

**ADVISORY COUNCIL ON  
EQUAL EMPLOYMENT OPPORTUNITY**

**October 25, 2019**

**9:30 a.m. – 11:30 a.m.**

**4071 Port Chicago Hwy.,**

**Suite 250, Conf. Room C**

**Concord, Ca 94520**

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

**Meeting started at 9:50 a.m.**

**Meeting Attendees: Oscar Dominguez; George Carter; Mark Pighin, Roosevelt Gipson Jr.; Piedad Fracasso (Staff); Public Visitor: Courtney Manning – UCSF Pharmacy Student**

**1. Introductions/Rollcall – See meeting attendees**

**2. August 23, 2019 Minutes were not approved, Quorum not met. Will be reviewed and approved at November 22, 2019 meeting**

**3. September 27, 2019 Minutes were not approved, Quorum not met. Will be reviewed and approved at November 22, 2019 meeting**

**4. Courtney Manning – UCSF Pharmacy Student. As part of her curriculum students are advised to work in community pharmacy settings and attend community meetings. She saw the ACEEO on the County website. She noted:**

- Pharmacy Tech jobs are not inclusive to those with mobility issues.**
- In-patient settings have the same issues**
- Hasn't seen any disabled individuals in the Pharmacy field**

**5. Discussed H2O Committee Approvals.**

- Dr. Michelle Hernandez was approved, will now go to Board of Supervisors for approval.**
- The On-Boarding document was not submitted for approval**

**6. Discussed Speaker recommendations. (Make bullet points the same)**

- Rubicon Site Manager – George Carter will reach out to them**
- David Twa**
- Nathan Johnson (Veterans)**
- Unions**
- David Gould – Small Business Enterprises**
- Susan Skamser (Facilities & Public Access Compliance Officer)**
- Ileana Choate (EHSD – Staff Development; Bay Area Equity Atlas)**

**7. Roundtable.**

**7.1 Discussions:**

- Ethics Training – this is a requirement that all members need to complete every 10 years.**
- Dr. Michelle Hernandez, when will Board of Supervisors approve?**
- Website changes – no changes as yet.**

- Question was asked about “Do Veteran’s widows get points when applying for County jobs?”. George Carter said ‘No’.
- Discussion of December Meeting site for brunch. George Carter suggested La Tapatia Mexican Cuisine. Further discussion will continue at November meeting.

**7.2. Items for November Meeting:**

- Discuss/Approve August/September/October Minutes.
- Discuss Board of Supervisor approval of Dr. Michelle Hernandez – Community Seat 4
- Speaker for January
- Update on ACEEO website changes
- Update on ACEEO recommended changed to Admin Bulletins 429.4 (Unlawful Discrimination and 427.1 (Reasonable Accommodation)
- Strategic Plans for 2020
- December ACEEO brunch – where do we want to meet?

**8. The committee adjourned at 10:45 a.m.**

**ADVISORY COUNCIL ON  
EQUAL EMPLOYMENT OPPORTUNITY**

**September 27, 2019**

**9:30 a.m. – 11:30 a.m.**

**4071 Port Chicago Hwy,**

**Conference Room C**

**Concord, Ca 94520**

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

**Meeting started at 9:50 a.m.**

**Meeting Attendees: Oscar Dominguez; Roosevelt Gipson Jr.; Tracey Walker; Linda Mason; Dr. Michelle Hernandez; Piedad Fracasso(Staff); Antoine Wilson (Staff); Sean Kearns – Visitor (Field Representative - Office of Assembly member Jim Frazier)**

- 1. Introductions/Rollcall – See meeting attendees**
- 2. August 23, 2019 Minutes were not approved, Quorum not met. Will be reviewed and approved at October 25, 2019 meeting**
- 3. Public Comment - None**
- 4. Reviewed FY19-20 Hiring Outreach Oversight Committee Report (H2O Report). Will review and discuss again at the October 25, 2019 meeting. Evolved into discussion about the Union, how Merit Board complaint decisions are handled and probationary discharges.**
- 5. Update on ACEEO Website changes – Antoine is working on getting updates made.**
- 6. Update on ACEEO recommended changes to Admin Bulletins 427.1 (Reasonable Accommodations) and 429.4 (Unlawful Discrimination). Changes have been sent to County Counsel for their approval. If approved, changes will go before H2O Committee for approval.**
- 7. Discussed items going before the H2O Committee for approval.**
  - Recommend Dr. Michelle Hernandez to Community Seat 4**
  - Recommend to vacate Dr. Aaron Bryant from Community Seat 2**
  - Hiring Outreach Oversight Committee Report FY 2019-2020**
- 8. Strategic Planning for 2019**
  - a) Continue to advertise our committee and the available open seats.**
  - b) Continue to invite other speakers especially department heads and managers. Some examples are listed below:**
    - Veterans Services**
    - David Twa, CAO (October)**
    - David Gould - Small Business Outreach**
    - Supervisor Glover or Anderson**
    - County Counsel**

**9. Roundtable Discussion:**

- **George has reserved the Workforce Development Conference Room for our ACEEO meetings (September thru November 2019).**
- **The October meeting will provide update on status of ACEEO recommended changes made to Admin Bulletins 427.1 (Reasonable Accommodation) and 429.4 (Unlawful Discrimination)**
- **Sean Kearns informed us about the following:**
  - **the PAEC 9<sup>th</sup> Annual Career Expo on October 16, 2019 at the Youth Development Center; 1001 Stoneman Avenue; Pittsburg, CA 94565 and**
  - **The Antioch Job Fair which will take place in late October.**
  - **He says the Assemblyman will be watching some upcoming bills, especially ones pertaining to the “Me Too Movement”.**
- **Piedad brought up that we’ve been informed that we all need to take the Ethics training. Only needed once every 10 years or so for committee members, per Emlyn Struthers.**

**10. The committee adjourned at 11:15 a.m.**

**ADVISORY COUNCIL ON  
EQUAL EMPLOYMENT OPPORTUNITY**

**August 23, 2019**

**9:30 a.m. – 11:30 a.m.**

**651 Pine St, 1<sup>st</sup> Floor,**

**Room 105**

**Martinez, California 94553**

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

**Meeting started at 9:40 a.m.**

**Meeting Attendees: Marilynn Schuyler, Oscar Dominguez, Mark Pighin; Roosevelt Gipson Jr.; Tracey Walker; Linda Mason; Jena Williams, Dr. Michelle Hernandez; Piedad Fracasso (Staff); Shannon Ladner-Beasley-visitor/speaker & Tiffany Patterson-visitor (WEX Trainee); Sean Kearns – Visitor (Field Representative - Office of Assembly member Jim Frazier)**

**10. Introductions/Rollcall – See meeting attendees**

**11. Reviewed and Approved the July 26, 2019 minutes.**

**12. Public Comment - None**

**13. Speaker – Shannon Ladner Beasley, Director, Contra Costa Area Health Education Center Contra Costa Health Services (AHEC).**

**Shannon shared that the AHEC is responsible for the following:**

- Working for racial equity and shared power by reaching out to train high schools, trade schools and college aged individuals to provide paid internships.**
- The Federal Government stipulates that they must reach out to the most vulnerable, regardless of their ability to pay,**
- Provide residency training for participants.**
- Dismantle institutional racism.**
- Teaching our young people about proper healthcare, nutrition, environment, physical activity and access to healthcare**
- Partnering with Alameda County who provided EMT training with CCC.**
- Provide Navigation classes**
- Building the Community**

**14. Discussed the Brown Act Training and obtained certificates from those who attended (George, Mark, Roosevelt, Tracey, Dr. Michelle)**

**15. Onboarding Document was approved and it was recommended that it be sent to the H2O committee for approval.**

**16. Approved all components of the Welcome Kit. The committee recommended that it be sent for approval.**

**17. Strategic Planning for 2019**

- c) Continue to advertise our committee and the available open seats.**
- d) Review of Hiring Outreach Oversight Committee Report - H2O Report (2019-2020) (September)**

- e) Continue to invite other speakers especially department heads and managers. Some examples are listed below:
- Veterans Services
  - David Twa, CAO (October)
  - Mr. Gould - Small Business Outreach
  - One of the Supervisors, Glover or Anderson
  - County Counsel

18. Roundtable Discussion:

- George will check the availability of the Workforce Development Conference Room for our ACEEO meetings.
- September Meeting
  - Review Hiring Outreach Oversight Committee Report (H2O Report 2019-2020)
  - ACEEO website updates
  - Admin Bulletins as part of the New Hire Process
  - Discuss recommended changes made to Admin Bulletins 427.1 (Reasonable Accommodation) and 429.4 (Unlawful Discrimination)

10. The committee adjourned at 11:17 a.m.