

**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY**

November 22, 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 9:35 a.m.

Meeting Attendees: Marilynn Schuyler; George Carter; Mark Pighin; Jena Williams; Linda Mason; Tracey Walker; Roosevelt Gipson Jr.; Antoine Wilson (Staff); Piedad Fracasso (Staff); Angela Malala, Visitor; Susan Skamser and Sandy Keach (Speakers)

1. Introductions/Rollcall – See meeting attendees

2. Dr. Michelle Hernandez was welcomed as an Official Council Member to Community Seat 4

3. Discussed Oscar Dominguez's resignation

4. August 23, 2019 Minutes were approved.

5. September 27, 2019 Minutes were approved

6. October 25, 2019 Minutes were approved

7. Angela Malala (public visitor) – quick introduction and expressed interest in joining the ACEEO.

8. Susan Skamser, Facilities & Public Access Compliance Consultant, and Sandy Keach, ADA Assistant, discussed the following topics that they address daily:

- Help avoid accommodations issues, thus avoiding lawsuits.**
- Accessible Public Events/Meetings (Ensure interpreter for blind, Hard of Hearing, etc.); all doors should be marked and handicap accessible**
- Essential functions of all positions in County to ensure Workers' Comp and doctors can get employees back to work to their jobs sooner**
- Assists with set up of Reasonable Accommodations in workplace as needs arise for County employees**
- Employment Application, Test and Interview process – now on application on how to contact Human Resources for accommodations & requirements; Doctors and Department of Rehabilitation documentation is required; new software (Zoom-Tec) is now available for testing, has audio.**
- Public can request that an accessible curb ramp be put in on County streets/roads as well as audible signals. (this is on the Public Works website)**

- Marking of public bathrooms, if locked, where to get the key. Should be in braille as well.

9. Officer Elections

- Marilyn Schuyler was elected to Chair for 2nd term
- George Carter was elected as Vice-Chair
- Discussed that 3 seats were expiring in November 2019 (Education – Roosevelt Gipson Jr.; Community Seat 3 – Linda Mason; Disability Seat – Mark Pighin)
- Expiring seat members will submit applications to continue serving on ACEEO

10. Discussed Speaker recommendations for January 2020

- Rubicon Site Manager – George Carter will reach out to them
- David Twa

11. No Updates on ACEEO website changes

12. No updates on ACEEO recommended changes to Admin Bulletins 427.1 (Reasonable Accommodation) and 429.4 (Unlawful Discrimination)

13. Strategic Planning for 2020 was moved to January meeting

14. Roundtable.

14.1 Discussions:

- Ethics Training is a requirement that all members need to complete every 10 years.
- Brown Act Training will expire for some members in Feb 2020.
- Received (Brown Act) Training Certificates from Marilyn Schuyler and Jena Williams.
- December meeting site will be at La Tapatia Mexican Restaurant, 536 Main St., Martinez, CA, at 11 a.m. Business will be conducted at start of meeting.
- ACEEO voted to continue meeting at 4071 Port Chicago Hwy., Suite 250, Conf. Rm C; Concord CA 94520 – George Carter will reserve the room.
- George mentioned that we should contact Sara Campbell Hicks (Scotts Valley Tribal (TANF) as she had expressed interest in joining the ACEEO when she attended our ACEEO meeting on March 23, 2018.

14.2. Items for December Meeting:

- Discuss/Approve November Minutes.
- Interview, Discuss, Vote and Approve Angela Malala for ACEEO
- Interview, Discuss, Vote and Approve re-applications for Gipson, Pighin and Mason

15. The committee adjourned at 11:27 a.m.