

**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY**

**June 26, 2020
9:30 a.m. – 11:30 a.m.**

Virtual WebEx Meeting

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

Meeting started at 9:35 a.m.

Meeting Attendees: Marilynn Schuyler; George Carter; Mark Pighin; Tracey Walker; Angela Malala; Jena Williams; Dr. Michelle Hernandez; Linda Mason; Piedad Fracasso (Staff); Kelli Collins (Public Visitor)

Absent: Roosevelt Gipson Jr.; Antoine Wilson

1. Introductions/Roll Call – See meeting attendees

2. Public Comment from Kelli Collins. Kelli is interested in becoming a member of the ACEEO. She is the Director of HR and Risk Management, with over 140 employees, for a transportation company. She also teaches at JFK University and has a consulting business.

3. The May 22, 2020 minutes were reviewed and approved unanimously.

4. The Hiring Outreach Oversight Committee (H2O) approved the following:

- Angela Malala to Community Seat 2.**
- Reinstate Mark Pighin, Roosevelt Gipson Jr., and Linda Mason to their current seats**
- ACEEO Onboarding Document**
- Reviewed and accepted the ACEEO 2019 Annual Report presented by Marilynn Schuyler, ACEEO Chair.**

The H2O Committee stated that they believe they should interview, and approve prospective members for the ACEEO. They have tabled the conversation until the next H2O Committee Meeting, which is scheduled for September 14, 2020.

5. The ACEEO website changes were sent to the Department of Information Technology to be processed.

6. The ACEEO recommended changes to Admin Bulletins 429.4 (Unlawful Discrimination) and 427.1 (Reasonable Accommodation) are being sent to Human Resources for review. If they agree with the changes, they are sent to the CAO and the union for their input. County Counsel is the final destination that will review the changes from a legal perspective.

7. The Welcome Kit was sent to County Counsel for their review.

8. We still have some members working on their Ethics and Brown Act Training.

9. Strategic Plans for 2020: Marilyn Schuyler asked members to select an item and make recommendations for next steps.

- Review the EEO/ADA training for all County employees and insure resources cover all relevant topics. (Jena Williams)
- Make Implicit Bias training available 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. (Marilynn Schuyler)
- Identify & promote free webinars and training on EEO issues. (Angela Malala)
- Ensure ADA Accessibility as part of the Covid-19 social distancing requirements in the hiring and interview process. (Michelle Hernandez and Tracey Walker)
- Review the County's Re-entry Program (Tracey Walker)
- Advertise and promote the ACEEO open seats (Linda Mason and George Carter)

10. Antoine Wilson will check with David Twa to see where department recognitions could be announced.

11. Speaker Recommendations: The recommendation was made to keep talks to 15 to 20 minutes.

- Patience Ofodu, Workforce Development Board
- David Twa, CAO
- Donte Blue, Contra Costa County 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

12. Roundtable

12.1 Discussions:

- Marilyn Schuyler made a motion to change the meeting from 2 hours to 1.5 hours. The motion was unanimously approved to meet from 9:30 a.m. to 11:00 a.m.
- Angela Malala's application was approved by the H2O Committee and will now be sent to the Board of Supervisors (BOS) for approval to fill Community Seat 2.
- Marilyn Schuyler will be conducting training for the Contra Costa County Employer Advisory Council on August 27, 2020. Her topic is "Beyond Physical Exposure: How the Corona Virus Impacts EEO/ADA Issues".

12.2. Discussion items for next ACEEO Meeting:

- Update on the ACEEO website changes.
- Interview and approve Kelli Collins for a seat on the ACEEO.
- Move to re-appoint Jena Williams to Community Seat 1, which currently expires in November 2020.
- Discuss 2020 Strategic Plans updates from assigned members.
- Update on completion of required Brown Act and Ethics Training.
- Discussion about acknowledging the most accomplished County department in outreach and recruitment.

13. The committee adjourned at 10:54 a.m.