

**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

**Vincent Wells**  
Union Representative #1

## Contra Costa County



**Ola Paulette Johnson**  
Education Representative

**Mickey Williams**  
Management  
Representative #2

**Debra Carrell**  
Labor-in-Training Program  
Representative

**Cynthia Ruehlig**  
Union Representative #2

**Gerald B. Williams**  
Disabled  
Representative

## Advisory Council on Equal Employment Opportunity

### Memorandum

Date: October 22, 2010

To: Board of Supervisors

From: Advisory Council on Equal Employment Opportunity

Subject: 2009/10 "End of Year" Report from the Advisory Council

---

The following is the 2009/10 "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, 1<sup>st</sup> Floor, Room 105, Martinez, CA 94553.

**Chairperson:** Victor Geisler, Business Representative

**Staff:** Emma Kuevor, Affirmative Action Officer

**Reporting Period:** December 2009 through November 2010

### Activities:

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

1. Invited eight Department Heads to the Advisory council meeting to discuss their role and responsibilities, department organization, affirmative action accomplishments' and contracting opportunities in their department;
2. Invited two representatives from the Contra Costa County Office of Education to discuss "At-Risk-Youth" and the Regional Occupational Programs in Contra Costa County;

3. Invited two representatives from the contracting trades to discuss the Job Corp and contracting opportunities in the trades;
4. Reviewed and recommended recruitment efforts for Hispanic applicants;
5. Reviewed and monitored Layoff and Rehire Procedures and statistics in Contra Costa County; and
6. Reviewed and recommended changes in the Firefighter Examination.

**I. 2010 Special Projects:**

- A. Reviewed job reductions and layoffs for 2010
- B. Firefighter Examination

**II. Continuous 2010 (Yearly) reviews were:**

- A. Reviewed, analyzed and discussed the Purchasing, Professional Services and Construction SBE and Outreach Program Semi-Annual Reports;
- B. Made recommendations and received approval to fill Advisory Council vacancies for Community and Disability Representatives.
- C. Reviewed 2009 Timetables and Goals.
- D. Invited County Department Heads to discuss their role and responsibilities, department organization, affirmative action accomplishments, and contracting reports. The departments presentations in 2010 were:

**1. Departments**

	<b>Name</b>	<b>Title</b>	<b>Department</b>
a.	Gus Kramer	Assessor	Assessor's Office
b.	David Twa	County Admin	County Administrator's Office
c.	Sharon Anderson	County Counsel	County Counsel's Office
d.	Joe Valentine	Director	Employment and Human Svcs
e.	Robin Lipetzky	Public Defender	Public Defender's Office
f.	Daryl Louder	Fire Chief	Contra Costa County FPD
g.	John Ross	Assistant Chief	Contra Costa County FPD
h.	Teresa Speiker	Chief Assistant	County Administrator's Office

**2. Contra Costa County's Office of Education:**

a.	Marie McClaskey	Student Program Director	Regional Occupational Prog
b.	Catherine Giacalone	Student Program Manager	At-Risk-Teens

**3. Programs in the Construction Trades:**

a.	Jane Lea	Operating Engineer	Job Corp
b.	Debra Carrell	Contracting Programs	Labor Trade Union Representative

**III. 2010 Accomplishments:**

- A. The Council achieved many of its desired goals as follows:
  1. Attendance: A quorum was reached in ten (10) out of eleven (11) meetings.
  2. Reviewed Semi-Annual SBE and Outreach Program Report (January to June 2009).
  3. Review and recommend Contra Costa County Fire District outreach to attract and retain a more diverse work force.
  4. Continued to monitor employees who were Laid Off and Rehired.
  5. The Advisory Council reviewed Contra Costa County's Fire District's selection process and recommended we no longer use the current contracting agency for the Firefighter Examination and we should select another agency to administer the Firefighter examination.

**IV. Attendance/Representation:**

- A. Members of the Advisory Council represent diverse interests, race, and ethnic backgrounds as follows:

Males (4)	White (5)	African Americans (4)
Females (7)	Hispanic (1)	Asian (1)

They represent the Contra Costa County's community, disabled residents, education, businesses, Trade Unions, management and unions. A quorum was achieved in ten (10) 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 2011 Work Plan:**

- A. The Advisory Council will continue to hold regularly scheduled meetings to conduct business in compliance with its by-laws and to have a quorum at each meeting.
- 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 Progress Report and the SBE and Outreach Program Reports.

**VII. Proposed 2011 Objective**

- A. 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 and review those departments that are not meeting the requirements.
- B. The Advisory Council will monitor the participation of Firefighters on the new Firefighter Examination.
- C. Focus on ways to increasing representation for all racial/ethnic and females that are under represented in the timetables and goals.
- D. Request presentations from:
- |                     |                           |                                  |
|---------------------|---------------------------|----------------------------------|
| 1. David Twa        | County Administrator      | County Administrator's Office    |
| 2. Elected          | District Attorney         | District Attorney's Office       |
| 3. Robert Campbell  | Auditor - Controller      | Auditor – Controller's Office    |
| 4. Russell Watts    | Treasurer Tax Collector   | Treasurer-Tax Collector's Office |
| 5. Debra Preston    | Assistant Human Resources | Human Resources Department       |
| 6. Philip F. Kader  | Probation Officer         | Probation Department             |
| 7. David Livingston | Sheriff                   | Sheriff-Coroner's Department     |
- E. Monitor the Skilled Craft Workers Occupational Category for hiring of females and minorities.

