



**ADVISORY COUNCIL ON  
EQUAL EMPLOYMENT OPPORTUNITY**

**October 22, 2021  
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://cccouny-us.zoom.us/j/98973785614?pwd=UjU2bE9WYU5vUXJzSWpXeHFadURPd z09>

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.

Tracey Walker, Chair  
Angela Malala, 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 September 24, 2021 Minutes	9:40 a.m.
• Review and Discuss the Board of Supervisors ACEEO Approvals	9:45 a.m.
• Speaker Tamia Brown, Executive Director, Workforce Development Board	9:55 a.m.
• Review and Discuss Advisory Body Teleconference Requirements – Resolution 2021/327	10:25 a.m.

<ul style="list-style-type: none"> <li>Review and Discuss the Advisory Council on EEO By-Law Changes – ACEEO By-Laws are Attached</li> </ul>	10:30 a.m.
<ul style="list-style-type: none"> <li>Review and discuss the Small Business Enterprise, Outreach, and Local Bid Programs Report</li> </ul>	10:45 a.m.
<ul style="list-style-type: none"> <li>Review and discuss the ACEEO’s expiring seats</li> </ul>	11:00 a.m.
<ul style="list-style-type: none"> <li>Roundtable Discussion/Public Comment</li> </ul>	11:15 a.m.
<ul style="list-style-type: none"> <li>Adjourn</li> </ul>	11:30 a.m.
<ul style="list-style-type: none"> <li>The next ACEEO meeting is scheduled for November 19, 2021</li> </ul>	
<p>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</p>	
<p>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.</p>	
<p>Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time.</p>	
<p>For Additional Information Contact: Antoine J. Wilson          Equal Employment Opportunity Officer          Phone (925) 335-1455, Fax (925) 500-0086          antoine.wilson@riskm.cccounty.us</p>	
<p><b>ACEEO Members:</b></p>	
Kelli Collins: Labor-Trade Member Seat	Marilynn Schuyler: 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	Tracey Walker: Union Member Seat #1
Dr. Michelle Hernandez: Community Seat #4	George Carter: Veteran’s Seat
Lara Delaney: Management Seat #1	Amrita Kaur: Management Seat #2
Vacant: Union Member Seat #2	

**BY-LAWS OF THE  
ADVISORY COUNCIL ON  
EQUAL EMPLOYMENT OPPORTUNITY**

**ARTICLE I**

**MEETINGS:**

Section 1: Regular Meetings. Regular Meetings of the ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY of Contra Costa County, hereinafter referred to as the "Advisory Council," or "Council" shall be held monthly at regular times and places as set by the Advisory Council.

Section 2: Special Meetings. A special meeting may be called at any time by the Chairperson of the Advisory Council or by a majority of the members of the Council, by providing notice to each member of the Council and to the Board of Supervisors, and by posting the information on the ACEEO website. The notice shall be posted at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. The Council shall consider no other business at the meeting.

Section 3: Public Meetings. All regular and special meetings of the Advisory Council shall be open to the public in accordance with the Brown Act of the State of California and the Better Government Ordinance of Contra Costa County.

Section 4: Quorum. A majority of the members currently appointed to the Advisory Council shall constitute a quorum. A quorum is not necessary to conduct a meeting. The vote of a majority of a quorum shall be necessary to act except as otherwise noted in these by-laws.

Section 5: Order of Business. The normal order of business for regular meetings shall be determined by the Chairperson in consultation with members of the Advisory Council and with staff to the Advisory Council at the time of preparation of the meeting agenda or prior to conducting the meeting. The order of business of any meeting may be changed by the affirmative vote of a majority of the quorum of the Advisory Council during the meeting. The order of business shall include the following items not necessarily in the following order:

- A. Call to order
- B. Roll call
- C. Public comment
- D. Approval of minutes of previous meeting
- E. Report by staff
- F. Correspondence
- G. Report by chairperson

- H. Report(s) by Committee(s)
- I. Old business
- J. New business
- K. Public Comment on Non Agenda Items
- L. Review Items for next Agenda
- M. Adjournment

Section 6: Rules of Order. The rules contained in the latest edition of Robert's Rules of Order shall govern the Advisory Council in all cases to which they are applicable and in which they are not inconsistent with the laws governing the Advisory Council and these by-laws, provided that any rule may be modified by majority vote of the Advisory Council.

Section 7: Tapes and Minutes. Each meeting shall be taped, and a written record that accurately reflects the agenda and decisions made at the meeting (minutes) shall be maintained. Copies of the minutes shall be distributed to all Advisory Council members at least one workweek prior to the next regularly scheduled meeting. The meeting tapes can be reviewed upon request at any time with prior notice to staff. The tape from each meeting will be erased one week after the subsequent meeting of the Advisory Council.

Section 8: Manner of voting. The vote of all questions coming before the Advisory Council shall be by voice vote, except by request of a member or staff that a roll call vote be taken, in which case the yeas, nays, and abstentions shall be entered into the minutes of such meeting. The Advisory Council shall attempt to reach a consensus; if unable to reach consensus, then a roll call vote may be taken. Additionally, if a consensus is not reached, then a majority vote is necessary to pass an action.

Section 9: Other Procedures. The Advisory Council may adopt, by majority vote, other rules, regulations and procedures as may be required for the orderly conduct of business.

Section 10: Absence of Advisory Council Members. After a Council member has three unexcused absences in a twelve month period from regularly scheduled meetings, the Advisory Council may recommend formally to the Board of Supervisors that the member be removed.

## ARTICLE II

### MEMBERSHIP:

Section 1: The Board of Supervisors shall determine the number and composition of the members of the Advisory Council.

**Section 2:** The two Management Seats on the Council are recommended by the County Administrator and may consist of one non-represented management employee and one represented management employee. All candidates for vacant seats will be interviewed by the Chair and Vice-Chair of the Hiring Outreach Oversight Committee.

Section 3: All members of the Advisory Council are appointed by and serve at the pleasure of the Board of Supervisors.

Section 4: Matters of tenure of appointments and re-appointments are found in the enabling Orders of the Board of Supervisors and County Affirmative Action Plan.

Section 5: All Advisory Council members serve without compensation.

### **ARTICLE III**

#### **OFFICERS:**

Section 1: Designation of Officers. The Officers of the Advisory Council shall be the Chairperson and the Vice-Chairperson.

Section 2: Nominations. Advisory Council members may propose candidates for Advisory Council office.

Section 3: Election of Officers. In November of each year, the officers of the Advisory Council shall be elected by a majority vote of the total current membership of the Advisory Council and shall serve for a term of one year commencing on and after the first meeting in November of each year. All officers shall continue to serve until a successor has been elected. No officer shall serve for more than two consecutive terms in one particular office unless this rule is set aside for that particular office by 2/3 vote of the current members. Any officer may be removed from office at any time for just cause on the vote of 2/3 of the current members.

Section 4: Vacancies of Officers. Any vacancy occurring among any of the officers by reason of death, resignation from office or removal of any officer shall be filled by a vote of a majority of all current members of the Advisory Council and the person filling the vacancy shall serve the remaining term of office.

Section 5: Powers and duties of the Chairperson. The Chairperson shall call the meeting to order at the appointed time; shall appoint all committees, subject to the approval of the Advisory Council; shall have all the powers and duties of the presiding officer as described in Robert's Rules of Order; and shall perform other duties as may from time to time be prescribed by the Advisory Council.

Section 6: Powers and Duties of the Vice-Chairperson. The Vice-Chairperson shall have all the powers and perform all the duties of the Chairperson in the absence or inability of the Chairperson to act. The Vice-Chairperson shall perform such other duties as may from time to time be prescribed by the Advisory Council or by the Chairperson.

### **ARTICLE IV**

#### **COMMITTEES:**

Section 1: Committees. The Chairperson from time to time may establish committees, composed of members of the Council, define their powers and duties consistent with the Council's mandate as stated in Part IV of the County's Affirmative Action Plan, and appoint the members thereof subject to the approval of the Advisory Council.

Section 2: Each subcommittee shall have a chairperson. The Chairperson of the Advisory Council shall be an ex-officio member of all committees of the Advisory Council and shall be notified of all meetings. A list of members and participants of each committee shall be kept and a copy given to the Advisory Council staff person. Committee meeting notices shall be mailed, e-mailed, telephoned, and/or personally given, approximately one workweek in advance of the meeting date to all members of the committee involved, or by unanimous agreement with less notice. Meeting locations shall be conducive to effective functioning of the committee (e.g. size, accessibility, minimum of distractions, etc.)

At the first meeting of any new committee and at other times as warranted by changing membership or other conditions, the purpose and relevant policies of the Advisory Council and the particular committee shall be reviewed and explained by the Advisory Council Chairperson and/or the committee Chairperson.

Section 3: Meetings. Committees shall meet as warranted.

Section 4: Assistance. Committees may call upon any member of the staff of the Advisory Council for technical or clerical assistance.

Section 5: When the committee Chairperson changes, the outgoing committee Chairperson shall submit to the new committee Chairperson a list of all pending projects of the committee in order to insure continuity and completion of the committee activities and goals.

## **ARTICLE V**

### **PUBLIC STATEMENTS:**

Section 1: Only the Chairperson or his/her designee may speak or make statements officially on behalf of the Advisory Council. The designee shall be a member of the Advisory Council or staff.

## **ARTICLE VI**

### **AMENDMENTS:**

Section 1: As authorized by the Board of Supervisors, the Advisory Council may independently adopt bylaws that address quorum requirements, attendance requirements for continuing membership, the election of officers, and the establishment of subcommittees comprising current members of the advisory body. Advisory Council bylaws addressing other topics must be approved by the Board of Supervisors. Subject to the requirements for Board of Supervisors approval, these bylaws may be adopted, amended or repealed by the affirmative vote of 2/3 of the currently appointed members of the Advisory Council, at any regular or special meeting.

Section 2: Written notice of any proposed changes must be publicly posted and given to members of the Advisory Council at least four days (96 hours) prior to the meeting at which the vote will be called.

## CONDUCTING VIRTUAL MEETINGS DURING STATE DECLARED EMERGENCY

(AB 361 (Gov. Code, 54953 (e)))

(These rules sunset January 1, 2024)

The Brown Act now provides special rules for holding virtual meetings during emergencies. Such virtual meetings are permitted when the State has declared a state of emergency *and* either 1) the Public Health Officer has recommended or ordered social distancing measures, or 2) findings have been made indicating that as a result of the emergency, live meetings will cause an imminent risk to the safety or health of meeting attendees. (Gov. Code, sec. 54953 (e).)

To conduct a virtual meeting as permitted by Government Code section 54953 (e), follow these rules:

1. Quorum required. Staff to the body or its chair must ensure that during the teleconferenced meeting a quorum of the body is participating from their remote locations at all times. These remote locations do not need to be within the body's territorial jurisdiction.
2. Agenda requirements-content. The agenda does not need to contain a physical meeting location or state the teleconference locations. The agenda must state how members of the public will be able to observe the meeting through an internet or call-in method, and it must state how members of the public can provide public comments in the virtual meeting format. (Gov. Code, sec. 54953 (e)(2)(B).) For example, the first page of the agenda could state:  

"To slow the spread of COVID-19, the (name of body) meeting will be accessible via Zoom (provide link) as permitted by Government Code section 54953 (e). To indicate you wish to speak on an agenda item, please raise your hand in the Zoom app when your item is called."

All the other rules regarding agenda content, such as providing brief descriptions of business to be conducted, continue to apply.
3. Agenda requirements-posting. Continue to post the virtual meeting agenda at all the body's usual agenda posting locations, including websites, 96 hours in advance of the meeting. Agendas must be visible to the public for the entire 96 hour period.
4. Public Participation. Agendas must provide an opportunity for public comment on each agenda item and on items in the body's jurisdiction that are not on the agenda. Written and virtual public comment must be accepted until the public comment period is formally closed at the meeting. The body should apply its usual time limits per speaker. The time it takes the chair or staff to bring the speaker up for remote comment should not be counted toward the speaker's time. (Gov. Code, sec. 54953 (e) (2) B) (E) (G).)
5. Protect the rights of the public. Bodies must comply with all constitutional and statutory requirements for the conduct of meetings. For example, provide reasonable accommodations for the disabled in the virtual format. Ensure that all public commenters are treated fairly and receive equal time, regardless of their views. Continue to double the public comment time for

persons using translators. (Gov. Code, sec. 54953 (e) (2) (C).)

6. Disruption impacting public- stop the meeting! If the virtual meeting broadcast fails, e.g. if the body's internet connection is disrupted, or if the public can no longer provide comment through the virtual meeting method for reasons *in the body's control*, the body must stop the meeting completely. The meeting cannot resume until both the public's ability to observe the meeting access and the public's ability to comment are restored. Have contingency plans in place for these circumstances. (Gov. Code, sec. 54953 (e) (2) (D).)
7. Roll call vote required. All votes taken during a virtual meeting must be by roll call. (Gov. Code. sec. 54953 (b) (2).)
8. Ongoing monthly review of need for virtual meetings. The Board of Supervisors will continue to review the circumstances of the state declared emergency and determine if advisory bodies should continue to meet virtually. (Gov. Code, sec. 54953 (e) (3).)



## 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

Dr. Michelle Hernandez  
Appointed: November 12, 2019  
Expires: November 30, 2021

### 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

Marilynn Schuyler  
Appointed: May 14, 2019  
Expires: November 30, 2021

### 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

Tracey Walker  
Appointed: May 14, 2019  
Expires: November 30, 2021

### UNION MEMBER SEAT #2

Vacant  
Appointed:  
Expires: November 30, 2019

### VETERAN'S SEAT

George Carter  
Appointed: May 14, 2019  
Expires: November 30, 2021

### STAFF TO ACEEO

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