

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

Meeting Minutes

May 26, 2023

1. Introductions/Call to Order- 09:40 a.m.

Amrita Kaur (Vice Chair) called the meeting to order.

Fabiola Quintero, Lara DeLaney, Roosevelt Gipson Jr., Eric Maldonado, and Leonard Ramirez were present. Our visitors at this meeting were Natalie Darone, Library, Department HR Officer I, Samuel Treanor, Library, Department HR Analyst II, Jennifer Quallick, Deputy Chief of Staff, District 2, and Stephen Langsam. Antoine Wilson and Piedad Fracasso (staff) was also present.

Absent: Angela Malala, Miguel Mauricio

Left Early: Fabiola Quintero (10:20 a.m.)

Members attending via Zoom: Eric Maldonado

2. Public Comment

None

3. (Action Item) Approval of the April 28, 2023, Minutes

There was no quorum. Item tabled to the June 23, 2023, ACEEO meeting.

4. (Informational) Speakers, Natalie Darone, Library, Department HR Officer I and Samuel Treanor, Library, Department HR Analyst II

Natalie Darone and Samuel Treanor shared information about the various programs Contra Costa County Library offers the public. They highlighted the challenges faced by the library, such as staff shortages, lower pay than in other counties, the impact of COVID, two ransomware attacks, loss of employees due to retirement and budget cuts, and low morale due to many staff members getting reassigned to COVID Disaster Services in Health Services instead of their usual library roles. Despite these setbacks, Contra Costa County Libraries offer more open locations, longer library hours, and more weekend access than neighboring counties. They are committed to serving diverse populations and providing bilingual support to the Spanish, Vietnamese, and Tagalog communities. The library offers training programs for their employees, which include a mentoring program for Librarian I and a robust manager training program.

5. (Action Item) Discuss, Select, and Approve the Next ACEEO Project and Approve Creation of a Subcommittee

No quorum. Tabled to next month.

6. (Informational) Discuss Status of Small Business Enterprises (SBE) Subcommittee Recommendations

Lara Delaney gave an update on the SBE Subcommittee Recommendations presented to the Equity Committee by Miguel Mauricio on May 15, 2023. The recommendations were well-

received, and the discussion included the following items:

- The Equity Committee was concerned that the local bid preference was not being utilized or clearly documented. The Public Works Purchasing Division has taken steps to distribute the local bid preference information to Public Works department staff and include it in the bid solicitation documents.
- The Purchasing Division of Public Works has enhanced its webpage to provide better access to information on the SBE programs and made it easier to reach the Purchasing Portal.
- The recommendations will be presented to the Internal Operations Committee on June 12, 2023, at 11:00 a.m. After approval, the subcommittee will present the recommendations to the Board of Supervisors for consideration and approval.

7. (Informational) Discuss Applicant Flow Data Requested from the 2022 EEO Outreach and Recruitment Plan Presentation

Antoine Wilson presented the Applicant Flow Data as of December 31, 2022. He stated that the County's workforce is comprised of 66% females and 34% males. Data for applicants that did not self-identify gender or ethnicity was included. Lara DeLaney would like to see the data for 3-5 years prior for comparison. Leonard Ramirez asked if the veteran information on the employment application is collected and could that data be included.

8. (Informational) Roundtable/Public Comment

- Stephen Langham was interviewed and approved by the Equity Committee on May 15, 2023, for the Business Seat. His nomination will now go to the Board of Supervisors for appointment.
- The next Equity Committee meeting will be held on June 20, 2023, at 1:00 p.m. Unless otherwise noted, the Equity Committee meets on the third Monday of each month from 10:30 a.m. to 12:00 p.m.
- There was a motion to adjourn by Lara DeLaney and seconded by Roosevelt Gipson, Jr.
- The next ACEEO meeting will be on June 23, 2023.

9. Adjourn: The meeting adjourned at 10:57 a.m.