetings. ACEEO members feel that virtual meetings are a benefit not only for the public but also for members limited by their jobs or distance from the meeting site.

9. (Action Item) Discuss ACEEO In-Person Meeting Sites for 2023

Members discussed prior meeting sites and present-day requirements for meeting sites. Some items to be addressed are:

- We need to meet at a neutral site.
- The public will need to have both in-person and virtual access.
- There is a need for Information Technology (IT) support for members and the public. Lara DeLaney stated that the Clerk of the Board is hiring an IT staff person to provide support to the Advisory Bodies and Commissions. Dr. Elkins stated that this person is tied directly to the DOIT group.
- The meeting space should allow for social distancing for members and the public. It should have good ventilation for safety.
- Miguel Mauricio stated that we need input from ACEEO members and staff on possible meeting sites and member needs by February 10, 2023.

9. Roundtable/Public Comment

- The Equity Committee will meet on February 9, 2023, at 9 a.m. Thereafter, the meetings will be on the third Monday of each month at 10:30 a.m.
- Leonard Ramirez stated that the Employer and Resource Group and Veterans Affairs are sponsoring an employment fair at the Concord Veterans Hall on April 20, 2023, from 10 a.m. until 2 p.m.
- Roosevelt Gipson, Jr. stated that Contra Costa Health Plan (CCHP) is recruiting members for its Community Advisory Committee. It is open to CCHP and Medi-Cal members.
- There was a motion to adjourn by Roosevelt Gipson, Jr. and seconded by Allwyn Brown.
- The next ACEEO meeting will be on February 24, 2023.

10. Adjourn: The meeting adjourned at 11:21 a.m.