

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY (ACEEO)

**Eric Maldonado, Chair
Kelli Collins, Vice Chair**

Meeting Minutes

**May 20, 2022
ZOOM Meeting**

1. Introductions/Call to Order- 09:37 a.m.

Eric Maldonado called the meeting to order.

Mark Pighin, Miguel Mauricio, Roosevelt Gipson Jr., Amrita Kaur, Lara DeLaney, Allwyn Brown, Antoine Wilson, Dyanne Fankhauser, Administrative Services Assistant III, Probation Department (guest), Arturo Castillo, Administrative Services Officer, Animal Services (guest), and Jennifer Quallick, District 2 Representative (visitor) were present.

Lara DeLaney left the meeting at 10am due to a work conflict.

Absent: Angela Malala, Kelli Collins, Fabiola Quintero, Leonard Ramirez, and Piedad Fracasso

2. Public Comment

No public comment

3. Approval of the Minutes

There was a motion to approve the April 22, 2022, minutes by Lara DeLaney and seconded by Miguel Mauricio. Eric Maldonado abstained due to his absence at the April 22, 2022, meeting. The minutes were approved.

4. Discuss New Applicants for Vacant Seats

We have 2 new applicants. One is for the vacant Business Seat. The other is for a Community Seat when one becomes available.

5. Speakers – Dyanne Fankhauser, Administrative Services Assistant III, Probation Department and Arturo Castillo, Administrative Services Officer, Animal Services

Dyanne Fankhauser discussed what the Probation Department is doing to accomplish their 50% goal of using Small Business Enterprises (SBEs) for many of their purchases. She felt the \$100K threshold limits their department meeting the 50% goals so raising the threshold to \$200K would be quite helpful to both the County and the small businesses. Dyanne gave the following recap of what they do and the types of purchases they make:

- They refer all vendors to sign up with the Small Business Administration and in the Small Business Enterprise Programs with Contra Costa County. These include small business contractors, minority owned businesses, disadvantaged businesses, women owned businesses, etc.
- They encourage vendors to sign up for all coded SBE items they may qualify for not just purchasing
- The types of purchases they make from the SBEs are supplies for dieticians, Notaries,

facilities, small computers, ergonomic equipment, etc.

Arturo Castillo joined in the presentation and said they also feel that raising the threshold to \$200K would be especially beneficial to them to accomplish their 50% goal of using SBEs for many of their purchases. Many of their purchases are over the \$100K threshold, but under \$200K. This would be especially helpful for the veterinarians they use; as many are women owned businesses, and other contractors as well. Arturo gave the following recap of what they do and some suggestions:

- They encourage their vendors and contractors to register as an SBE
- The registration process needs to be simplified and streamlined to make it easier for the vendors/contractors to sign up
- Public Works must do a better job at advertising through CCTV and social media, especially to minority businesses, about the benefits and opportunities for SBEs.

6. Update from Sub-Committee on Small Business Enterprise (SBE) Webpages and Documents

Miguel Mauricio gave a quick update. The sub-committee (Lara DeLaney, Eric Maldonado, and Miguel Mauricio) met on May 18, 2022, to continue discussing the SBE related webpages, outdated outreach documents, and their proposed recommendations. They will meet again in June and will send the documentation and recommendations to the ACEEO for review, discussion, and approval of recommended changes. A review of their discussions and recommendations from the April 15, 2022, sub-committee meeting, was submitted by Miguel Mauricio and summarized by Lara DeLaney at the April meeting:

- Increase the contract limit for qualifying small businesses to \$200,000 or higher to capture more small businesses
- Increase local bid preferences from 5% to a higher percentage
- Create a guide for applicants to make it easier to apply for County contracts
- Analyze the e-outreach program to guarantee maximum coverage
- Include census tract data in analysis of contracts awarded
- Update answer on Frequently Asked Questions about if the County offers an SBE program. The answer is incorrect/outdated

7. Strategic Plans for 2022

Discuss prospective speakers for future meetings:

- Racial Equity & Social Justice Committee member
- Workforce Development Board member
- Human Resources

8. Roundtable/Public Comment

- There were ZOOM login issues for this May meeting. Piedad Fracasso will investigate and correct the problem for future meetings.
- The next ACEEO meeting will be on June 24, 2022.

9. Adjourn: The meeting adjourned at 10:32 a.m.