

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY (ACEEO)

Eric Maldonado, Chair

Kelli Collins, Vice Chair

Meeting Minutes

February 25, 2022

ZOOM Meeting

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

Eric Maldonado called the meeting to order.

Kelli Collins, Angela Malala, Mark Pighin, Roosevelt Gipson Jr., Amrita Kaur, Lara DeLaney, Antoine Wilson (staff), Karen Caoile, Risk Management Director were present.

Absent: Allwyn Brown, Piedad Fracasso (staff)

2. Public Comment

No public comment

3. Approval of the Minutes

There was a motion to approve the January 28, 2022 minutes by Mark Pighin and seconded by Kelli Collins. The minutes were approved.

4. Comments from Eric Maldonado, Chair, and Kelli Collins, Vice Chair

Eric Maldonado thanked the council for their confidence in him and the opportunity to serve as Chair. He looks forward to working with the members, to ensure equity in all aspects of Contra Costa County (County) employment. Kelli Collins thanked the council for this opportunity and will do her part to support Eric Maldonado in achieving the ACEEO goals.

5. Review and Discuss 2021 Accomplishments and 2022 Goals

Eric Maldonado discussed some of the 2022 goals:

- Fill vacant seats and have them be reflective of the communities we serve. Contact unions to assist us in filling the 2 vacant Union seats.
- Have succession plans in place for qualified leaders to fill future seat vacancies. The ACEEO seats that expire in November 2022 are Education, Disability, Community Seat #3, and Management Seat #1.
- Continue to have speakers from County departments to update us on their accomplishments in addressing equity in the hiring and promotion process, employee success, and voluntary and involuntary terminations.
- Small Business Enterprise (SBE) contracts and updates
- Discuss and review the 2017 – 2022 Contra Costa County Office of Equal Employment Opportunity Five-Year Strategic Plan.
- Provide input to county departments on their annual outreach and recruitment plans.

The 2021 Accomplishments were discussed.

- Lara DeLaney asked that accomplishments reflect what was recommended by the council and the outcomes of the recommendations.

6. Review and Discuss Potential 2022 Speakers

- A representative from the Office of Racial Equity and Social Justice
- A speaker from a neighboring county to speak about their Equal Employment Opportunity (EEO) successes and challenges and how they are being addressed.
- Cynthia Shehorn, Public Works, Procurement Services Manager, or a representative to discuss SBE and Outreach, Local Bid Preference
- Department EEO Coordinators, especially Employment and Human Services (EHSD) and Human Resources
- Board of Supervisors (BOS) Chief of Staff
- Monica Nino, County Administrator

7. Discuss the Documents “Outreach Guidance” and “Vendors Doing Business”

Lara DeLaney presented these documents, which are found on the County’s website. These Public Works documents are outdated and need revision to set the intent of the County when conducting outreach. Mark Pighin made the motion to form a sub-committee to review the documents, and Roosevelt Gipson Jr. seconded the motion. The motion was approved. Eric Maldonado and Lara DeLaney will form the sub-committee to review these documents and present their findings to the ACEEO at the March meeting.

8. Roundtable/Public Comment

- Amrita Kaur asked about Form 700 and if the ACEEO members would be required to report anything for taxes.
- Amrita Kaur asked if we are using social media and County newsletters, such as the EHSD Headlines Newsletter and County Clips Newsletter in our recruitment efforts. Antoine Wilson stated that he worked with CCTV to create a press release announcement that was sent to the BOS, community partners, and County employees and advertised through CCTV.
- Eric Maldonado and Lara DeLaney asked for information on how we could set priorities based on where we are now and on our past efforts. Are there gaps in county issues, employee retention, employee issues, or employee recruitment that the ACEEO could address? Some suggestions were:
 1. The 2017 – 2022 Contra Costa County Office of Equal Employment Opportunity Five-Year Strategic Plan
 2. Address the gender and racial disparities in employment and promotion.
 3. Due to the limited time constraints of the ACEEO, a sub-committee could be formed to research a proposed action item. The sub-committee would then present this to the ACEEO, and the council would review, discuss, and make recommendations to forward to the department, BOS, County Counsel, etc.
- Eric Maldonado asked that the 2017 – 2022 Contra Costa County Office of Equal Employment Opportunity Five-Year Strategic Plan be added to the March agenda and that a copy be emailed to ACEEO members.
- The ACEEO 2021 Annual Report was reviewed and discussed. Antoine Wilson will be presenting it to the Hiring Outreach Oversight Committee on March 7. Lara Delaney asked that changes be made to clarify the accomplishments. There was a motion to

approve the ACEEO 2021 Annual Report with recommended amendments. The Annual Report was approved.

- Amrita Kaur asked about the March 1, 2022, deadline for interviews by the H2O Committee for the ACEEO open seats. If applicants miss this date, when will the next H2O Committee meeting be held? Antoine Wilson stated that the next H2O Committee meeting, after March, will be held on June 6, 2022, at 10:30 a.m.
- Antoine Wilson asked that the Chair or Vice Chair attend the quarterly H2O meetings. The next H2O meeting will be held on March 7, 2022, at 10:30 a.m.
- Antoine Wilson stated that a member of the public attended the last H2O Committee meeting and asked if the ACEEO would consider conducting outreach to the East Bay Leadership Council. She believed that with the partnership, perhaps great things could be accomplished.
- Angela Malala asked that the ACEEO formally recognize Dr. Michelle Hernandez for her work and service with the ACEEO on our March Agenda.
- The next ACEEO meeting will be on March 25, 2022.

9. **Adjourn**: The meeting adjourned at 11:20 a.m.