

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY

Marilynn Schuyler, Chair
George Carter, Vice Chair

Meeting Minutes

October 23, 2020
ZOOM Meeting

1. Introductions/Call to Order- 09:40 a.m.

Marilynn Schuyler, Chair, called the meeting to order.

George Carter, Mark Pighin, Dr. Michelle Hernandez, Linda Mason, Jena Williams, Roosevelt Gipson Jr., Kelli Collins, Tracey Walker, Antoine Wilson (staff), Dimitria Jackson (speaker), Lauren Talbert (visitor), and B. Jackson (visitor) were present.

Not Present: Angela Malala

2. Public Comment

B. Jackson introduced himself as a community activist and member of the public interested in all aspects of moving forward as a community.

3. Approval of the Minutes

There was a motion to approve the August 28, 2020 and September 25, 2020 minutes. The minutes were approved.

4. ADA Presentation

Our guest speaker was Dimitria Jackson, ADA Manager. Ms. Jackson shared the Disability Laws training. The training covered the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). She reviewed how they interact with County policies and procedures. The training is given to inform supervisors and coordinators of their roles and responsibilities to reduce the County's exposure to discrimination and liability claims. For more information, contact Dimitria Jackson at Dimitria.Jackson@hrd.cccounty.us or (925) 655-2182.

5. Discuss and Review the SBE Report, January to June 2020

Antoine Wilson gave an overview of the Small Business Enterprise, Outreach, and Local Program Report

6. Updates on the ACEEO's strategic plans for 2020

- Review the EEO/ADA training for all County employees and insure resources cover all relevant topics. No further action is required after the presentation by Dimitria Jackson, ADA Manager.
- What is HR doing to eliminate unnecessary barriers in the employment process? Antoine Wilson will discuss this with HR and give us an update. This item is tabled for next month and is assigned to Marilynn Schuyler.
- Review the County's Reentry Program following the September presentation by Donte Blue and Monica Carlisle from the Contra Costa County Office of Reentry and Justice. We are awaiting responses to questions that were asked during their presentation. No further action is required after the response is received.

- Ensure ADA accessibility as part of the Covid-19 social distancing requirements in the hiring and interview process. Antoine will discuss this with HR and give an update. The discussion is tabled for next month and is assigned to Dr. Michelle Hernandez and Tracey Walker.
- Advertise and promote the ACEEO open seats. Currently, there is 1 open Community seat, 1 Management Seat (must be filled by a County employee), and 1 Union Seat (must be filled by a County employee). No further action is required for the Community Seat opening due to five or six new applications received for the ACEEO committee. Assigned to George Carter and Linda Mason.

7. Update on the HR recommended changes

HR made a correction to their website and placed the contact information on the front page. Marilyn Schuyler asked that the link wording “Special Testing Accommodations” be changed to “Accommodations” so it is more generic and covers all accommodation needs.

8. 2020 Advisory Body Annual Report

The report is due to the Board of Supervisors by December 3rd.

9. Brown Act and Ethics Training member updates

Linda Mason completed the Brown Act Training. Tracey Walker completed Ethics Training. Roosevelt Gipson, Jr. and Linda Mason still need to complete Ethics Training.

10. Future Guest Speakers for 2021

- Angela Malala recommended we invite HR
- George Carter recommended we invite someone from the CCWORKS Program
- Iliana Choate, Social Services Staff Development Specialist
- EHSD – Equity and Inclusion Task Force

11. Roundtable

- George Carter introduced and welcomed Lauren Talbert. She is a new clerk in EHSD.
- George Carter stated that EHSD has created an Equity and Inclusion Task Force
- Tracey Walker asked for a breakdown of the duties of the Chair and Vice-Chair positions.
- Marilyn Schuyler asked if someone is thanking our speakers after they present. She feels it would be appropriate for the Chair to send an official thank you.
- Marilyn Schuyler asked that all members be given a summary of the training completed and when the next training is due.
- The Council asked that the Welcome Kit be provided to all ACEEO members.
- The next ACEEO meeting will be held on November 20 due to Thanksgiving.
- Items to be covered at the November 20 meeting
 - Interview new applicants for the ACEEO, Community Seat #1
 - Conduct elections for the Chair and Vice-Chair positions.
 - Discuss, review and approve the 2020 Advisory Body Annual Report prior to its submission to the Board of Supervisors
- The December meeting will be held on December 4th. Antoine Wilson will ask the training department to provide Implicit Bias training for the ACEEO members at this meeting.

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