



HIRING OUTREACH OVERSIGHT COMMITTEE

October 1, 2015

1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff
Supervisor Federal D. Glover

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. ACCEPT the Record of Action from the April 2, 2015 Hiring Outreach Oversight Committee meeting.
4. RECEIVE and APPROVE the June 2015 through September 2015 Quarterly Outreach and Recruitment report.
5. ACCEPT the nomination of George Carter to the vacant Community Seat #4 as recommended by the Advisory Council on EEO.

The Hiring Outreach Oversight Committee will provide reasonable accommodations for persons with disabilities planning to attend Hiring Outreach Oversight Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Hiring Outreach Oversight Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 3rd floor, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional
Information
Contact:

Antoine J. Wilson, Affirmative Action/Equal Employment Opportunity Officer
Phone (925) 335-1455, Fax (925) 335-1420
antoine.wilson@riskm.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

3.

Meeting Date: 10/01/2015

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the June 4, 2015 Hiring Outreach Oversight meeting.

Recommendation(s)/Next Step(s):

RECEIVE the Record of Action for the June 4, 2015 Hiring Outreach Oversight Committee meeting.

Fiscal Impact (if any):

None

Attachments

06-05-15 ROA



HIRING OUTREACH OVERSIGHT COMMITTEE

RECORD OF ACTION

June 4, 2015

1:00 P.M.

651 Pine Street, Room 101
Martinez, CA 94553

Supervisor Karen Mitchoff
Supervisor Federal D. Glover

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

NO PUBLIC COMMENT

3. CONSIDER approving the April 2, 2015 Hiring Outreach Oversight Committee's Record of Action.

The committee received and approved the Record of Action from April 2, 2015.

AYE: Supervisor Karen Mitchoff

ABSENT: Supervisor Federal Glover Passed

4. RECEIVE the 2015 Department Strategic Outreach and Recruitment Plans.

The committee received and approved the 2015 Department Strategic Outreach and Recruitment Plans

AYE: Supervisor Karen Mitchoff

ABSENT: Supervisor Federal Glover Passed

5. The next meeting is currently scheduled for August 6, 2015.
6. Adjourn

The Hiring Outreach Oversight Committee will provide reasonable accommodations for persons with disabilities planning to attend Hiring Outreach Oversight Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

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Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

4.

Meeting Date: 10/01/2015

Subject:

Submitted For: HIRING OUTREACH OVERSIGHT COMMITTEE,

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

On July 1, 2015, Contra Costa County (County) implemented its new and improved outreach and recruitment plans. The goals of the plans were to further promote diversity and inclusion throughout the workforce. County departments and the Office of Equal Employment Opportunity (EEO) were instructed to conduct strategic outreach and recruitment efforts which were specifically designed to reach qualified under-represented groups within the communities we serve.

Referral Update:

Each quarter, the EEO Officer will analyze the departmental outreach and recruitment activities. Some County departments will not appear on the quarterly report because they did not advertise vacant positions during the relevant time. The EEO Officer will obtain the application flow data from Human Resources for vacant posted positions during the quarterly period. This data will identify and measure the applicant flow which resulted from the outreach efforts that were conducted and what agencies were contacted by the department. The red highlighted areas on the reports indicate the area(s) where the department had under-representation and also indicate the percentage of the applicant flow that was received.

Recommendation(s)/Next Step(s):

RECEIVE AND APPROVE the Quarterly Outreach and Recruitment Report.

Fiscal Impact (if any):

No fiscal impact

Attachments

outreach

stats

Outreach

HIRING OUTREACH OVERSIGHT COMMITTEE

Meeting Date: 10/01/2015
Quarterly Update: Strategic Outreach and Recruitment Goals
Submitted by: Antoine Wilson, Equal Employment Opportunity Officer

Strategic Outreach and Recruitment Background:

On July 1, 2015, Contra Costa County (County) implemented its new outreach and recruitment plans. The goals of the plans were to further promote diversity and inclusion throughout the workforce. County departments and the Office of Equal Employment Opportunity (EEO) were instructed by the BOS to conduct strategic outreach and recruitment efforts which were specifically designed to reach qualified under-represented groups within the communities we serve.

In order to identify the departmental under-representation, the EEO Officer compared the County's workforce data for males, females, Whites, Blacks, Hispanics and Asians to the availability of qualified people who reside in the local labor market and are 16 years or older. This activity is conducted on an annual basis. The EEO Officer reviewed the work and labor force data to determine whether or not departmental under-representation existed in the County. Each department with under-representation of 10% or more was required, at the direction of the Board of Supervisors, to create a strategic Outreach and Recruitment Plan. The departmental plans addressed the under-representation and provided details of what steps would be taken to increase the applicant flow of the under-represented groups.

The Office of EEO was responsible for conducting outreach and recruitment efforts to Community Based Organizations (CBOS) that have been identified as under-represented within the County's workforce. EEO conducted specific and strategic outreach to CBOS who serve veterans, the disabled, the re-entry population, Hispanics and women and minorities in Public Safety positions. The Office of EEO is responsible for partnering with CBOS to attract qualified candidates so they can apply for vacant County positions. These steps will also help the County to diversify its applicant pool.

The Office of EEO conducted outreach and recruitment efforts that were directed towards CBOS through cold calls, meeting with their management and staff, and providing resources and referrals (Workforce Development Board, Cal-Works, etc.). In addition to this, EEO has conducted seminars and training sessions for the staff. The Office of EEO was tasked with developing beneficial relationships with CBOS in order to partner with them and bring awareness to the County's outreach and recruitment process.

Quarterly Report

Each quarter, the EEO Officer will analyze the departmental outreach and recruitment activities. The EEO Officer will obtain the application flow data from Human Resources for vacant posted positions during the quarterly period. EEO will submit its outreach and recruitment data which will be conducted during this time. The data will list the CBOS who were contacted through cold calls and public referrals and will include the CBOS name, contact person and job title. Of equal importance, EEO will continue to pursue and develop relationships with the CBOS in order to help them meet some of their needs at the transaction level.

Attachment:

Attachment A – Departmental Application Flow by Race and Gender

Attachment B – The Office of EEO Relationships Asset Management Activities

JULY 1, 2015 to SEPTEMBER 24, 2015
OUTREACH STATISTICAL DATA BY GENDER AND RACE

Attachment A

DEPARTMENT	DEPARTMENT OUTREACH	VACANCY	MEN	WOMEN	UNKNOWN	WHITE	BLACK	HISPANIC	ASIAN	TWO OR MORE RACES	UN- KNOWN
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
ASSESSOR	Hispanic Chamber of Commerce East Bay Economic Development	Assessor's Local Exemptions Specialist	18%	80%	2%	20%	35%	20%	14%	6%	4%
	East Bay Economic Development Alliance	Junior Appraiser	55%	40%	5%	39%	16%	16%	18%	6%	6%
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
AUDITOR	LinkedIn Kiwanis Club of Moraga	Payroll Systems Accountant	18%	79%	3%	29%	19%	8%	32%	9%	3%
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
CAO	Monument Community Partnership	GIS Admin	73%	14%	14%	45%	9%	9%	27%	0%	9%
	Hispanic Chamber of Commerce	Network Analyst II	77%	15%	8%	23%	0%	23%	15%	23%	15%

LEGEND

Red is the 2006-2010 Census data for under-represented groups.

Blue is the Department's under-represented data.

JULY 1, 2015 to SEPTEMBER 24, 2015
OUTREACH STATISTICAL DATA BY GENDER AND RACE

Attachment A

DEPARTMENT	DEPARTMENT OUTREACH	VACANCY	MEN	WOMEN	UNKNOWN	WHITE	BLACK	HISPANIC	ASIAN	TWO OR MORE RACES	UN- KNOWN
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
CLERK-RECORDER	County's Recorder Association of California	Clerk-Recorder Services Specialist	15%	84%	1%	14%	33%	23%	20%	7%	3%
	California Association of Clerks and Elections Officials	Elections Services Specialist	31%	64%	5%	17%	26%	29%	19%	5%	5%
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
CONSERVATION & DEVELOPMENT	Society of Hispanic Professional Engineers	Structural Engineer	79%	21%	0%	42%	5%	5%	42%	0%	5%
	Monument Impact Hispanic Chamber of Commerce	Inspections Services Supervisor	100%	0	0	75%	0%	0%	0%	13%	13%
	Monument Impact Hispanic Chamber of Commerce	Building Plan Checker	47%	49%	4%	33%	22%	14%	18%	8%	6%

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CONSERVATION & DEVELOPMENT	Hispanic Chamber of Commerce Monument Impact	Principal Building Inspector	88%	13%	0%	75%	0%	0%	0%	25%	0%
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
DISTRICT ATTORNEY	National Association of Forensic Accountants Association of Former Special Agent	Forensic Accountant	58%	33%	8%	42%	8%	0%	33%	0%	17%
	CA Counties DA Offices & victim witness program and colleges	Victim's Witness Assistance Programs Specialist	25%	75%	0%	29%	30%	24%	10%	5%	2%
	Berkeley Law, Hastings College, McGeorge Law UCLA	Deputy District Attorney	46%	46%	9%	43%	11%	9%	22%	4%	11%
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
DEPARTMENT OF EMPLOYMENT AND HUMAN SERVICES	Craig's Lists	Workforce Services Specialist	28%	71%	1%	29%	32%	16%	16%	5%	2%
	socialservices.com	Social Services Fiscal Compliance Accountant	30%	70%	0%	40%	10%	7%	37%	0%	7%

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OUTREACH STATISTICAL DATA BY GENDER AND RACE

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DEPARTMENT	DEPARTMENT OUTREACH	VACANCY	MEN	WOMEN	UNKNOWN	WHITE	BLACK	HISPANIC	ASIAN	TWO OR MORE RACES	UN- KNOWN
EHSD	socialservices.com Craig's Lists	Social Services Appeals Officer	21%	79%	0%	24%	34%	18%	16%	5%	3%
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
DEPARTMENT OF HEALTH SERVICES	Career Builder CCAPP	Alcohol and Other Drugs Services Program Chief	46%	46%	8%	42%	19%	19%	12%	4%	4%
	Spin Recruiting CAADAC/CCAPP	Assistant Director- Project	20%	80%	0%	35%	25%	25%	10%	0%	5%
		Web Producer	44%	50%	6%	22%	6%	6%	50%	6%	11%
	National Council Behavioral Health CCAPP California Psych. Association	Mental Health Program Chief	91%	10%	0%	50%	30%	20%	0%	10%	0%
EHSD	Craig's List Monster.com	Assistant Facilities Manager	65%	32%	3%	45%	19%	13%	6%	10%	6%

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DEPARTMENT	DEPARTMENT OUTREACH	VACANCY	MEN	WOMEN	UNKNOWN	WHITE	BLACK	HISPANIC	ASIAN	TWO OR MORE RACES	UN- KNOWN
EHSD		Substance Abuse Program Chief	43%	53%	3%	37%	30%	13%	17%	0%	3%
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
LIBRARY		American Library Association Cal State Long Beach	19%	81%	n/a	71%	5%	13%	11%	0%	0%
	Pacific Northwest Library Association Reforma UC Berkeley	Deputy County Librarian-Support Services	36%	56%	8%	44%	17%	14%	14%	0%	11%
	Pacific Northwest Library Association Reforma UC Berkeley	Senior Community Library Manager	55%	36%	9%	64%	9%	0%	18%	0%	9%
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
PUBLIC DEFENDER	UC Hastings Santa Clara University USF School of Law	Public Defender Investigator	49%	47%	4%	45%	22%	18%	8%	3%	4%
	USF University of Santa Clara	Legal Assistant	29%	65%	6%	31%	22%	22%	10%	6%	8%

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2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
PUBLIC WORKS	Green Jobs Corp. Workforce Development Board tradeswoman.com	Bindery Worker	57%	40%	3%	29%	21%	19%	21%	6%	4%
	tradeswomen.com womenforhire.com	Mailing Machine Operator	48%	49%	3%	22%	34%	18%	17%	6%	3%
	tradeswoman.com	Supervising Real Property Agent	63%	25%	13%	58%	17%	8%	8%	0%	8%
2006-2010 CENSUS DATA			53%	47%	0%	51%	9%	22%	16%	0%	0%
VETERANS SERVICES	VetCon Job Fair	Veterans Services Rep	41%	58%	1%	17%	36%	16%	15%	14%	3%

LEGEND

Red is the 2006-2010 Census data for under-represented groups.

Blue is the Department's under-represented data.

COMMUNITY BASED ORGANIZATION**INITIAL MEETING RESULTS****FOLLOW-UP ACTION****STAKEHOLDER
PERCEPTIONS****NEXT STEPS****FOOD BANK of CONTRA COSTA AND
SOLANO COUNTIES**

In 1975 a group of people recognized that at a time when local families had a critical need for food, items like day-old bread at grocery stores would often go to waste. While the problem seemed so big, they believed it could be solved if the community worked together. This group started what is now the Food Bank of Contra Costa and Solano. The Food Bank provides food to about 188,000 people every month in your community. 1 in 4 people receiving emergency food are children. 1 in 8 people rely on the Food Bank for nutrition.

EEO met with Larry Sly on February 23, 2015. He gave us a tour of the facility and the history behind the Food Bank. The Food Bank was going to be celebrating 40 years of service this year. We discussed EEO's plans to include his clients in our outreach efforts and he invited EEO to attend a food distribution

Helped distribute food and information on the County's hiring on May 15, 2015 at the Independent Community Church in Richmond, CA.

Very visible in the community with strong ties throughout Contra Costa and Solano Counties. They are a great resource for conducting outreach and recruitment efforts.

Contact Food Bank to attend distribution in October.

COMMUNITY BASED ORGANIZATION	INITIAL MEETING RESULTS	FOLLOW-UP ACTION	STAKEHOLDER PERCEPTIONS	NEXT STEPS
<p>FAMILY JUSTICE CENTER</p> <p>They serve as a one-stop Center for people affected by domestic violence, sexual assault, elder abuse, child abuse, and human trafficking. By locating many service providers in one place, the Center helps people in crisis to find hope, safety, and healing.</p>	<p>Attended the Family Justice Grand Opening on 03/19/2015.</p> <p>Attended the MOU partnership meeting on May 21, 2015.</p> <p>Attended the Richmond FJC Grand Opening on June 4, 2015.</p> <p>Attended the Cultural Competency: Interpersonal Violence Response Seminar on September 9, 2015.</p>	<p>Attend the November 5, 2015 Best Practices and Innovations in Interpersonal Violence Response</p>	<p>Very active in the community. Strong relationship with law enforcement. Lots of Community Support</p>	<p>Place call to Susun Kim, Executive Director and get on her calendar</p>

COMMUNITY BASED ORGANIZATION	INITIAL MEETING RESULTS	FOLLOW-UP ACTION	STAKEHOLDER PERCEPTIONS	NEXT STEPS
<p>STAND! For Families Free of Violence STAND! Provides comprehensive intervention, treatment, and prevention services to family violence survivors, their families, and communities.</p>	<p>July 14, 2015 EEO met with Aracely Garcia and Diondra Holaday to discuss ways that EEO can help their clients find permanent employment with the County. STAND! Wanted to have a standing quarterly training for their clientele since they transition out of the program every 90 days.</p>	<p>Presented EEO and HR training module for the staff and clients on August 26, 2015. Mary Jane Saepbern attended from HR and she was well received. She answered questions about the hiring process, encouraged applicants to consistently check on the status of their submitted applications and gave examples of how she has promoted several times since she started working for the County.</p>	<p>Very active in the community and has strong ties to the Family Justice Center. Hoping to develop the professional relationship with this CBO because their reach and impact into the community is widespread.</p>	<p>Follow-up to schedule the next meeting in November</p>

COMMUNITY BASED ORGANIZATION	INITIAL MEETING RESULTS	FOLLOW-UP ACTION	STAKEHOLDER PERCEPTIONS	NEXT STEPS
<p>Monument Impact They serve the monument Community in Concord, CA. They primarily serve the immigrant communities. The majority of Monument residents are low-skilled workers in industries that are hardest hit by the recession and thus likely face an unemployment rate significantly higher than the 10.3% for the county. 41% of families of 4 live on less than \$44,000 per year (200% poverty line).</p>	<p>EEO met with Maribel Delgado, Workforce Development Manager, and Jasmin Rodriguez, Employment Specialist Program Coordinator on August 19, 2015. Both ladies said that they and their clients have a hard time understanding the terminology used in the job announcements. They requested to have HR accompany EEO on the follow-up meeting so they could ask questions.</p> <p>II. The nearest One Stop is not able to help with Monument's population. More support for immigrants:</p> <p>a) Not centralized</p> <p>b) Not close to bus stop</p> <p>c) not a lot of participation by members</p> <p>d) HR liaison</p> <p>III. Change policies to allow</p>	<p>Follow-up meeting with Monument Impact on September 11, 2015. HR Consultant Tanya Williams accompanied EEO to the meeting. Tanya was very engaging and related well to the staff who attended. Mike Van Hofwegen, the Executive Director, also attended for a short while. He e-mailed me afterwards and said that he enjoyed the meeting.</p>	<p>They serve a community that wants to obtain County employment. The staff is very dedicated in helping to make a difference in the lives of their clientele. Meet with clientele which was suggested by EEO. We are still determining the date. Ms. Delgado and Ms. Rodriguez invited EEO to attend the Monument 2nd Annual Monument Awards on October 27, 2015</p>	

COMMUNITY BASED ORGANIZATION**INITIAL MEETING RESULTS****FOLLOW-UP ACTION****STAKEHOLDER
PERCEPTIONS****NEXT STEPS**

people to apply if they have
experience but not education.
What happens after application is
submitted? Information not
available to others. Partner with
CBO to discuss EEO & HR process

COMMUNITY BASED ORGANIZATION**INITIAL MEETING RESULTS****FOLLOW-UP ACTION****STAKEHOLDER
PERCEPTIONS****NEXT STEPS****MEN AND WOMEN OF PURPOSE**

Mentor at-risk youth and young adults. They offer training on effective communication, job readiness, drug and alcohol abuse treatment/prevention, and violence prevention.

First meeting with Rick Fortenberry and Antwon Cloird was on September 10, 2015. We discussed their role in the community and how they are able to help individuals, families and the re-entry population turn their lives around. They were open to forming a partnership with EEO and we will set up a date and time in October to meet.

Left message for Antwain Cloird.

Very active in West County. They have their pulse on the community and are respected throughout West County.

Set-up meeting in October.

COMMUNITY BASED ORGANIZATION**INITIAL MEETING RESULTS****FOLLOW-UP ACTION****STAKEHOLDER
PERCEPTIONS****NEXT STEPS****Monument Crises Center**

They offer nutritious food, quality resources and referrals to low-income individuals and families in order to help them become stable and secure in our community. They serve 60,000 people per year over 120,000 pounds of food donated per year, and 1,000,000 meals served per year.

Met Yolanda Gutierrez, Operations Manager on September 15, 2015. EEO was invited to attend their food distribution and set up an information table to provide people with information on County jobs. EEO met with individuals who were interested in County jobs and referred them to the County website. Met a man who was looking for a job for his nephew and himself. He stated that they were both ex-convicts and explained to them about the Re-Entry program.

Spoke with Lisa Lopez in HR to see if her staff would be interested in attending one of the distributions. She indicated that she was interested so I will connect her to Yolanda.

Strong ties to the community and house many volunteers to help the programs run successfully.

Follow-up to schedule the next meeting

SHELTER, INC.

They serve over 6,000 men, women and children per year. Strive to prevent and end homelessness. SHELTER, Inc. provides temporary housing in combination with supportive services to families and individuals who are homeless. SHELTER, Inc. owns or master leases 250 properties throughout Contra Costa County providing affordable and supportive housing to individuals and families, including those diagnosed with

EEO first met with the management team on September 16, 2015. The meeting was very informational. EEO met with Lindsey Drollette and Chuck Bryant. Ms. Drollette indicated that she has helped clients' complete County applications only for them to be told they were not qualified. She expressed that she and her clients have not had a good

Shelter Inc. has requested that EEO return and give presentation with either HR or HSD personnel to the other staff members. Ms. Drolette will contact me once she has met with the Director of Transition Services who is on vacation.

Shelter Inc. has a lot of influence with the community. They are well connected with County services and have a lot of support from private donors.

EEO proposed some meeting dates for the next couple of weeks. EEO anticipates hearing from Shelter, Inc. by the end of the week.

COMMUNITY BASED ORGANIZATION**INITIAL MEETING RESULTS****FOLLOW-UP ACTION****STAKEHOLDER
PERCEPTIONS****NEXT STEPS**

mental illness.

experience with the County hiring process and many of them have become discouraged from applying. The job descriptions are wordy – substitutions of experience for college are unclear. They also believe that the Interview process is intimidating – Formal, taped, Interview panels

COMMUNITY BASED ORGANIZATION**INITIAL MEETING RESULTS****FOLLOW-UP ACTION****STAKEHOLDER
PERCEPTIONS****NEXT STEPS****DREAMCATCHERS EMPOWERMENT
NETWORK**

They provide assessments, job preparation, job placement and job coaching to youth and adults with limitations and disabilities.

EEO met with Leslie Descans, East County Employment Specialist and Dana Johnson, Central County Employment Specialist on September 24, 2015. Both stated that they have had several negative experiences dealing with the HR application process.

Still determining a date for the next meeting that will include an HR representative.

Very active in the disabled community. Although they expressed concerns about the application process, the clients are still interested in County employment

Set up meeting in October. Meet with their clients and provide training.

COMMUNITY BASED ORGANIZATION

INITIAL MEETING RESULTS

FOLLOW-UP ACTION

**STAKEHOLDER
PERCEPTIONS**

NEXT STEPS



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

5.

Meeting Date: 10/01/2015

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

The Advisory Council for Equal Employment Opportunity (ACEEO) was established in July 1991 to serve as an advisory committee to the Board of Supervisors regarding the implementation of the County's Affirmative Action Plan, to review the Affirmative Action Program and to recommend actions to facilitate attainment of the County's goal for affirmative action. The Council is composed of 13 members and a Board committee reviews nominations to all seats except those designated for County managers and labor unions. Terms of office for seats reviewed by Board Committee are three years.

In 2013, Internal Operations Committee (IOC) reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment for certain bodies, including the ACEEO.

Referral Update:

For many years, the IOC served as the reviewing committee for ACEEO nominations; however, the mission of the ACEEO is more consistent with the Board's Hiring Outreach and Oversight Committee, which is now designated as the reviewing committee for ACEEO nominations to the following seats:

Community 1, 2, 3, & 4

Education (vacant)

Business

Labor Involved in Training

Veteran 1

Disabled

Union Seats 1 & 2

Management Seats 1 & 2 (vacant)

The regular process for the above seats is that the Affirmative Action Officer would recruit for membership, the ACEEO or a subcommittee thereof would screen/interview applications or candidates, and then forward its nominations to the Hiring Outreach and Oversight Committee (formerly IOC) for consideration and possible recommendation to the BOS.
The ACEEO nominates George Carter to the Community Seat #4 to complete the unexpired term.

Recommendation(s)/Next Step(s):

ACCEPT the nomination of George Carter to the vacant Community Seat #4 as recommended by the Advisory Council on EEO.

Fiscal Impact (if any):

None

Attachments

Carter app

CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, OR COMMITTEES

APPLICATION FORM

Name of Advisory Body applying for: Equal Employment Opportunity

Name of Applicant: George E. Carter III

Home Address: P.O. Box 264

City: Pittsburg

State: CA

Zip: 94565

Home: (925) 325-7093

Work Phone: (925) 602-6801

Signature: George E. Carter III

Date: 7/7/15

Personal Experiences, Skills, and Interests

Education/Background:

Studied Business Administration at JFK University in Pleasant Hill, CA; A resident of Contra Costa County for the past 24 years; Served as School Resource Officer for the Pittsburg Police Dept./School District, providing a positive image of the Police Dept. to the students, administration, parents, and community (1992-1995); Director of YES! Concord (Youth Employment Services), connecting continuation High School youth to employment opportunities throughout Contra Costa County (1997-2000); Social Services Employment Placement Counselor for Employment & Human Services Dept. of Contra Costa County, connecting social services clients to employment opportunities with partnering businesses (2000-2006); Business Services Representative/Rapid Response Coordinator for the Workforce Development Board of Contra Costa County, providing information and resources to businesses in an effort to support business retention/growth, participate in planning/implementation of job fair's connecting Contra Costa County residents to businesses recruiting to fill vacancies, respond to company layoff/closures (2006-present).

Occupation/Employer:

Business Services Representative/Rapid Response Coordinator for the Workforce Development Board of Contra Costa County (2006-present).

Community Activities:

Help coordinate Career Day for Contra Costa County Juvenile Hall (speak, and invite professionals to share information, inspiration, and insights to incarcerated youth in an effort to reduce recidivism).

Facilitate employability workshops for Contra Costa County Independent Living Skills Program (ILSP) Foster Youth Program.

Facilitate "How to Get a Job" workshops for Contra Costa County District V Supervisor, Federal Glover's Youth Summit (past 10 years)

Presenting business resource informational sessions to various business/community-based organizations including: Rotary, NAACP, and Chamber's of Commerce throughout Contra Costa County (Received "Most Supportive Member" Award from Hispanic Chamber of Commerce, Dec. 2013)

Special Interests:

Community outreach & engagement, community development , networking, economic development (received "Above & Beyond" Award from the California Association for Local Economic Development (CALED), April 2013).