

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

**Meeting Minutes**

**June 23, 2023**

**1. Introductions/Call to Order- 09:44 a.m.**

Miguel Mauricio (Chair) called the meeting to order.

Amrita Kaur, Fabiola Quintero, Lara DeLaney, Roosevelt Gipson Jr., and Leonard Ramirez were present. Antoine Wilson and Piedad Fracasso (staff) were also present.

**Absent:** Eric Maldonado, Angela Malala (resigned), Stephen Langsam (resigned)

**Left Early:** Leonard Ramirez (11:00 a.m.)

**Members attending via Zoom:** Leonard Ramirez

**2. Public Comment**

None

**3. (Informational) Discuss the Board of Supervisors (BOS) June 13, 2023, ACEEO Appointments**

The BOS appointed Stephen Langsam to the Business Seat.

**4. (Action Item) Approval of the April 28, 2023, and May 26, 2023, Minutes**

There was a motion by Roosevelt Gipson, Jr. to approve the April 28, 2023, Minutes and seconded by Fabiola Quintero. The April 28, 2023, Minutes were approved. There was a motion by Lara DeLaney to approve the May 26, 2023, Minutes and seconded by Amrita Kaur. The May 26, 2023, Minutes were approved.

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

Members discussed looking into the health of the County workforce and forming a new subcommittee upon final approval of the Small Business Enterprises (SBE) subcommittee recommendations. Leonard Ramirez inquired about the collection of veterans' data from job applications. According to Antoine Wilson, Human Resources reported little collection and usage of this data due to the low number of people who self-identify as veterans.

**6. (Informational) Discuss Status of the SBE Subcommittee Recommendations**

There were no status changes to report. Lara Delaney pointed out a discrepancy between the proposed recommendations and the SBE website, which states that the SBE Program applies to County-funded construction contracts of \$175,000 or less however, the SBE subcommittee recommendations state \$100,000 or less. Further investigation is necessary to resolve this discrepancy. The Internal Operations Committee will review the SBE recommendations on July 10, 2023. If approved, the subcommittee will present the recommendations to the BOS for consideration and approval.

## **7. (Informational) Discuss Applicant Flow Data Requested from the 2022 EEO Outreach and Recruitment Report**

Antoine Wilson presented the Outreach Report and Recruitment Plans 2023 – 2026. The presentation included applicant flow, new hire, promotional, and termination data by gender and race. He stated that the County's workforce is 66% female and 34% male. He gave a snapshot of the County's underrepresentation, which compares the County workforce data to the census data. Using the data, EEO works with the departments to help them produce their outreach plans. Antoine stated he is working with County Counsel to modify Admin Bulletin 143 to change the reporting frequency from every year to every three years.

Lara DeLaney brought up an inconsistency in the workforce percentages in the PowerPoint and the outreach report. Amrita Kaur suggested including the breakdown of voluntary and involuntary terminations in the PowerPoint. She also inquired about the reasons for voluntary terminations, including retirement, relocation, and higher pay.

## **8. (Informational) Roundtable/Public Comment**

- Stephen Langham resigned on June 20, 2023, and Angela Malala on June 21, 2023. Both stated work requirements precluded them from being able to attend in person.
- Members discussed recruitment options to fill open ACEEO seats. Some suggestions include working with the Workforce Development Board, the Labor Division, and the unions and having the County Administrator (CAO) put out an announcement for the open ACEEO seats.
- Members discussed bills pending in the Legislature to change the Brown Act requirements to allow subsidiary bodies to meet remotely. There is currently no legislative vehicle addressing this issue. The Legislature feels things should go back to business as usual.
- Members discussed needed changes to the SBE Outreach Program Admin Bulletin, a stand-alone bulletin that the ACEEO feels the subcommittee could be involved in updating.
- The Administrative Bulletin No. 600 updates on "Purchasing Policies and Procedures" were reviewed. Some of the revisions related to the subcommittee SBE recommendations include:
  - Transactions under \$200,000 will no longer require BOS or CAO approval.
  - Departments must still comply with solicitation requirements for federal, state, or local policies, such as the SBE Program and Environmentally Preferable Purchasing Policy, which require getting at least one bid from a registered SBE for department purchases.
- There was a motion to adjourn by Lara DeLaney and seconded by Roosevelt Gipson, Jr.
- The next ACEEO meeting will be on July 28, 2023.

## **9. Adjourn:** The meeting adjourned at 11:11 a.m.