

**ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY (ACEEO)**

**Eric Maldonado, Chair  
Amrita Kaur, Vice Chair**

**Meeting Minutes**

**August 26, 2022  
ZOOM Meeting**

**1. Introductions/Call to Order- 09:33 a.m.**

Eric Maldonado called the meeting to order.

Miguel Mauricio, Roosevelt Gipson Jr., Amrita Kaur, Angela Malala, Fabiola Quintero, Leonard Ramirez, Allwyn Brown, Karen Caoile, Risk Management Director, Antoine Wilson (staff), Piedad Fracasso (staff), Jennifer Quallick, District 2 Representative (visitor), George Carter, Department of Conservation and Development (visitor), and Margaret Tolbert, Human Resources, Administrative Services Officer (visitor) were present.

Absent: Mark Pighin; Lara DeLaney

**2. Public Comment**

No public comment

**3. Approval of the Minutes**

There was a motion to approve the July 22, 2022, minutes by Miguel Mauricio and seconded by Leonard Ramirez. The minutes were approved.

**4. Nominate, Discuss and Vote for Vice Chair**

The need for a new Vice Chair arose due to the resignation of Kelli Collins. Angela Malala nominated Amrita Kaur for Vice Chair. Roosevelt Gipson, Jr. made a motion to elect Amrita Kaur as Vice Chair to serve the remaining term through November 2022. Fabiola Quintero seconded the motion. A vote was taken, and Amrita Kaur was elected Vice Chair.

**5. Update from the SBE Sub-Committee on the Meeting with EHSD and DOIT**

Antoine Wilson gave a recap of the discussion with EHSD and DOIT, two of Contra Costa County's (CCC) departments that spend the most on SBE and other related projects. Some items brought up were:

- a) EHSD does not use BidSync for their purchases. Much of the EHSD funding comes from federal grants which require them to advertise to community-based organizations (cbos) and non-profits. CBOs and non-profits do not qualify as SBEs. This affects a large portion of their purchases.
- b) When contracts are submitted by non-SBE vendors, EHSD notifies them of the requirements and benefits of applying and participating in the SBE Program, and how to apply.
- c) EHSD alerts the community via the EHSD website and newspaper that funding is available. EHSD encourages vendors to review and complete Request for Proposal (RFP) and Request for Interest (RFI) for available contracts.

- d) EHSD and DOIT stated that some of their purchasing needs are specific to certain goods and/or services, which would disqualify some SBEs. This was especially true of DOIT purchases.
- e) EHSD and DOIT agreed that raising the threshold from \$100,000 to \$200,000 would be a great help in having the SBEs qualify as many of their purchase orders exceed the current threshold.
- f) EHSD and DOIT stated that there needs to be better outreach and advertising to the vendor community.

## **6. Discuss the Santa Clara County and Merriwether & Williams Insurance Services Presentations**

Some of the comments brought up were:

- a) Santa Clara County uses Outreach Supplier Days to meet with vendors and answer questions about the requirements, benefits, and how to apply as an SBE.
- b) Miguel Mauricio stated that the disparity study being conducted by the consulting firm, MGT, for Santa Clara County is unique and will identify disparities between the availability and utilization of diverse business enterprises and procurement activities. This will help increase outreach and use of SBEs.
- c) Angela Malala stated that CCC could partner with a university to conduct a similar study as Santa Clara County.

## **7. Discuss the Office of Racial Equity and Social Justice (ORESJ) Information Sent to ACEEO Members**

Members felt that it was important to keep abreast of how the ORESJ is developing. They would like to continue receiving these updates.

## **8. Roundtable/Public Comment**

- Antoine Wilson was asked what the next steps would be concerning the SBE recommendations to Public Works. He stated that the next sub-committee meeting will be held on August 30, 2022, with a speaker from Alameda County to present specifics on their Small, Local and Emerging Business (SLEB) Program. Public Works will also be in attendance. All ACEEO members are invited to attend.
- The SBE sub-committee will meet on September 9, 2022, to summarize the information gathered from the meetings with EHSD, DOIT, Santa Clara County, Merriwether & Williams Insurance Services, Alameda County and Public Works. Below are the recommendations that the sub-committee presented at the June 24, 2022, ACEEO meeting:
  - a) Increase the contract limit for qualifying small businesses to \$200,000 or higher to capture more small businesses
  - b) Increase bid preferences for local businesses, from 5% to a higher percentage for SBE bidders on county contracts
  - c) Create a guide for applicants to make it easier to apply for county contracts
  - d) Analyze e-outreach programs to guarantee maximum outreach

e) Include census tract data in the analysis of contracts awarded

- Eric Maldonado asked about CCC job vacancies and what steps are being taken to fill those vacancies. Antoine Wilson will send ACEEO members a copy of the latest Department Workforce Data, which shows workforce population, underrepresentation, hiring, promotions, outreach, terminations, etc.
- Leonard Ramirez stated that the Biden Administration had just passed the student loan forgiveness bill. He asked if CCC had any plans to reimburse an employee's student loans, especially when a degree is required for certain jobs. He also asked if this could be a recommendation that the ACEEO could address. George Carter stated that the federal government has a Public Service Loan Forgiveness Program. To qualify, the public service employee must have been in the position for ten years, though not consecutively.
- George Carter stated that the Microbusiness & Non-Profit COVID-19 Relief Grant deadline was extended to October 2022. The program provides grants of \$2,500 to businesses that were in operation in 2019, are still in business, have five employees or less, earn less than \$50,000 per year, and were impacted by COVID-19.
- Amrita Kaur asked about the open ACEEO seats and the seats expiring this year. Currently, the Labor-Trade Seat, Business Seat, and Union Seat #2 are vacant. Seats expiring in November 2022 are Community Seat #3, Education Seat, Disability Seat, and Management Seat #1. One applicant is interested in the Business Seat. The Hiring Outreach Oversight Committee will meet on September 26, 2022, and will be conducting interviews for the open seats. ACEEO members wanting to continue serving in their current seats need to send an email to staff with their intentions.
- The next ACEEO meeting will be on September 23, 2022.

9. **Adjourn**: The meeting adjourned at 10:50 a.m.