



# Agenda

**ADVISORY COUNCIL ON  
EQUAL EMPLOYMENT OPPORTUNITY**  
June 24, 2022  
9:30 a.m. – 11:30 a.m.  
(Virtual Web Meeting)

To slow the spread of COVID-19, the ACEEO meeting will be accessible via Zoom as permitted by Government Code section 54953 (e). The Public may observe and participate in the Virtual ZOOM Meeting by calling in using this Phone Number and Meeting Id:

Below is the link to the meeting for visual/audio:

**JOIN ZOOM MEETING**

Join from PC, Mac, Linux, iOS or Android: <https://cccounty-us.zoom.us/j/86701713701?pwd=VUREdjN4a05lWVQ2MzBwYzQyeXlyUT09>

Or Telephone:

Dial:

USA 214 765 0478

USA 8882780254 (US Toll Free)

Conference code: 684505

To indicate you wish to speak on an agenda item, please raise your hand in the Zoom app when your item is called.

The objective of the ACEEO is to help build an inclusive workforce in an environment that fosters dignity and respect for the individual.

Eric Maldonado, Chair

Kelli Collins, Vice Chair

**Agenda Items:**

Items may be taken out of order based on the business of the day and preference of the Committee

• Introduction / Roll Call	9:30 a.m.
• Public Comment (3-minute commentary limit)	9:35 a.m.
• Review and Approve the May 20, 2022, Minutes	9:40 a.m.
• SBE Speaker (tentative)	9:45 a.m.
• Update from the Sub-Committee	10:20 a.m.

• Roundtable Discussion/Public Comment	11:15 a.m.
• Adjourn	11:30 a.m.
• <b>The next ACEEO meeting is scheduled for July 22, 2022</b>	
The ACEEO will provide reasonable accommodations for persons with disabilities planning to attend. Contact the staff person listed below at least 72 hours before the meeting	
Any disclosable public records related to an open session item on a regular meeting agenda distributed by the County to a majority of members of the ACEEO less than 96 hours prior to that meeting are available for public inspection at 2530 Arnold Drive, #140 during normal business hours.	
Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time.	
For Additional Information Contact: Antoine J. Wilson Equal Employment Opportunity Officer Phone (925) 335-1455, Fax (925) 500-0086 antoine.wilson@riskm.cccounty.us	
<b>ACEEO Members:</b>	
Kelli Collins: Labor-Trade Member Seat	Vacant: Business Member Seat
Allwyn Brown: Committee Member Seat #1	Roosevelt Gipson, Jr.: Education Member Seat
Angela Malala: Community Member Seat #2	Mark Pighin: Disability Seat
Eric Maldonado: Community Member Seat #3	Fabiola Quintero: Union Member Seat #1
Miguel Mauricio: Community Seat #4	Vacant: Union Member Seat #2
Lara DeLaney: Management Seat #1	Leonard Ramirez: Veteran's Seat
Amrita Kaur: Management Seat #2	

## ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

### LABOR-TRADE MEMBER SEAT

Kelli Collins

Appointed: October 20, 2020

Expires: November 30, 2023

### COMMUNITY MEMBER SEAT #1

Allwyn Brown

Appointed: February 9, 2021

Expires: November 30, 2023

### COMMUNITY MEMBER SEAT #2

Angela Malala

Appointed: October 20, 2020

Expires: November 30, 2023

### COMMUNITY MEMBER SEAT #3

Eric Maldonado

Appointed: June 21, 2021

Expires: November 30, 2022

### COMMUNITY MEMBER SEAT #4

Miguel Mauricio

Appointed: April 12, 2022

Expires: November 30, 2024

### MANAGEMENT MEMBER SEAT #1

Lara DeLaney

Appointed: October 12, 2021

Expires: November 30, 2022

### MANAGEMENT MEMBER SEAT #2

Amrita Kaur

Appointed: October 12, 2021

Expires: November 30, 2024

### BUSINESS MEMBER SEAT

(VACANT)

Appointed: May 14, 2019

Expires: November 30, 2024

### EDUCATION MEMBER SEAT

Roosevelt Gibson, Jr

Appointed: December 1, 2019

Expires: November 30, 2022

### DISABILITY SEAT

Mark Pighin

Appointed: December 1, 2019

Expires: November 30, 2022

### UNION MEMBER SEAT #1

Fabiola Quintero

Appointed: April 12, 2022

Expires: November 30, 2024

### UNION MEMBER SEAT #2

(VACANT)

Appointed:

Expires: November 30, 2022

### VETERAN'S SEAT

Leonard Ramirez

Appointed: April 12, 2022

Expires: November 30, 2024

### STAFF TO ACEEO

Antoine Wilson

Equal Employment Opportunity Officer

2530 Arnold Drive #140

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Piedad Fracasso

Clerk-Experienced Level

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CONTRA COSTA COUNTY'S  
SBE PROGRAM

### **Local Vendor Preference Program.**

On August 10, 2004, the Board of Supervisors referred to IOC the creation of a policy to grant a five percent preference to Contra Costa County vendors on all sealed bids or proposals except with respect to those contracts which state law requires to be granted to the lowest bidder, and review of an ordinance to be drafted by County Counsel to enact this policy. The 2005 IOC proposed a new ordinance to the Board that would grant a five percent preference to self-certified local vendors for purchases in excess of \$25,000. This ordinance was introduced on August 9 and adopted on September 13, 2005.

## Review of the \$50,000 Threshold in the Small Business Enterprise (SBE) Program.

The Board of Supervisors referred this matter to the IOC on September 15, 2009. In November 2010, the IOC adopted staff recommendations to raise SBE Program thresholds as outlined below:

(1) Increase certain SBE Program Thresholds as follow:

- Purchasing Transactions – from \$50,000 to \$100,000
- Service Contracts – from \$50,000 to \$100,000
- Construction Contracts – from \$25,000 to \$100,000

(2) Grant a 5% bid preference for SBE bidders on County construction contracts and grant a 5% bid preference to bidders who meet participation goals for SBE subcontractors.

(3) Adopt a pre-award, two-step appeal procedure for all services contracts exceeding \$100,000. Appeals would be first to the Department Head and then to the County Administrator. The procedure would require pre-award notice to service providers of the appeal procedure and the intended contract award.

(4) Establish a policy for review of the SBE Program threshold once every two years.

The above changes require amendment of the SBE and Outreach Program documents. On November 8, 2011, the Board of Supervisors approved the above changes to the SBE Outreach program with an effective date of January 1, 2012. The 2011 IOC considers work on this matter to be complete and recommends termination of this referral. **TERMINATE**

	SBE PROGRAM	PREFERENCE POINTS	CRITERIA
<b>Alameda County</b>	Small, Local Emerging Business (SLEB)	5% for local	Departmental discretionary spending for items \$25,000 and under is directed towards SLEBS.
		5% for certified businesses	Departmental/Agency Goals for Contracts over \$25,000. Businesses not meeting the definition of a local small or emerging business are required to subcontract a minimum of 20% of the estimated contract amount with a SLEB in order to be eligible for contract award.
			Construction Projects over \$125,000
			Preferred vendor status: The county has a designated database for certified SLEBs and local businesses. These are the businesses that County departments turn to when we need goods and services under \$100k, and construction projects under \$25k.
<b>City &amp; County of SF</b>	No response		
<b>Marin County</b>	Local Preference	5% preference for local companies	Preference can not exceed 15%.
		5% percent bidding preference to contractors who certify that at least fifty percent of the workforce under the service contract will be Marin County residents.	
		15% preference for use of recycled products	
<b>Napa County</b>	No SBE Program but has a local vendor policy	5% preference for local companies	Allows for a 5% preference on the purchase of goods and allows the County to select the local vendor when all else is equal when selecting a service provider.

	<b>SBE PROGRAM</b>	<b>PREFERENCE POINTS</b>	<b>CRITERIA</b>
<b>Santa Clara County</b>	No SBE Program	Local bid preference for formal solicitations	For contracts \$100,000 and above. Contracts less than \$100,000 are not given a local bid preference.
			Currently conducting a disparity study that will identify who was awarded contracts within the last 5 years. This will give them an idea of which communities are underserved and can focus on outreach plans to reach them.
<b>Santa Cruz</b>	No SBE program	None	The County of Santa Cruz does not currently provide special treatment in awarding agreements or Purchase Orders to vendors based on the type of ownership
<b>Solano County</b>	Local Business Enterprise	5% preference points	\$7500 to \$50,000 informal bids  Over \$50,000 are formal bids
<b>Sonoma County</b>	No response		



### Conversation with Cindy Shehorn:

- ▶ Most County Construction contracts are over 1 million dollars, so they do not have a lot of activity in the SBE program. There were 2 projects last reporting period that fell under the \$100,000 cap but it is a rarity.
- ▶ Capital Projects would be able to provide further information.
- ▶ Cindy will pull the SBE registered construction firms to get an idea of how many have signed up.
- ▶ The current SBE limits for Personal Services, Construction and Purchase Order contracts are \$100,000.00 or under. We will need to get buy-in from the Internal Operations Committee to increase the limits.
- ▶ The last time the amounts were increased was in 2012.

## E-Outreach Program

- Vendors interested in bidding on a purchasing contract with Contra Costa County will be referred to BidSync.com, which does not establish a requirement for awarding contracts. The Outreach Program requires that the County perform solicitation to a minimum of three vendors. A minimum of 50% of the vendors solicited must be an SBE, MBE, WBE, DBE, DVBE or LBE.
- Product and service solicitations that are not exempt or sole-sourced will be advertised through the County electronic bidding system. This will ensure that a broad range of potential vendors will be solicited. Vendors interested in bidding on a purchasing contract with Contra Costa County will be referred to Bid Sync.

## NEXT STEPS

- Meet with SBE Coordinators to get their buy-in to raise the limit to \$200,000.00
- Meet with Alameda County (SLEB) and/or Santa Clara County (disparity study) to explain their current SBE programs
- Meet with Cindy Shehorn, Allison Knapp and Capital Projects manager.