

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

Meeting Minutes

July 28, 2023

1. Introductions/Call to Order- 09:22 a.m.

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

Fabiola Quintero, Eric Maldonado, Lara DeLaney, Roosevelt Gipson Jr., and Leonard Ramirez were present. Our visitors at this meeting were Mark Pighin, Bolston Jones, and Margaret Tolbert. Antoine Wilson and Piedad Fracasso (staff) were also present.

Absent: Miguel Mauricio

2. Public Comment

Bolston Jones expressed his desire to join the ACEEO. He is an Urban Planner by profession and also teaches Pharmacy Tech at Contra Costa Medical Career College. Mark Pighin and Margaret Tolbert stated they like to attend and see what is happening with the ACEEO.

3. (Action Item) Approval of the June 23, 2023

There was a motion by Leonard Ramirez to approve the June 23, 2023, Minutes and seconded by Roosevelt Gipson Jr. The June 23, 2023, Minutes were approved. Eric Maldonado abstained as he was not present.

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

Antoine Wilson gave an update on the status of the SBE subcommittee recommendations. They are on hold for now. He stated that the SBE recommendations were not presented to the Internal Operations Committee (IOC) as planned on July 10, 2023. He and Julie Enea, staff assigned to the IOC, met to discuss the recommendations. He subsequently received an email from Julie Enea stating that the SBE recommendations needed feedback, from the departments, on feasibility issues and instructed the ACEEO to be ready to present to the IOC at the October 2023 meeting. Antoine stated that overall, Public Works seems to be OK with the recommendations and gave the following updates:

- A) Public Works stated they are not yet ready to raise the SBE program applicability threshold for purchasing and professional or personal service contracts from \$100,000 to \$200,000. There is concern that since they currently do not meet their goal, raising the threshold may worsen the problem.
- B) Increase the local bid preferences from 5% to 7% for SBE bidders on County contracts. Public Works is working with the departments to make them aware of the bid preference increase that was adopted by the Board of Supervisors (BOS) and is part of the updated Admin Bulletin 600 changes.
- C) Public Works has started work on its website to create a guide for applicants to make it easier to apply for County contracts.

- D) Include census tract data in the analysis of contracts awarded. There is a need to determine the methodology, the personnel responsible for the task, and for tracking the data. Julie Enea will be checking with the CAO's office and DOIT to evaluate the feasibility of this effort.
- E) Improve contract tracking efforts in order to hold non-SBE contractors accountable for subcontracting requirements and improve tracking efforts to improve data collection. Public Works is concerned that this would pose a problem since there is currently no central tracking system. Each department tracks its contracts. Additional personnel and funding to research the feasibility of this effort are needed.
- F) Analyze the E-outreach program to guarantee maximum outreach. Although Public Works is open to the recommendation, more research is needed to ensure its feasibility.

In summary, SBE recommendations D through F require further research. Based on the findings, they may need updating or be discarded if not feasible.

Amrita Kaur is having trouble preparing the SBE Report due on August 7, 2023. Gathering necessary contract information is difficult as it's not consistently tracked across EHSD's multiple units and does not differentiate if it is an SBE or not.

Antoine stated that he has been assigned to work on a new Admin Bulletin to be developed for Purchasing and Contracts and asked members if they are interested in being a part of this committee.

Amrita reviewed the updated Admin Bulletin 600 and saw only a short blip on SBE. She wonders if the new Admin Bulletin will result in more changes to Admin Bulletin 600. Antoine responded that his understanding is that they would be working in tandem with the changes just adopted in Admin Bulletin 600 and will only be addressing the threshold amounts.

5. (Action Item) Conduct Implicit Bias Training

Antoine Wilson and Piedad Fracasso conducted the online National Institutes of Health Implicit Bias Training. This training is a new BOS requirement for advisory bodies. The training will be required every two years.

6. (Informational) Roundtable/Public Comment

- No discussion items.
- There was a motion to adjourn by Roosevelt Gipson, Jr. and seconded by Leonard Ramirez.
- The next ACEEO meeting will be on August 25, 2023.

7. Adjourn: The meeting adjourned at 11:51 a.m.