

Victor Geisler
Chairperson
Business Representative

Yazmin Morales
Community Representative #1

Bill Truesdell
Community Representative #2

Alix Mitgang
Community Representative #3

Barbara Chambers
Management
Representative #1

Sue Lambert
Union Representative #1

Contra Costa County



Vacant
Education
Representative

Mickey Williams
Management
Representative #2

Debra Carrell
Labor-in-Training Program
Representative

Kay McVay
Union Representative #2

Gerald B. Williams
Disabled
Representative

Advisory Council on Equal Employment Opportunity

Memorandum

Date: October 23, 2009

To: Board of Supervisors

From: Advisory Council on Equal Employment Opportunity *E. Kuevor*

Subject: "2009 End of Year Report" for the Advisory Council

The following is the "2009 End of Year Report" from the Advisory Council on Equal Employment Opportunity:

Advisory Body Name: Contra Costa County Advisory Council on Equal Employment Opportunity

Body Meeting Time/Location: Fourth Friday of each month from 9:30 a.m. to 11:30 a.m. at the County Administration Building, 651 Pine Street, 11th Floor Conference Room and Room 105, Martinez, CA 94553.

Chairperson: Victor Geisler, Business Representative

Staff: Emma Kuevor, Affirmative Action Officer
Lena O'Neal, Secretary

Reporting Period: December 2008 through November 2009

Activities:

In compliance with the by-laws of the Advisory Council of Equal Employment Opportunity, the Council held monthly meetings at a regular time and place throughout the year. The following highlights the Advisory Council's activities throughout the year:

I. 2009 Special Projects:

- A. Reviewed job reductions and layoffs for May and June 2008 and 2009.
- B. Reviewed layoffs and appointments in 2008 and 2009.

II. Continuous Yearly (2009 reviews were:

- A. Reviewed, analyzed and discussed the Purchasing, Professional Services and Construction SBE and Outreach Program Semi-Annual and Annual Reports;
- B. Made recommendations and received approval to fill an Advisory Council vacancy for Community, Education, and Business Representatives.
- C. Reviewed 2007 and 2008 Timetables and Goals.
- D. Invited County Department Heads and other agencies to discuss their role and responsibilities, department organization, affirmative action accomplishments and agency contracting opportunities in their department and their agency. The departments that gave presentation in 2009 were:

1. William J. Pollacek	Department Head	Treasurer–Tax Collector
2. Phil Munley	Department Head	Veterans Services Department
3. Stephen Baiter	Director	One Stop Career Center Employment and Human Services
4. Liz Bohlm	Assistant Director	Veterans Administration
5. Mel Lowney	Regional Director	Helmets to Hard Hats
6. Carol Asch	Rehabilitation Supervisor	Department of Rehabilitation
7. David Twa	County Administrator	Contra Costa County
8. Ted Cwiek	Assistant County Administrator -Director of Human Resources	Human Resources Department
9. Teresa Mena	Interim Personnel Services Supervisor	Human Resources Department
10. Gladys Reid	Personnel Services Supervisor	Human Resources Department
11. Malinda Brown	Sr. Human Resources Consultant	Human Resources Department

III. 2009 Accomplishments:

- A. The Council achieved many of its desired goals as follows:
 - 1. Participated in February the 2009 Business Fair in Concord.
 - 2. Attendance: A quorum was reached in eight (10) out of eleven (11) meetings; and
 - 3. Reviewed the 2008 Equal Employment Opportunity/Affirmative Action Annual Report and Annual and Semi-Annual SBE and Outreach Program Report.
 - 4. Monitor and Advise the County in its outreach efforts to attract and retain a more diverse work force within the County Fire Department.
 - 5. Continue to monitor employees who are laid off and rehired.
 - 6. Request a presentation from the Treasurer/Tax Collector on the County's services and the impact of the State Budget and the current economic crisis.

7. The Advisory Council would review the fire district's selection process and retention data with a review of the other departments to follow.
8. The Advisory Council would review the number of retirees who returns to work for the County (as independent contractors/consultants) and to include in the analysis the job class the retiree held and the work they perform as independent contractors/consultants.

V. Attendance/Representation:

- A. Members of the Advisory Council represent diverse interests and racial and ethnic backgrounds as follows: males (6) and females (5); white (5), Hispanic (2) and African Americans (3), Asian (1). They represent the community, the disabled, education, businesses, Labor in the Trades (involved in training), management and unions. A quorum was achieved in nine (9) out of eleven (11) meetings.

V. Training/Certification:

- A. The Advisory Council completed their certification requirements and Training for Advisory Councils and made sure all new members viewed the video on the Better Government Ordinance and Brown Act within three (3) months of their appointment date.

VI. Proposed 2010 Work Plan:

- A. The Advisory Council will continue to hold regularly scheduled meetings to conduct business in compliance with its by-laws and have a quorum.
- B. It is the Advisory Council's intent to maintain full membership and encourage all members to regularly attend meetings and to secure a quorum at meetings.
- C. Continue to review and analyze the Equal Employment Opportunity/Affirmative Action Annual Report and the SBE and Outreach Program Reports.
- D. Continue to participate in Business Fairs in the Bay Area.

VII. Proposed 2010 Objectives:

- A. Monitor and advise the County in its outreach effort to attract and retain more females in the skilled trades.
- B. Monitor and advise the County regarding department recruitment and business outreach efforts. Evaluate and recommend those departments that consistently meet and/or exceed employment and contracting goals and requirements.
- C. Focus on ways to increasing representation for Hispanic and Latinos countywide and in Departments.
- D. Focus on ways to increasing representation for all racial/ethnic and females that are under represented in the timetables and goals.
- E. Review and make recommendations regarding changes in County employee's benefits.
- F. Request presentations from:

1. William Walker, Director of Health Services;
2. Joe Valentine, Director of Employment and Human Services;
3. Gus Kramer, County Assessor regarding the status of property taxes and the impact on the County budget.
4. David Twa, County Administrator regarding Other Post Employment Benefits (OPEB) for county employees and retirees, budget, County reorganization;
5. Ted Cwiek, Assistant County Administrator – Human Resources Director, regarding testing and the personnel selection procedure, etc.; and
6. Presentation from Vocational Services and the Job Corp Offices.

G. The Advisory Council will look at the selection process and retention rate in six of the largest departments with low race/ethnic and female representation and ask for the support of the Board of Supervisors and the County Administrator with complying with federal and State civil rights laws and procedures including the Consent Decree requirements.