

**ADVISORY COUNCIL ON  
EQUAL EMPLOYMENT OPPORTUNITY**

**May 22, 2020  
9:30 a.m. – 11:30 a.m.**

**Virtual Webex Meeting**

**Marilynn Schuyler, Chair  
George Carter, Vice Chair**

**Meeting started at 9:34 a.m.**

**Meeting Attendees: Marilynn Schuyler; George Carter; Mark Pighin; Tracey Walker; Angela Malala; Roosevelt Gipson Jr.; Jena Williams; Antoine Wilson (Staff), Piedad Fracasso (Staff); Patience Ofodu (Public Visitor)**

**Absent: Dr. Michelle Hernandez; Linda Mason**

**1. Introductions/Roll Call – See meeting attendees**

**2. Public Comment from Patience Ofodu from Employment and Human Services (EHSD).**

**Patience Ofodu is the Business Services Manager for the Workforce Development Board of Contra Costa County. She gave a quick overview of the Workforce Development Board website ([wdbccc.com](http://wdbccc.com)) and the Complimentary Human Resources Hotline (1-888-599-7645) for employers. She also discussed the Covid-19 Resource Hotline (1-833-320-1919) set up to assist businesses and employees/jobseekers navigate through the Covid-19 crisis, and the free Resources Webinar held each Thursday for laid off and furloughed employees (registration is required).**

**3. The March 6, 2020 Minutes were reviewed and approved unanimously.**

**4. The ACEEO website recommended changes have been sent to the County Department of Information Technology to be processed.**

**5. The ACEEO recommended changes to Admin Bulletins 429.4 (Unlawful Discrimination) and 427.1 (Reasonable Accommodation) are being reviewed by County Counsel.**

**6. The Welcome Kit was sent to County Counsel for their review and approval.**

**7. Antoine Wilson gave an overview of the goals and accomplishments thus far of the 2017-2022 EEO 5-Year Strategic Plan.**

**8. The 2019 ACEEO accomplishments were discussed and will be presented at the next Hiring Outreach Oversight Committee (H2O) meeting on June 15, 2020.**

**9. We still have 3 members that need to complete the Brown Act and Ethics Training**

**10. Strategic Plans for 2020:**

- Review the EEO/ADA training for all County employees and insure resources cover all relevant topics.
- Make Implicit Bias training accessible to all County employees.
- Provide training on issues for hiring to eliminate unnecessary barriers, i.e. requiring a driver's license for a clerk position.
- Identify & promote free webinars and training on EEO issues.
- Ensure ADA Accessibility as part of the Covid-19 social distancing requirements in the hiring and interview process.
- Review the County's Re-entry Program
- Advertise and promote the ACEEO open seats

**11. Antoine Wilson will check to see where department recognitions could be announced. Some recommendations were at the MLK celebration or at the Board of Supervisors meeting.**

**12. Speaker Recommendations:**

- David Twa, CAO
- Dante Blue, Office of Reentry and Justice
- Nathan Johnson, Veterans
- Unions
- David Gould, Small Business Enterprises
- Ileana Choate, EHSD – Staff Development; East Bay Equity
- Academia speaker from one of the colleges

**13. Roundtable**

**13.1 Discussions:**

- Agenda items to be included for review and approval at the next H2O Committee meeting on June 15, 2020:
  - Angela Malala's appointment to Community Seat 2
  - Re-Appointments for Linda Mason (Community Seat 3), Mark Pighin (Disability), Roosevelt Gipson Jr. (Education)
  - Onboarding documents

**13.2. Discussion items for next ACEEO Meeting:**

- Update on the ACEEO website changes.
- Update on approval of items brought before the H2O Committee at the June 15, 2020 meeting.
- Continue discussion on 2020 Strategic Plans
- Update on completion of required Brown Act and Ethics Training.
- Continue the discussion of giving recognition to the County department for the most accomplishment in outreach, recruitment and equity in the workplace

**14. The committee adjourned at 11:10 a.m.**