

# ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY

Tracey Walker, Chair  
Angela Malala, Vice Chair

## Meeting Minutes

February 26, 2021  
ZOOM Meeting

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

Tracey Walker, Chair, called the meeting to order.

Mark Pighin, Dr. Michelle Hernandez, George Carter, Roosevelt Gipson Jr., Kelli Collins, Angela Malala, Marilynn Schuyler, Allwyn Brown, Antoine Wilson (staff), Piedad Fracasso (staff), Angelica Matamoros (awaiting approval), and Amrita Kaur (visitor) were present.

Absent: Linda Mason

### **2. Public Comment**

Amrita Kaur is an Administrative Services Assistant III in the Employment & Human Services Department (EHSD). She works as a Contract/Finance Analyst with the Workforce Development Board. Amrita attended the meeting as she is interested in what the ACEEO does for the County and our community. She is actively involved with IFPTE Local 21.

### **3. Approval of the Minutes**

There was a motion to approve the January 22, 2021 minutes. The minutes were approved.

### **4. Update on items brought before the Board of Supervisors (BOS) for approval**

- Allwyn Brown was appointed to Community Seat #1
- The 2020 ACEEO Annual Report was accepted

### **5. Review/Discuss the 1991 Board Order establishing the Advisory Council on Equal Employment Opportunity (ACEEO)**

- The County was under a Consent Decree from 1975 thru 2014 to improve the hiring of women and minorities at all occupational levels
- In 2014 the Consent Decree was vacated as the courts agreed the County had made good progress in hiring women and minorities at all occupational levels
- The County continues to document outreach plans, via the annual EEO Outreach and Recruitment report to reduce gender and ethnicity underrepresentation within County departments
- Tracey Walker asked for a list of the ethnicities and job categories that are used in the annual Hiring Outreach Oversight Committee report

### **6. Discussion of the ACEEO Strategic Plans was tabled to the next meeting**

- Tracey Walker asked ACEEO members to review the 2021 goals and e-mail their ratings to Piedad Fracasso.

- Tracy will also speak about the ACEEO goals at the Hiring Outreach and Oversight (H2O) Committee meeting on March 1<sup>st</sup>.

## **7. Discuss HR recommended changes**

- The ACEEO recommended, in September 2020, that Human Resources (HR) add a phone number to the County website 'www.contracosta.ca.gov', Jobs webpage, for anyone needing special accommodations in the application process.
- HR made a change to their webpage, in October 2020, and placed the contact information on the front page. Marilyn Schuyler asked that the wording "Special Testing Accommodations" be changed to "Accommodations", so it is more generic and covers all accommodation needs.
- Dr. Michelle stated that she had been on the County Jobs webpage looking for special accommodation contact information. She found an email address and sent an e-mail requesting accommodation assistance, but has received no response to her request. There was no phone number to contact for assistance.
- The issue will be brought up with the new Human Resources Director

## **8. Future Guest Speakers for 2021**

- Monica Nino, County Administrator
- Health Services - Health Department resolution declaring Racism as a Public Health Crisis
- Office of Racial Equity and Social Justice
- Human Resources
- Employment & Human Services Department (EHSD) – Equity and Inclusion Task Force
- Nathan Johnson, Veterans Services Officer
- Unions

## **9. Roundtable**

- Jena Williams has submitted her resignation effective February 26, 2021.
- Marilyn Schuyler asked about updates on the Office of Racial Equity and Social Justice. Antoine Wilson stated that there will be opportunities soon regarding community meetings to ensure that the office is up and running by mid-year 2021.
- Angelica Matamoros asked if there is any follow-up with the employee exit interview feedback
- George Carter stated that EHSD has a requirement for all staff to complete the Implicit Bias training
- Tracey Walker asked if there is any way to measure the impact of the Implicit Bias training in relation to hiring and promotion practices, improved inequities in the underrepresentation of women and minorities at all occupational levels, and discrimination in the workforce.
- The next ACEEO meeting will be held on March 26, 2021.

**12. Adjourn:** The meeting adjourned at 11:28 am.