

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY
Marilynn Schuyler, Chair
George Carter, Vice Chair

Meeting Minutes

July 24, 2020
WebEx Meeting

1. Introductions/Call to Order- 09:36 a.m.

Marilynn Schuyler, Chair, called the meeting to order.

Marilynn Schuyler, George Carter, Mark Pighin, Dr. Michelle Hernandez, Tracey Walker, Angela Malala, and Roosevelt Gipson Jr. were present. Antoine Wilson (staff), Piedad Fracasso (staff) and Kellie Collins (prospective member) were also present.

Jena Williams and Linda Mason were absent.

2. Public Comment

None

3. Approval of the Minutes

There was a motion to approve the June 26, 2020 minutes. All members approved the minutes.

4. Interview, discuss and approve Kelli Collins for ACEEO Seat

Kelli Collins was interviewed, her qualifications were discussed, and approved for a seat on the ACEEO. Kelli received unanimous approval.

5. Update on ACEEO website changes

No changes were made. The topic was tabled for the August meeting.

6. Update on ACEEO recommended changes to Admin Bulletins 429.4 (Unlawful Discrimination) and 427.1 (Reasonable Accommodation)

Antoine gave an overview of what is required for these recommended changes to be reviewed, approved and implemented.

1. HR will review and approve or disapprove the changes. If disapproved the document is returned. If approved, the document is forwarded to the CAO.
2. The CAO will review and approve or disapprove the changes to ensure policies and procedures are being followed. If disapproved the document is returned. If approved, the document is forwarded to Labor Relations.
3. Labor Relations reviews and approves or disapproves the changes. If disapproved the document is returned. If approved, they need to present it to the unions. The unions must agree on the changes. If approved, the document is forwarded to County Counsel.
4. County Counsel reviews and approves or disapproves the legality of the document changes. If disapproved the document is returned. If approved, the document is forwarded to the Board of Supervisors.
5. Board of Supervisors reviews and approves the changes once all the factors above have been met.

7. Approval of Welcome Kit

County Counsel is still reviewing the Welcome Kit.

8. Brown Act and Ethics Training updates

Kellie Collins has completed both

9. Discuss updates to the ACEEO strategic plans for 2020

- Review the EEO/ADA training for all County employees and insure resources cover all relevant topics. The discussion is tabled for next month and assigned to Jena Williams.
- Make Implicit Bias training available to all County employees. A move was made to remove this item as the class is already available to all County employees.
- Develop and provide the county with information on hiring to eliminate unnecessary barriers. (Marilynn Schuyler)
- Provide County with links to EEOC Training on EEO issues. (Angela Malala)
- Ensure ADA Accessibility as part of the Covid-19 social distancing requirements in the hiring and interview process. The discussion is tabled for next month and assigned to Michelle Hernandez and Tracey Walker.
- Review the County's Re-entry Program. The discussion is tabled for next month and assigned to Tracey Walker.
- Advertise and promote the ACEEO open seats. The open ACEEO seats were discussed. George will see what County sites he can use to advertise the openings. Assigned to Linda Mason and George Carter.

10. Continue discussion about the Contra Costa County department recognitions

Antoine will continue to discuss this with upper management to see if this is a viable recommendation.

11. Discuss speaker recommendations for future meetings

Tracey Walker will make contact with the Contra Costa County Office of Reentry and Justice to see if the Director, Donte Blue, can speak at our October meeting.

12. Roundtable

- A move was made to re-appoint Jena Williams to Community Seat 1 with unanimous member approval
- A motion was made to withdraw the reappointment of Jena Williams to Community Seat 1. Approved unanimously.
- A motion was made to move Jena Williams to Management Seat 1. Approved unanimously.
- On August 27, 2020, Marilynn Schuyler will be teaching a webinar for the Contra Costa County Employer Advisory Council. The topic is Beyond Physical Exposure: How COVID-19 and Recent Events Impact EEO/ADA Issues.
- The Council asked Antoine Wilson for a copy of the Board Order Establishing the Advisory Council.

14. Adjourn: The meeting adjourned at 11:00 am