

**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY**

February 22, 2019

9:30 a.m. – 11:30 a.m.

651 Pine St, 1st Floor,

Room 108

Martinez, California 94553

**Marilynn Schuyler, Chair
Oscar Dominguez, Vice Chair**

Meeting started at 9:33 a.m.

Meeting Attendees: George Carter; Marilynn Schuyler; Mark Pighin; Linda Mason; Roosevelt Gipson Jr.; Tracey Walker; Dr. Aaron Bryant; Antoine Wilson(Staff); Piedad Fracasso(Staff)

Reviewed and Approved the January 25, 2019 minutes.

1. Introductions/Rollcall – See meeting attendees

2. Public Comment - None

3. All training certificates have been given to Piedad Fracasso (Staff) and she will turn them in to Clerk of the Board.

4. Antoine will request that the Clerk of the Board advertise the ACEEO vacancies.

5. Strategic Planning for 2019

(1) Continue to advertise our committee and the available open seats.

(2) Continue to invite other speakers especially department heads and managers.

Some examples are listed below:

- Shannon Lander-Beasley, MPH for the Department of Health Services / Public Health Solutions and Career Pathways. The unit offers internships that can become healthcare careers.**
- Veterans Services**
- David Twa, CAO**
- HR to discuss the hiring and training process.**

(3) Review the County's EEO policy (Admin Bulletin 429.4)

6. Roundtable Discussion:

- Obtain information on how to a market the Advisory Council on Equal Employment Opportunity (ACEEO) to the public.**
- Update the information on the ACEEO web page to reflect current enrollment and seat expiration dates.**
- Tracey would like to assist with the recruitment for the other Union seat.**
- George discussed the Nor-Cal Procurement Expo to be held in San Ramon on May 31. The expo will give small and diverse businesses the opportunity to connect with state, federal and local agencies.**
- George updated the committee on the Hidden Untapped Talent Workshop that was held in Concord. It highlighted employers who have hired disabled individuals.**
- Tracey asked about the most recent H2O Report and she wanted to know if it indicated each department underrepresentation and what steps they are**

taking to become more diverse.

7. The ACEEO plans to discuss the following topics at the March 22, 2019:

- Review and vote on components of the welcome packet. Tracey recommended putting together a welcome kit for new members to include an overview of the committee, members contact list, Copy of the Bylaws, etc.
- Review and vote on any proposed change recommendations to the Admin Bulletin 427.1 on Reasonable Accommodations for Individuals with Disabilities.
- Review the promotions and transfers policies to determine if it is EEO compliant.
- Discuss and Vote on recommended changes to notify employees of the County Administrative Bulletins in an annual email blast
- Discuss Climate Change Survey. Marilynn suggested we create a sub-group to develop the survey. Tracey felt more input was needed before proceeding with a sub-group. It was decided to discuss the parameters and approve a sub-group based on if the interest will warrant it.
- Discuss and vote on an employee self-id survey. Marilynn recommended that an Employee self-id survey be sent out every 3 years or so.

8. The council wants to discuss the following at the April 26, 2019 meeting:

- Review and vote on any proposed change recommendations of the Admin Bulletin 429.4 (EEO Policies and Complaint Procedures).
- Review and vote on any changes proposed for the Admin Bulletin 415 (Pre-Employment Screening).

9. The committee adjourned at 11:17 a.m.