

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY

Marilynn Schuyler, Chair
George Carter, Vice Chair

Meeting Minutes

September 25, 2020

ZOOM Meeting

1. Introductions/Call to Order- 09:31 a.m.

Marilynn Schuyler, Chair, called the meeting to order.

George Carter, Mark Pighin, Dr. Michelle Hernandez, Angela Malala, Linda Mason, Jena Williams, Roosevelt Gipson Jr., Kelli Collins, Antoine Wilson (staff), Piedad Fracasso (staff), Donte Blue (speaker), Monica Carlisle, (speaker), James Wu (visitor), Mike Pierson (visitor), Patanisha Davis (visitor) were present.

Not Present: Tracey Walker

2. Public Comment

James Wu, Mike Pierson, and Patanisha Davis introduced themselves as members of the public interested in the ACEEO.

3. Approval of the Minutes please reword the descriptions

There was a motion to approve the August 28, 2020 minutes. There was one opposition by Jena Williams asking that the Roundtable comment be changed to remove 'especially the Health Services open positions.'

4. Hiring Outreach Oversight Committee Approvals

- Approved the reappointment of Angela Malala to Community Seat #2 with the term expiring on November 30, 2023
- Accepted the resignation of Jena Williams from Community Seat #1
- Approved the appointment of Kelli Collins to the Labor-Trade Seat
- Approved the appointment of Jena Williams to the Management Seat #1
- These items will now go before the Board of Supervisors for approval.

5. Continue discussion about the ACEEO's strategic plans for 2020

- Implicit Bias training is already offered to employees. No further action is needed.
- Review the EEO/ADA training for all County employees and insure resources cover all relevant topics. This item is assigned to Jena Williams.
- What is HR doing to eliminate unnecessary barriers in the employment process? Antoine Wilson will discuss this with HR and give us an update.
- 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. This item is assigned to Tracey Walker.
- 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. This discussion is tabled for next month and may be removed due to a surge in applications received in the last 2

months. This item is assigned to Linda Mason and George Carter

6. Contra Costa County Office of Reentry and Justice

Our guest speakers from the Contra Costa County Office of Reentry and Justice were Donte Blue, the Acting Director, and Monica Carlisle a Senior Program Analyst. Donte and Monica presented information about the Office of Reentry and Justice's tasks and goals to align and advance the County's public safety realignment, reentry, and justice programs and initiatives. For additional information go to their website at: <https://www.contracosta.ca.gov/6679/Office-of-Reentry-and-Justice>

7. Continue discussion on the HR web page about HR contact information regarding reasonable accommodation in the application process

Marilynn Schuyler inquired as to how a job applicant would know who to contact if they needed an accommodation in the job application process. A recommendation was made to place this information on the Career Pages screen so it would be easily found. Antoine Wilson will discuss this with HR.

8. Brown Act and Ethics Training member updates

Linda Mason, Roosevelt Gipson Jr., and Tracey Walker need to complete training.

9. Future Guest Speakers

- Dimitria Jackson, ADA Manager, will be our guest speaker in October. She will be discussing the EEO/ADA training developed for all County employees.
- Antoine Wilson will contact David Twa, County Administrator, to see if he would be available to speak
- Angela Malala recommended that we invite HR to come and speak
- George Carter recommended to have someone from the CCWorks Program come and speak

10. Roundtable

Our November ACEEO meeting will be held on November 20 due to Thanksgiving

11. Adjourn: The meeting adjourned at 11:17 am.

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

Meeting Minutes

August 28, 2020
ZOOM Meeting

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

Marilynn Schuyler, Chair, called the meeting to order.

Marilynn Schuyler, George Carter, Mark Pighin, Dr. Michelle Hernandez, Tracey Walker, Angela Malala, Linda Mason, Jena Williams and Roosevelt Gipson Jr. were present. Antoine Wilson (staff), Piedad Fracasso (staff), Patience Ofodu (speaker) and Jhon Arbelaez-Novak (visitor) were also present.

2. Public Comment

Jhon Arbelaez-Novak introduced himself as a member of the public interested in the ACEEO.

3. Approval of the Minutes

There was a motion to approve the July 24, 2020 minutes. All members approved the minutes.

4. Update on ACEEO Items approved by the Board of Supervisors.

- Angela Malala was accepted to the ACEEO serving in Community Seat 2.
- Mark Pighin, Linda Mason and Roosevelt Gipson Jr. were reappointed to their current seats.
- The resignation of Oscar Dominguez was accepted and Management Seat 1 was declared vacant.

5. Update on ACEEO webpage changes

- Updated the member roster.
- Added information pertaining to filing a complaint.
- Corrected the Equal Employment Opportunity Officer's name and phone number.
- Added the normal ACEEO meeting site information.

6. Guest Speaker, Patience Ofodu

Patience Ofodu is the Business Services Manager for the Workforce Development Board of Contra Costa County. Patience gave an overview of the many remote services offered by the Workforce Development Board. For additional information go to their website at www.wdbccc.com.

7. Review and discussion of the annual Office of Equal Employment Opportunity Outreach Report and Plans

Marilynn Schuyler questioned the terminology of subtracting percentage points versus stating a change in percentage when addressing department underrepresentations in race and gender.

8. Update on approval of the ACEEO Welcome Kit by County Counsel

The Welcome Kit has been approved.

9. Brown Act and Ethics Training member updates

No change.

10. 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 until October and is assigned to Jena Williams. (Dimitria Jackson, ADA Manager, will be invited to present at our September or October meeting to discuss this topic.)
- Develop and provide the county with information on hiring to eliminate unnecessary barriers. (Marilynn Schuyler)
- 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 is assigned to Dr. Michelle Hernandez and Tracey Walker.
- Review the County's Reentry Program. The discussion is tabled for next month and is assigned to Tracey Walker.
- Advertise and promote the ACEEO open seats. This discussion is tabled for next month and is assigned to Linda Mason and George Carter

11. Continue discussion about the Contra Costa County department recognitions

This item will not be pursued at this time.

12. Discuss speaker recommendations for future meetings

- Tracey Walker and/or Antoine Wilson will contact Donte Blue, Acting Director, from the Office of Reentry and Justice to see if he is available to speak at our meeting.
- Antoine Wilson will contact David Twa, County Administrator, to see if he would be available to speak.
- Jena Williams will contact Dimitria Jackson, ADA Manager, to present the EEO/ADA training being offered to all County employees.

13. Roundtable

- George Carter mentioned that EHSD has an opening for an Eligibility Worker I that closes on Monday, August 31st.
- Jena Williams asked if the County's open positions can be dispersed internally.
- Marilynn Schuyler brought up the question of ADA accessibility in the application and hiring process.

14. Adjourn: The meeting adjourned at 11:10 am.