

**ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY (ACEEO)**

**Tracey Walker, Chair  
Angela Malala, Vice Chair**

**Meeting Minutes**

**October 22, 2021**

**ZOOM Meeting**

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

Angela Malala called the meeting to order.

George Carter, Mark Pighin, Roosevelt Gipson Jr., Allwyn Brown, Dr. Michelle Hernandez, Kelli Collins, Marilyn Schuyler, Amrita Kaur, Antoine Wilson (staff), Piedad Fracasso (staff), Tamia Brown, Executive Director Workforce Development Board (visitor), and Jennifer Quallick, Field Representative, Supervisor Candace Andersen's office (visitor) were present.

Absent: Tracey Walker, Eric Maldonado, Lara Delaney

**2. Public Comment**

There was no public comment.

**3. Approval of the Minutes**

There was a motion to approve the September 24, 2021 minutes by Allwyn Brown and seconded by George Carter. The minutes were approved with an amendment to add the Sheriff's Office to the list of future guest speakers.

**4. Discuss Board of Supervisors (BOS) ACEEO Approvals**

The BOS appointed Lara Delaney to Management Seat #1 and Amrita Kaur to Management Seat #2.

**5. Speaker – Tamia Brown, Executive Director of the Workforce Development Board**

Tamia Brown asked that the ACEEO review, discuss and make recommendations to the Workforce Development Board (Board) to ensure their policies help marginalized populations achieve equity.

**6. Review and Discuss Advisory Body Teleconference Requirements Resolution 2021-327**

On October 5, 2021, the BOS adopted Resolution 2021/327, which authorized teleconference meetings for the Board, its subcommittees, and advisory bodies for the next 30 days.

**7. Review and Discuss the Advisory Council on EEO By-Law Changes**

The By-Laws were amended to reflect that the County Administrator would recommend one represented management employee and one non-represented management employee to serve on the council when a Management Seat vacancy occurs. All candidates for vacant seats will be interviewed by the Hiring Outreach Oversight Committee (H2O).

## **8. Review and Discuss the Small Business Enterprise, Outreach, and Local Bid Programs Report**

Antoine Wilson presented the Small Business Enterprise (SBE), Outreach, and Local Bid Programs Report in place of Cynthia Shehorn, Procurement Services Manager, Public Works. Antoine will contact Cynthia for clarification on questions raised by Advisory Council members. More information on the County's Contracting Programs can be found by clicking on the link below:

<https://www.contracosta.ca.gov/4449/Contracting-Programs>

## **9. Review and Discuss the ACEEO's Expiring Seats**

The ACEEO has 4 seats that will be expiring in November:

- Dr. Michelle Hernandez, Community Member Seat #4 (wishes to continue in ACEEO)
- Tracey Walker, Union Seat #1 (will not be renewing)
- Marilyn Schuyler, Business Member Seat (will not be renewing)
- George Carter, Veterans Seat (will not be renewing)
  
- The ACEEO can run a recruitment through the BOS and Clerk of the Board for the Veterans and Business Seats. For the Union Seats, Antoine Wilson will be working with the unions for recommendations to fill these seats.

## **10. Future Guest Speakers For 2021**

- Cynthia Shehorn, Procurement Services Manager, Public Works or a representative. She also manages the Small Business Enterprises program.
- Department EEO Coordinators
- ORESJ Committee Member
- BOS Chief of Staff
- Sheriff's Office Representative
- Monica Nino, County Administrator

## **11. Roundtable/Public Comment**

- Antoine Wilson stated that the ACEEO would be voting on the Chair and Vice-Chair for 2022 at the November meeting.
- Jennifer Quallick would like to be invited to future ACEEO meetings. She provided input on the redistricting planning meetings and their effect on Contra Costa County. For more information on redistricting visit [www.cocoredistricting.org](http://www.cocoredistricting.org).
- Amrita Kaur asked if there were any changes on COVID-19 requirements regarding mask and vaccine mandates in County employment.
- George Carter stated that the One Stop Career Centers are open and available for individuals seeking employment and training. The Employment Development Department is also open to the public by appointment only.
- Piedad Fracasso stated that the Advisory Body Annual Report would be due in December. Antoine Wilson asked members to have a draft ready at the November meeting.
- Angela Malala asked for updates on the Office of Racial Equity and Social Justice.

- The ACEEO does not meet in December. There was some discussion on possible training for members as was done in 2020.
- The next ACEEO meeting will be on November 19, 2021.

12. **Adjourn**: The meeting adjourned at 11:10 am.