

**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY**

July 26, 2019

9:30 a.m. – 11:30 a.m.

651 Pine St, 1st Floor,

Room 105

Martinez, California 94553

**Marilynn Schuyler, Chair
Oscar Dominguez, Vice Chair**

Meeting started at 9:46 a.m.

Meeting Attendees: Oscar Dominguez, George Carter; Mark Pighin; Roosevelt Gipson Jr.; Tracey Walker; Linda Mason; Antoine Wilson (Staff); Piedad Fracasso (Staff); Dr. Michelle Hernandez-visitor; Noramah Burch-visitor/speaker

- 1. Introductions/Rollcall – See meeting attendees**
- 2. Reviewed and Approved the June 28, 2019 minutes.**
- 3. Public Comment - None**
- 4. Speaker – Noramah Burch – Workforce Development Board. Noramah shared about:**
 - Programs and assistance for low-income and/or disabled youth ages 16 to 24.**
 - Numbers for employment of this age group are the lowest since about 2008.**
 - The Earn & Learn program**
 - Paid internships both within the County and in the public sector (public sector internships are subsidized by the County)**
- 5. No updates regarding including the Admin Bulletins be part of the New Hire process**
- 6. No updates on ACEEO Web page. Antoine relayed that the County Website had just been updated.**
- 7. Dr. Michelle Hernandez was interviewed and approved to fill the Community Seat #4**
- 8. On-Boarding document – in review process. Review in August**
- 9. Strategic Planning for 2019**
 - (1) Continue to advertise our committee and the available open seats.**
 - (2) Review of H2O Report (2019-2020) (September)**
 - (3) Continue to invite other speakers especially department heads and managers.**

Some examples are listed below:

 - Shannon Ladner-Beasley, MPH for the Department of Health Services / Public Health Solutions and Career Pathways. (August)**
 - Veterans Services**
 - David Twa, CAO (October)**
 - Mr. Gould - Small Business Outreach**
 - One of the Supervisors, Glover or Anderson**
 - County Counsel**

10. Roundtable Discussion:

- Recommendation was made to move meeting to a more user friendly location; George said he would verify the availability of the East Bay Works (conference room). Should also have access to computer and CC/TV screen. Antoine will verify with Clerk of the Board and David Twa that this will not be a problem.
- Reminded members about the Brown Act Training on 7/31.
- George announced a Workforce Development event “The Hidden Untapped Talent” taking place on Oct 9 from 9 to 12 at the Antioch Community Center. Geared towards businesses to alert them to the ‘hidden untapped talent’ that is here and ready to work.
- George mentioned that the Workforce Development Board along with the Contra Costa Advisory Council provides HR Information Sessions to businesses with different topics & speakers each month and twice a year they do labor law updates (January and mid-year)
- A question was asked about the complaint process and the differences between the internal department complaint process and the EEO complaint process.
- August Meeting –
 - Onboarding Document for the ACEEO Website
 - Welcome Kit – Review, Discuss and Approve
 - ACEEO website updates
 - Admin Bulletins as part of the New Hire Process
 - Who approves the ACEEO recommended changes made to Admin Bulletins 427.1 (Reasonable Accommodation) and 429.4 (Unlawful Discrimination)
 - Discuss Brown Act Training and get Training Certificates

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