

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY (ACEEO)

**Eric Maldonado, Chair
Amrita Kaur, Vice Chair**

Meeting Minutes

**October 28, 2022
ZOOM Meeting**

1. Introductions/Call to Order- 09:33 a.m.

Amrita Kaur called the meeting to order.

Lara DeLaney, Miguel Mauricio, Roosevelt Gipson Jr., Angela Malala, Leonard Ramirez, Allwyn Brown, Karen Caoile, Risk Management Director, Antoine Wilson (staff), Kisha Russell, Human Resources Professional and Organizational Development Analyst, Linda Farmer, Human Resources Professional and Organizational Development Analyst, and Margaret Tolbert, Human Resources Administrative Services Officer were present.

Absent: Eric Maldonado, Mark Pighin, Fabiola Quintero, Piedad Fracasso(staff)

2. Public Comment

No public comment

3. (Action Item) Approval of the August 26, 2022, Minutes

There was a motion to approve the August 26, 2022, minutes by Miguel Mauricio and seconded by Roosevelt Gipson, Jr. The minutes were approved.

4. Speakers – Kisha Russell & Linda Farmer, Human Resources Professional and Organizational Development Analysts

Kisha and Linda presented the Professional & Organizational Development Program. Their goal is to make Contra Costa County (County) the leader in diversity, equity, and inclusion. Highlights are listed below:

- The goal is to help employees become successful in their careers.
- They work with employees at all levels-individual, team, department, and countywide. The objective is to engage supervisors and employees so innovation and opportunity can occur.
- At the individual level, they help to identify and build those employees with leadership potential to encourage promotion from within the County workforce. They also provide management coaching for new and existing managers.
- At the team level, they work on team building, conflict resolution, trust-building workshops, and fostering empathy and inclusion.
- The department level includes processes, procedures, and soft skills. They work with the departments to keep tabs on their performance inside and outside their team culture. They provide assessments to departments to be used to monitor growth and progress.
- At the countywide level, they are working to develop a program to provide outreach to high school and junior college students to apply for entry-level jobs with the County.

The plan is to impart these new employees with mentorship to walk them through their first year of employment, furnish career planning, and some paid classes in their career path. They want to make it less intimidating to apply for government jobs.

5. (Action Item) Review and Discuss the SBE Sub-Committee Findings and Recommendations

Miguel Mauricio presented the findings and recommendations of the sub-committee. There was a motion to approve the SBE recommendations by Lara DeLaney and seconded by Amrita Kaur. The recommendations were unanimously approved. They will now go to County Counsel for their legal review. The recommendations made were:

- A. Increase the SBE program applicability threshold for purchasing and professional/personal service contracts from \$100,000 to \$200,000, or some higher limit, in order to provide more small businesses contracting opportunities with the County.
- B. Increase local bid preferences from 5% to a higher percentage for SBE bidders on County contracts.
- C. Create a guide for applicants to follow in order to make it easier to apply for County contracts.
- D. Recommend including census tract data in analysis of contracts awarded.
- E. Require contractors that receive government contracts and do not qualify as an SBE to set aside a portion of their subcontracts for SBEs.
- F. Improve contract tracking efforts in order to hold non-SBE contractors accountable for subcontracting requirements. Also improve tracking efforts to improve data collection.
- G. Analyze E-outreach program to guarantee maximum outreach.
- H. Increase outreach efforts via social media and other means, in order to connect more potential SBEs to government contracting opportunities.

6. (Action Item) Discuss and Vote for 2023 ACEEO Chair and Vice Chair

There was a motion by Allwyn Brown and seconded by Amrita Kaur to elect Miguel Mauricio as

Chair. There was a motion by Allwyn Brown and seconded by Angela Malala to elect Amrita Kaur as Vice Chair. The motions passed unanimously. Miguel Mauricio and Amrita Kaur will begin their terms in January 2023.

7. Discuss the Latest Department Workforce Data

Antoine Wilson presented the 2015 - 2020 workforce data charts showing applicant flow and new hires by gender and race. Males have been deficient in all occupational categories for all years presented. It has taken 40 years, but we are finally seeing more females in executive-level positions.

8. EEO 2023 Five-Year Strategic Plan

Antoine Wilson presented the 2023 - 2028 EEO Five-Year Strategic Plan. The plan is a roadmap to review where we have excelled in the past and where we need to improve in addressing racial and gender inequities within our workforce. The Advisory Council recommended that accountability measures be added to the Five-Year Plan to hold

departments accountable for achieving their goals, especially in the hiring process.

9. Discuss Open Advisory Council Seats and Member Seats Expiring in November 2022

Antoine Wilson stated that four seats are expiring in November. All members wishing to continue in their current positions have submitted an email to staff. The open seats are:

- Disability Seat (Mark Pighin – termed out)
- Labor/Trade Seat (vacant)
- Business Seat (vacant)
- Union Seat #2 (vacant)

10. Roundtable/Public Comment

- The next Hiring Outreach Oversight Committee meeting will be on December 5, 2022.
- There was a motion by Miguel Mauricio and seconded by Allwyn Brown to move the November meeting to December 2, 2022. The November ACEEO meeting was moved to December 2, 2022, by unanimous approval.
- The ACEEO does not meet in the month of December.

11. Adjourn: The meeting adjourned at 11:30 a.m.