

# ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY

Tracey Walker, Chair  
Angela Malala, Vice Chair

## Meeting Minutes

June 25, 2021  
ZOOM Meeting

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

George Carter called the meeting to order.

Mark Pighin, Roosevelt Gipson Jr., Dr. Michelle Hernandez, Kelli Collins, Allwyn Brown, Antoine Wilson (staff), Karen Caoile (vistor/Director of Risk Management), Piedad Fracasso (staff), and Latonia Peoples-Stokes (visitor) were present.

Absent: Tracey Walker, Angela Malala, Marilyn Schuyler, Eric Maldonado

### **2. Approval of the Minutes**

There was a motion to approve the May 28, 2021 minutes. The minutes were approved.

### **3. Update on June 7, 2021 Hiring Outreach Oversight (H2O) Committee Approvals**

- Eric Maldonado was interviewed and approved for Community Seat 3
- Next scheduled H2O Committee meeting will be held on September 6, 2021 at 10:30 a.m.

### **4. Update on the June 22, 2021 Board of Supervisors (BOS) Approvals**

- Eric Maldonado was appointed to Community Seat 3.
- The resignations for Jena Williams and Angelica Matamoros were accepted.
- A vacancy was declared for Management Seat 1 and Union Seat 2 and the Clerk of the Board was directed to post the vacancies.

### **5. Update on Re-Opening County Board Meetings and Board Standing Committee Meetings**

- There are on-going discussions at the state and local levels regarding the use of Zoom or other platforms for meetings especially for individuals who need accommodations. We will continue to meet virtually until we hear from the BOS or the County Administrator (CAO). Lara Delaney, Legislative Analyst, will speak at next month's meeting on this subject.
- There was a Board Order to further extend the platform to allow for the use of Zoom or other virtual media for meetings especially for those needing special accommodations.
- George can schedule the conference room at the Workforce Development Board (WDB) building whenever we are ready to start in-person meetings.

## **6. Discuss Human Resources Accessibility recommended changes**

- Dr. Michelle gave an update on the accessibility of the County Job Opportunities webpage. She stated that she applied for the Americans with Disabilities Act (ADA) Program Manager. Position. She did not find the webpage to be user-friendly or easily accessible especially for those that have low vision or are blind. George and Mark stated that our application process should be equitable and accessible to all interested parties/applicants.
- The County website main page was viewed showing the Accessibility icon at the bottom of the screen. The comment was made that this is not easy to find on the website. Karen Caoile stated that Accessibility needs to be intuitive and user-friendly. She further stated that we should contact Communications and Media, Susan Shiu, and/or the Department of Information Technology (DOIT), Mark Shore, to inform them of our concerns.

## **7. Future guest speakers for 2021**

- Lara Delaney, Legislative Analyst (July)
- Gilbert Salinas, Equity Officer of Health Services (August). He will speak on the Board Order Declaring Racism as a Public Health Crisis
- Human Resources to speak on accommodations and accessibility of the website
- Cynthia Shehorn, new Purchasing Manager in Public Works. She handles Small Business Enterprises (SBE) (September)
- BOS Chief of Staff
- Monica Nino, County Administrator

## **8. ACEEO 2021 Strategic Plans**

This item was tabled to the next meeting.

## **9. Roundtable**

- George informed us that the Workforce Development Board of Contra Costa County has a new executive director who will be starting on July 6th
- The next ACEEO meeting will be held on July 23, 2021.

## **10. Adjourn:** The meeting adjourned at 10:19 am.