

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

Meeting Minutes

February 24, 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 Karen Caoile, Risk Management Director, Susan Skamser, Facilities and Public Access Compliance, Margaret Tolbert, Human Resources Administrative Services Officer, and George Carter III, DCD-Economic Development Project Manager. Antoine Wilson and Piedad Fracasso (staff) were also present.

Late Arrival: Fabiola Quintero (9:55 a.m.)

Left Early: Allwyn Brown (10:38 a.m.)

2. Public Comment

No Public Comment.

3. (Action Item) Approval of the January 27, 2023, Minutes

There was a motion to approve the January 27, 2023, minutes by Eric Maldonado and seconded by Leonard Ramirez. The minutes were approved.

4. (Action Item) Speaker, Susan Skamser, Facilities and Public Access Compliance Consultant

Susan Skamser discussed her 20 plus years working in all aspects of Americans with Disabilities Act (ADA) Compliance working in Risk Management. The Department originally handled all ADA activities regarding employee reasonable accommodations and public access to programs, services, and buildings. In August 2021, the employment ADA portion moved from Risk Management to Human Resources. Access to buildings, programs, facilities activities, events, and services remained in Risk Management. Some key ADA points shared are:

- a) Susan is proud that the County's ADA program has been made accessible to the public via phone, websites, and in person. The ADA contact information is currently on most County buildings, public forms, and on each page of the County's websites.
- b) Federal law requires the County to provide ADA accommodations for persons needing assistance to participate in/attend a program, obtain computer assistance, gain access to a facility, or receive aid at an event.
- c) All departments have designated employees who are trained about reasonable accommodations and how to provide such accommodations for the public. Quarterly training is available in-person and thru Vector Solutions for the department ADA coordinators. Employees can find ADA information on the County intranet.

- d) In the event an ADA accommodation is denied, a complaint/appeal form is available for the public to use and forward to the department head. If the department denies the request, the appeal is sent to Risk Management to review, investigate, and provide input on how best to meet the public member's ADA needs.
- e) Title IV of the Americans with Disabilities Act mandates a nationwide system of telecommunications relay services be made accessible to people who are deaf, hard of hearing, or who have speech impairments. Contra Costa County utilizes the California Relay Service, which is used together with the TTY System to relay its messages.

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

Antoine Wilson will schedule a meeting on March 1, 2023, with subcommittee members and Cindy Shehorn, Procurement Services Manager, in Public Works (PW), to present the recommendations and secure PW approval. The subsequent steps include presenting the recommendations to the Equity Committee, the Internal Operations Committee (IOC), and the Board of Supervisors (BOS).

6. (Action Item) Discuss and Approve 2023 ACEEO Goals

There was discussion about the goals submitted by the ACEEO members. There was a motion

by Miguel Mauricio and seconded by Lara DeLaney to adopt the goals as amended. The following goals were adopted.):

- Fill open ACEEO seats
- Schedule speakers and topics that align with the ACEEO focus on employment and equity within the County
- 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).

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

Lara DeLaney and Amrita Kaur stated that this matter was discussed at the February 7, 2023, BOS meeting. County Counsel updated the BOS about the impacts of the end of the COVID-19 Emergency Order. As of March 1, 2023, all advisory bodies must meet in person. Some points that were addressed are:

- The Emergency Order that allowed virtual meetings ended on February 28, 2023.
- Assembly Bill 2449 amended the Brown Act teleconferencing rules. Specifically, Government Code section 54953(e) was amended to permit individual members of a County legislative body to participate in meetings by teleconference for "just cause" or due to "emergency circumstances" when certain requirements are met.
- There can be multiple meeting locations for the advisory body meeting, but each must be stated on the agenda so the public may attend at either location.

- There must be a hybrid option available to allow members of the public to attend virtually or in person. The ZOOM link must be on the agenda.

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

Members discussed meeting sites and requirements. A motion was made by Eric Maldonado and seconded by Lara DeLaney to meet at 2530 Arnold Drive (Training Room). Plan B will be to meet at 777 Arnold Drive (Paramount Room) if the Training Room does not work out. Both meeting sites are in Martinez, CA.

9. Roundtable/Public Comment

- The next Equity Committee meeting will be held on March 20, 2023. 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 Miguel Mauricio and seconded by Roosevelt Gipson, Jr.
- The next ACEEO meeting will be on March 24, 2023.

10. Adjourn: The meeting adjourned at 10:48 a.m.