

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

**Meeting Minutes**

**November 20, 2020**  
**ZOOM Meeting**

**1. Introductions/Call to Order- 09:35 a.m.**

Marilynn Schuyler, Chair, called the meeting to order.

George Carter, Mark Pighin, Dr. Michelle Hernandez, Linda Mason, Jena Williams, Roosevelt Gipson Jr., Kelli Collins, Angela Malala, Tracey Walker, Antoine Wilson (staff), Piedad Fracasso (staff), Allwyn Brown (visitor) and Jhon Arbelaez-Novak (visitor) were present.

**2. Approval of the Minutes**

There was a motion to approve the October 23, 2020 minutes. The minutes were approved.

**3. ACEEO open seats and update to the interview process**

Antoine Wilson gave an update that the Hiring Outreach and Oversight Committee (H2O) will now be conducting interviews for open seats on the Advisory Council on Equal Employment Opportunity (ACEEO). Community Seat #1 is currently open. Allwyn Brown and Jhon Arbelaez-Novak are interested in joining the committee and will be attending the December 7, 2020 H2O meeting to be interviewed.

**4. Review, Discuss and Approve the ACEEO Advisory Body Annual Report**

Marilynn Schuyler presented the ACEEO Advisory Body Annual Report. The report was approved with the following updates to Part V. Proposed Work Plan/Objectives for Next Year:

- Ensure EEO 5-Year Strategic Plan is fully implemented
- Support development of the County Office of Racial Equity & Social Justice

**5. Elections for ACEEO Chair and Vice Chair positions**

Tracey Walker was elected as Chair and Angela Malala was elected as Vice Chair.

**6. Update on the HR recommended changes**

No updates

**7. Brown Act and Ethics Training member updates**

All members have completed the required training.

**8. Future Guest Speakers for 2021**

- Health Services (HSD) – Racism as a Public Health Problem, resolution for Health Services
- Someone to speak on the development of the County Office of Racial Equity and Social Justice.

- Human Resources (HR)
- Employment & Human Services Department (EHSD) – Equity and Inclusion Task Force
- EHSD - CCWORKS Program
- Iliana Choate, EHSD Social Services Staff Development Specialist
- Nathan Johnson, Veterans Services Officer
- Unions

## 9. **Roundtable**

- Tracey Walker informed us of the new County Office of Racial Equity and Social Justice that was discussed and adopted by the Board of Supervisors on November 10, 2020. Antoine Wilson & Piedad Fracasso forwarded a copy of the board order to the members for their viewing.
- Tracey Walker discussed the report presented to the Board of Supervisors, by the Health Services Director, on declaring Racism as a Public Health Crisis within Contra Costa County at the November 10, 2020 Board of Supervisor meeting.
- Jena Williams informed us of the hiring of the Chief Health Equity Officer, Roberto Salinas. She also invited him to attend and possibly join the ACEEO.
- George Carter informed the ACEEO about the Workforce Development Board resources:
  1. Layoff Aversion Funding for Small Businesses (new) November 18 thru December 02, 2020.
  2. Covid-19 Resource Hotline for Businesses and Job Seekers
  3. Complimentary Human Resources Hotline for Employers, Laid Off/Furloughed Employee Resource Webinar. For more information go to their website: [wdbccc.com](http://wdbccc.com)
- Piedad Fracasso informed the ACEEO on the latest Board of Supervisors approvals for Kelli Collins (Labor-Trade Seat), Angela Malala (Community Seat #2, expiration extended to 2023), and Jena Williams (Management Seat #1).
- Members were reminded of the Implicit Bias Training being conducted for ACEEO members on December 4, 2020 from 9:30 to 11:30.
- Piedad Fracasso reminded members that the Welcome Kit was disbursed to all members of the ACEEO, via e-mail.
- The next ACEEO meeting will be held on January 22, 2021.

## 12. **Adjourn**: The meeting adjourned at 11:00 am.



## ADVISORY BODY ANNUAL REPORT

Advisory Body Name: \_\_\_\_\_  
Advisory Body Meeting Time/Location: \_\_\_\_\_  
Chair (during the reporting period): \_\_\_\_\_  
Staff Person (during the reporting period): \_\_\_\_\_  
Reporting Period: \_\_\_\_\_

### I. Activities

(estimated response length: 1/2 page)

*Describe the activities for the past year including areas of study, work, special events, collaborations, etc.*

### II. Accomplishments

(estimated response length: 1/2 page)

*Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.*

III. Attendance/Representation

(estimated response length: 1/4 page)

*Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.*

IV. Training/Certification

(estimated response length: 1/4 page)

*Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.*

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

*Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.*



Contra  
Costa  
County

To: Board of Supervisors  
From: Supervisors John Gioia and Federal D. Glover  
Date: November 10, 2020

Subject: Establishing a County Office of Racial Equity and Social Justice and Launching a Community Planning Process

**RECOMMENDATION(S):**

1. RECEIVE presentations by Supervisors Federal Glover and John Gioia, Donté Blue (Office of Reentry and Justice), Health Services, and Myra Chow (San Francisco Foundation) regarding history of racial equity efforts in Contra Costa County and need to establish an Office of Racial Equity and Social Justice.
2. ACCEPT the Concept Proposal by Supervisors Federal Glover and John Gioia for a Contra Costa Office of Racial Equity and Social Justice (Attachment 1).
3. ACKNOWLEDGE that Contra Costa County must eliminate the inequities, disparities and harm that exist in our County, including inequities and disparities in health outcomes, resource and service allocation, land use decisions (environmental justice), and law enforcement and criminal justice system practices.
4. ACKNOWLEDGE that we must create a sense of urgency for change so that we cultivate and sustain a County ecosystem rooted in belonging, mutuality, equity, and justice. The need for change is urgent, and the opportunity for change is now.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/10/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 10, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: L. DeLaney,  
925-335-1097

cc:

RECOMMENDATION(S): (CONT'D)

5. ACKNOWLEDGE that we must make a transformational shift within County government to eliminate inequity, harm, discrimination, and bias (implicit and explicit) based on race, ethnicity, gender, sexual orientation, language, immigration status, socio-economic status, and for people with disabilities by focusing County efforts on understanding what it takes to achieve equity with a priority focus on racial equity.

6. ACKNOWLEDGE the \$250,000 in funding provided by community organizations, foundations and businesses to the Contra Costa Regional Health Foundation (as fiscal agent) to fund a community planning process to provide input into the structure of the Office of Racial Equity and Social Justice and determine its priorities.

7. AUTHORIZE the establishment of an Office of Racial Equity and Social Justice in the County Administrator's Office consistent with the principles set forth in the Concept Proposal (Attachment 1) and the final recommendations of the Community Planning Process (Attachment 2).

8. AUTHORIZE the immediate launch of a Community Planning Process consistent with the Proposed Community Planning Process Document (Attachment 2) as funded by community organizations, foundations and businesses. AUTHORIZE the County Administrator to provide staff support for the immediate launch of the Community Planning Process.

9. AUTHORIZE the County Administrator to provide staff support for the immediate launch of the Community Planning Process.

10. ACKNOWLEDGE that it is anticipated that at the completion of the Community Planning Process (estimated for May 2021), the annualized cost of the operation of the office (3 staff positions) will be \$600,000 which will be allocated during the 2021-22 budget process.

FISCAL IMPACT:

\$250,000 contributed by external organizations and businesses (one-time funding for Community Planning Process).

\$600,000 in County General Fund (annual revenue to fund the operations of the Office)

BACKGROUND:

**NEED FOR AN OFFICE OF RACIAL EQUITY AND SOCIAL JUSTICE IN CONTRA COSTA COUNTY**

Racism, inequity, injustice, disparities and harm exist throughout the United States and here in Contra Costa County. The recent increased protests for racial equity and social justice reflect a growing mood across the United States that there is a sense of urgency to

take meaningful and impactful action to end systemic racism, discrimination and hate.

Racial and ethnic disparities in health outcomes, the criminal justice system, educational achievement, and social service metrics exist here in Contra Costa County. These disparities have been well-documented in reports issued by the Contra Costa Racial Justice Task Force/Oversight Body, First Five Contra Costa, Contra Costa Health Services and the Contra Costa Employment and Human Services Department.

In order to make a transformational shift within County Government to eliminate inequity, harm, discrimination and bias based on race, ethnicity, gender, sexual orientation, language, immigration status, socio-economic status, and for people with disabilities, with an initial priority focus on racial equity, Supervisors John Gioia and Federal Glover have developed a “Concept Proposal for a Contra Costa Office of Racial Equity and Social Justice” – fully set forth in Attachment 1

## **HISTORY OF COUNTY AND COMMUNITY WORK IN CONTRA COSTA TO ADVANCE EQUITY**

While there is a history of equity and social justice initiatives in Contra Costa, there is clearly much more work that needs to occur to make our County equitable and just. A list of some of the County’s past and existing equity and social justice initiatives is set forth in the “Concept Proposal for a Contra Costa Office of Racial Equity and Social Justice” (Attachment 1). These efforts include:

- Hiring Outreach Oversight Committee
- Racial Justice Task Force
- Racial Justice Oversight Body
- Advisory Council on Equal Employment Opportunity
- Contra Costa CARES (healthcare regardless of immigration status)
- Implicit Bias Training
- Workforce Diversity Training
- EEO Outreach and Recruitment Programs
- EEO Discrimination Complaint Investigation
- Office of Reentry & Justice
- Stand Together Contra Costa (Rapid Response Services to protect families from deportation)
- Get Connected Contra Costa
- Government Alliance on Race and Equity (GARE) Participation
- Draft Racial Equity Action Plan (REAP)
- Human Resource’s Bridge to Success program (for people with disabilities)
- Human Resource’s “Adverse Impact Review on Job Exams”
- General Plan Process to create Environmental Justice policies
- Environmental Justice Seats on the County Sustainability Commission and Hazardous Materials Commission
- Health Services equity initiatives to reduce health disparities (and Equity Officer)

- Employment and Human Services Department initiatives to promote equity
- Impact Justice Diversion Program in the District Attorney’s Office
- Gateways for Growth Challenge planning process to support immigrant inclusion/equity

Creating an Office of Racial Equity and Social Justice has been discussed for several years by the County’s Government Alliance on Race and Equity (GARE) Cohort. The GARE Cohort developed a proposal for an Office of Human Rights and Equity in 2017, and again developed a comprehensive Racial Equity Action Plan in 2019 which also recommended establishing an Office of Equity & Immigrant Inclusion. Their work has laid a strong foundation for the momentum to create this Office.

Our County also has a rich history of equity and social justice efforts led by community-based organizations. Indeed, it has been strong advocates and community-based organizations who have led much of the racial equity and social justice work in our County. These efforts include advocacy, organizing, direct service, and coalition-building. There are multiple, intersecting efforts underway led by many community members, organizations, agencies, and coalitions throughout our County. Examples include the work of the following organizations and coalitions:

- Contra Costa Alliance to End Abuse
- Contra Costa Budget Justice Coalition
- Contra Costa Community Care Coalitions
- Contra Costa Immigrant Rights Alliance
- Contra Costa National Alliance on Mental Illness (NAMMI)
- Contra Costa Racial Justice Coalition
- Ensuring Opportunity Campaign to End Poverty in Contra Costa
- Healthy Richmond
- Lift Up Contra Costa
- Multi-Faith Action Coalition
- NAACP Chapters
- Safe Return Project

All of these efforts continue with urgency and strong momentum; but there remains much work to be done to truly realize a Contra Costa community that is welcoming, equitable and just for all.

It is essential to work with these community partners and others who are already doing the work of racial equity and social justice, and to look to them to provide stewardship, consultation and partnership in this effort.

All of this County and community work has laid a strong foundation for establishing an Office of Racial Equity and Social Justice.

**MISSION AND GOALS OF THE OFFICE**



Creating a Contra Costa County Office of Racial Equity and Social Justice will:

- Enable the County, working with the community (including community organizations and leaders, cities and school districts), to better coordinate, strengthen and expand the County's existing work on equity and inclusion.
- Create new opportunities to deepen the work.
- Allow the County to better partner with the community in prioritizing and implementing this work.

The goal of this work is to promote equity and eliminate disparities and harm in Contra Costa County with the initial priority to eliminate structural racism.

The Mission and Goals of a County Office of Racial Equity and Social Justice include:

- To make a transformational shift within County government to eliminate inequity, harm, discrimination and bias (implicit and explicit) based on race, ethnicity, gender, sexual orientation, language, immigration status, socio-economic status, and for people with disabilities by focusing County efforts on understanding what it takes to achieve equity with a priority focus on racial equity.
- Acknowledge and eliminate inequities, disparities and harm that exist in Contra Costa County, including inequities and disparities in health outcomes, resource and service allocation, land use decisions (environmental justice), and law enforcement and criminal justice system practices.
- Create a sense of urgency for change so that we cultivate and sustain a County ecosystem rooted in belonging, mutuality, equity, and justice. The need for change is urgent; and the opportunity for change is now.

## **COMMUNITY ENGAGEMENT AND PLANNING PROCESS TO INFORM THE CREATION OF THE OFFICE**

An inclusive and robust community planning process is vital and necessary to determine how the Office of Racial Equity and Social Justice is structured and operated, and ultimately determine the final name for the Office. Attachment 2 sets forth this proposed process.

Supervisors Gioia and Glover, working with an initial planning team have raised \$250,000 towards a robust community engagement and planning process which will include a listening campaign of Contra Costa residents centering the experiences of our County's Black communities and communities of color.

An initial planning group comprised of Supervisors Gioia and Glover, Erika Jenssen and Shannon Ladner-Beasley of Contra Costa Health Services, Susun Kim of the Family Justice Center, Kanwarpal Dhaliwal of RYSE, Jen Leland of East Bay Agency for

Children, and Reggie Caldwell of Public Health Advocates have developed a structure for a community process, which will be led by a Community Engagement Table composed of representatives from:

- Budget Justice Coalition
- Contra Costa Alliance to End Abuse
- Contra Costa Care Call Conveners – RYSE and Family Justice Center
- Contra Costa Central Labor Council
- Contra Costa District Attorney’s Office
- Contra Costa GARE Cohort
- Contra Costa Health Services
- Contra Costa Immigrant Rights Alliance
- Contra Costa Public Defender’s Office
- Contra Costa Racial Justice Oversight Body
- Ensuring Opportunity Campaign to End Poverty in Contra Costa
- First Five Contra Costa
- Healthy Richmond
- Lift Up Contra Costa
- Multi-Faith Action Coalition
- NAACP – Contra Costa chapters
- National Alliance on Mental Illness (NAMMI) Contra Costa
- Racial Justice Coalition
- Safe Return Project
- Resident leaders from most impacted/burdened communities from East, Central, and West Contra Costa County
- Others as determined by listed partners

This community engagement table will design and implement the community engagement process across all regions of the County.

This community planning process as set forth in Attachment 2 will inform the following actions:

- Develop the final structure, roles and responsibilities of the Office
- Develop a plan reflecting the community’s priorities for the work of the Office
- Develop a plan for how the Office is transparently accountable to the public

The following organizations/businesses have committed the following amounts to fund and support the community planning process:

- Contra Costa Regional Health Foundation - \$20,000 (which will also serve as the Fiscal Agent)
- East Bay Community Foundation - \$10,000
- John Muir Community Benefits - \$5,000
- John Muir Health Foundation - \$10,000
- Dean and Margaret Leshner Foundation - \$25,000

- Public Health Advocates - \$25,000
- Republic Services - \$25,000
- Richmond Community Foundation - \$5,000
- San Francisco Foundation - \$75,000
- The California Endowment - \$25,000
- Y&H Soda Foundation - \$25,000

A complete description of the Community Planning Process, which will be fully funded by the identified funders, is set forth in Attachment 2.

The work and recommendations of this Community Planning Process will inform the final structure and priorities of the Office of Racial Equity and Social Justice, including the determination of the name of the Office.

## **STRUCTURE OF THE OFFICE OF RACIAL EQUITY AND SOCIAL JUSTICE**

An Office of Racial Equity and Social Justice will be established within the County Administrator's Office with direct accountability to the Board of Supervisors and the public. The Office shall initially be comprised, at a minimum, of the following core staff:

- 1.0 FTE Director of the Office of Racial Equity and Social Justice
- 1.0 FTE Program Analyst for the Office of Racial Equity and Social Justice
- 1.0 FTE clerical support staff for the Office of Racial Equity and Social Justice

Based on estimates from the County Administrator's Office, the estimated annual budget for these positions is \$500,000 to \$600,000.

There are existing and planned equity efforts in various County departments that could either work with the Office of Racial Equity and Social Justice or be consolidated in that Office. That determination would be made by the Board of Supervisors after the completion of the Community Planning Process. Those efforts include: Office of Reentry and Justice, Health Services Equity Officer, Library and Human Resource equity efforts, and CAO's Affirmative Action Office.

### CLERK'S ADDENDUM

**Speakers: Roxanne, Health Richmond Network; Tracy Walker, Steward Local 856; Dan Geiger, Budget Justice Coalition; Phil Arnold; Marianna Moore, Ensuring Opportunity Campaign; Ruth Fernandez; Linda Olvera; Yehudi Leberman; Jane Fishburg, Rubicon; Doug Leach, Multi-Faith Action Coalition; Hector, Ensuring Opportunity Campaign.**

Written commentary received from: Marti Roach, 350 Contra Costa; Bette Felton, Chair, Contra Costa Regional Health Foundation; Jen Leland, East Bay Agency for Children.

ADOPTED the recommendations with Recommendation No. 10 amended to read: ACKNOWLEDGE that it is anticipated that at the completion of the Community

Planning Process (estimated for May 2021), the annualized cost of the operation of the office which will be allocated during the 2021-22 budget process.

**ATTACHMENTS**

Attachment 1: Concept Proposal for Office of Racial Equity and Social Justice

Attachment 2: Community Planning Process Working Plan

*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2020/306**

**Declaring Racism as a Public Health Crisis.**

WHEREAS, it is the mission of Contra Costa County to provide public services which improve the quality of life of our residents and the economic viability of our businesses; and

WHEREAS, racism is a social system with multiple dimensions: individual racism that is internalized or interpersonal and systemic racism that is institutional or structural; racism is a system of structuring opportunity and assigning value based on the color of one's skin that privileges white people; and

WHEREAS, throughout our nation's history, racism has had lasting negative effects on groups including Black/African-Americans, Latinx, indigenous, and people of color; and

WHEREAS, racism also intersects with other forms of prejudice and oppression to increase adverse outcomes including discrimination based on immigration status, gender and sexual orientation, and mental and physical abilities; and

WHEREAS, antiblack racism dehumanizes and marginalizes Black/African-American people and also affects other communities of color by privileging those with lighter skin; and

WHEREAS, these lasting negative consequences such as economic instability and poverty, barriers to educational attainment, and overrepresentation in the criminal justice system have a radical effect on the lives of Black/African-Americans and other people of color living within Contra Costa County leading to avoidable adverse health outcomes and unnecessary loss of life; and

WHEREAS, Black/African-Americans and other communities of color are disproportionately impacted by health disparities and social and environmental conditions including increased exposure to lead, poor air quality, lack of safe places to walk, bike, run, live, and play, and inadequate access to health services and information; and

WHEREAS, disproportionately higher rates of chronic disease, shorter life expectancy, maternal and infant mortality, and health inequities for Black/African Americans and other racial groups are widely recognized and documented, yet continue to persist throughout Contra Costa County; and

WHEREAS, the COVID-19 pandemic has exacerbated racial and social inequities by disproportionately impacting the Latinx community in particular as well as other communities of color; and

WHEREAS, Contra Costa Health Services cares for and improves the health of all people in Contra Costa County, and yet as a system has perpetuated racism and anti-black racism; and

WHEREAS, Contra Costa County has made efforts to address health and social inequities that exist, through the work of various programs and initiatives, but it is not enough; and

WHEREAS, the continued and unnecessary loss of Black lives including Miles Hall, George Floyd, Breonna Taylor, Ahmaud Arbery, and so many others, calls upon the County to be visible in our outrage, and, more importantly, in our resolve to work for change; and

WHEREAS, Contra Costa County recognizes that racism is a public health crisis that affects all members of our community and deserves action from all levels of government and civil society;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Contra Costa County asserts that racism is an urgent public health emergency affecting our entire community; and BE IT FURTHER RESOLVED, that Contra Costa County encourages other City, Local, State, and National entities to recognize racism as a public health crisis; and BE IT FURTHER RESOLVED, that Contra Costa Health Services commits to working to end racism and healing the harms that this organization has perpetuated; and BE IT FURTHER RESOLVED, that Contra Costa Health Services supports community efforts to amplify and address issues of racism and engage actively and authentically with communities of color in our county; and BE IT FURTHER RESOLVED, that Contra Costa Health Services commits to combating both explicit and implicit bias, with an emphasis on evaluating personnel practices including recruitment, hiring, retention and promotion to ensure diversity amongst all levels of staff; and BE IT FURTHER RESOLVED, that Contra Costa Health Services supports the adoption of the County's Racial Equity Action Plan and other efforts to address equity in internal policies, procedures and programs; and BE IT FURTHER RESOLVED, that Contra Costa Health Services will hire a Chief Equity Officer to align and build on health equity efforts in our department and across the County; and BE IT FURTHER RESOLVED, that Contra Costa Health Services will develop a Health Equity Plan for Contra Costa Health Services along with a measurement dashboard; and BE IT FURTHER RESOLVED, that Contra Costa Health Services will participate as a host organization in the community planning process to establish a County Office of Racial Equity and Social Justice; and BE IT FURTHER RESOLVED, that Contra Costa Health Services will support the development of a strategy for immigrant inclusion in partnership with the Department of Employment and Human Services as part of the community planning process to establish an

Office of Racial Equity and Social Justice; and BE IT FURTHER RESOLVED, that Contra Costa Health Services will launch Living Contra Costa, a strategic vision, with an emphasis on equity; and BE IT FURTHER RESOLVED, that the Contra Costa County Board of Supervisors does hereby support the efforts to achieve health equity and a welcoming and just Contra Costa County.

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**CANDACE ANDERSEN**  
Chair, District II Supervisor

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**JOHN GIOIA**  
District I Supervisor

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**DIANE BURGIS**  
District III Supervisor

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**KAREN MITCHOFF**  
District IV Supervisor

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**FEDERAL D. GLOVER**  
District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 10, 2020

David J. Twa,

By: \_\_\_\_\_, Deputy