

**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY**

March 06, 2020

9:30 a.m. – 11:30 a.m.

4071 Port Chicago Hwy.,

Suite 250, Conf. Room C

Concord, Ca 94520

**Marilynn Schuyler, Chair
George Carter, Vice Chair**

Meeting started at 9:45 a.m.

Meeting Attendees: Marilynn Schuyler; George Carter; Mark Pighin; Tracey Walker; Angela Malala; Roosevelt Gipson Jr.; Piedad Fracasso (Staff); Lubna Hanif (WIOA Speaker); Stacy Hart (AJCC speaker); Jennifer Joel - Visitor; Kamaljeet Kaur- Visitor

1. Introductions/Rollcall – See meeting attendees

2. George introduced:

Kamaljeet Kaur is working for the County as a Social Services Program Assistant. She is in an EHSD mentoring program that offers EHSD employees opportunities for professional growth and leadership development. She is working on her Master's degree in Health Care Administration & Business Administration.

Jennifer Joel has worked for the County in Workforce Development for 5 years and just became a US citizen this month.

3. Reviewed and Approved January 24, 2020 Minutes

4. Lubna Hanif works for Rubicon's Workforce Innovation and Opportunity Act (WIOA) Program which is a free government funded program. It is a Contra Costa Workforce Collaborative which is a partnership of 9 community based organizations (cbos) in West, East and Central County. They provide the following services:

- They operate at the Comprehensive Career Center at Americas Job Center of California (AJCC) in Concord and partner with adult schools and community based organizations (cbos).**
- They work with unemployed, homeless, and low-income individuals to assist with training and employment opportunities.**
- Participants can easily go to any of the cbos located at the many sites in CC County for one-on-one coaching and career services. Training funds are available at no-cost for qualified individuals. Travel and gas cards are also available as needed to get to/from the training.**
- They also assist those with disabilities and those that need assistance with the application process such as those that need assistance on the computer.**

Stacy Hart works for Americas Job Center of California. They work in partnership with the Employment Development Department.

- They work with those that are unemployed and homeless. Participants are coached in new techniques in applying for jobs, getting their resumes up to date, and cover letters. This is especially helpful for those that are recently unemployed after years in the workforce.
- Participants can take typing tests and get assistance with resumes and cover letters.
- Interns direct and suggest paths for participants to take in the employment search process. LINKDIN and other tools are recommended to assist participants in their job search.

5. No updates on ACEEO website changes

6. No updates on ACEEO recommended changes to Admin Bulletins 429.4 (Unlawful Discrimination) and 427.1 (Reasonable Accommodation)

7. Discussed 2019 ACEEO accomplishments and are awaiting updates on ACEEO recommended changes.

8. Angela Malala has completed her Ethics training.

9. Strategic Plans for 2020:

- Increase outreach and publicize the ACEEO
- Follow-Up on 2019 outstanding items such as ACEEO Website Changes
- Recognition to Contra Costa County (CCC) Department for positive EEO changes
- Review the County's Re-entry Program
- Review and discuss the 2017-2022 EEO 5-Year Strategic Plan
- Recommendation to provide Implicit Bias training for all County employees including contractors.

10. Speaker Recommendations:

- David Twa
- Re-Entry Council (Dante Blue)
- Nathan Johnson (Veterans)
- Unions
- David Gould – Small Business Enterprises
- Ileana Choate EHSD – Staff Development; East Bay Equity
- Academia Speaker – from one of the colleges

11. Roundtable

11.1 Discussions:

- **Brown Act Training - Completed by Angela Malala**
- **Brown Act Training - Needed by 2/2020 (Antoine, Linda & Piedad) – still to be completed**
- **Tracey commented that the Martin Luther King Celebration was exceptional**
- **Discussed Re-Entry and Ban the Box.**
- **Discussed how and why the Clerk of the Board publicizes vacancies. Committee members may also publicize vacancies in newspapers and public notices.**
- **Discussed requirements for the ACEEO committee seats.**
- **Implicit Bias and County training was discussed.**
- **Discussed attendance, timeliness and how/when to contact staff to let us know if members will be in attendance for the ACEEO meeting. This is important to know as a quorum is required when voting on ACEEO business.**
- **Items for the next H2O Committee Approval:**
 - **Angela Malala – Appoint to Community Seat 2**
 - **Re-Appointment – Linda Mason (Community Seat 3), Mark Pighin (Disability), Roosevelt Gipson Jr. (Education)**
 - **Onboarding document approval**
 - **Welcome Kit – needs to get approval from County Counsel, then H2O**

11.2. Items for next Meeting:

- **Update on the ACEEO website changes.**
- **Update on Admin Bulletin recommended changes from County Council**
- **Update on approval of Onboarding Document and Welcome Kit**
- **Continue to review and discuss 2019 Accomplishments**
- **Continue discussion on 2020 Strategic Plans**
- **Update on completion of required Brown Act and Ethics Training.**
- **Review and discuss the 2017-2022 EEO 5-year Strategic Plan**
- **Continue the discussion of giving recognition to the County department for the most accomplishment in outreach, recruitment and equity in the workplace**

12. The committee adjourned at 11:10 a.m.