



# Agenda

## HIRING OUTREACH OVERSIGHT COMMITTEE

April 3, 2017  
1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Candace Andersen, Chair  
Supervisor Federal D. Glover, Vice Chair

### 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. RECEIVE and APPROVE the Record of Action for the February 6, 2017 H2O meeting.
4. RECEIVE and ACCEPT the Office of Equal Employment Opportunity's 5-Year Strategic Plan and direct staff to transmit the plan to the Board of Supervisors for their approval. (*Antoine Wilson, H2O Staff*)
5. RECEIVE and ACCEPT the 2016 Annual Report for Office of EEO and direct staff to transmit the report to the Board of Supervisors for their approval. (*Antoine Wilson, H2O Staff*)
6. ACCEPT the nominations of Amo Virk to the vacant Business seat, which expires on November 30, 2018; Victoria Mejia to the vacant Management Seat #2, which expires on November 30, 2018; and the nomination of Ayesha Cope to the vacant Community Seat #2, which expires on November 30, 2017, as recommended by the Advisory Council on EEO.  
  
ACCEPT the resignation of Paula Lochin, who served in Union Seat #1 as recommended by the Advisory Council on EEO.
7. The next meeting is currently scheduled for June 5, 2017.
8. Adjourn

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*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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*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.*

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

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For Additional Information Contact:

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

3.

**Meeting Date:** 04/03/2017

**Subject:**

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

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#### **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 February 6, 2017 H2O meeting.

#### **Recommendation(s)/Next Step(s):**

RECEIVE and APPROVE the Record of Action for the February 6, 2017 H2O meeting.

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#### **Attachments**

ROA 02-2017

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# Agenda

## HIRING OUTREACH OVERSIGHT COMMITTEE

February 6, 2017

1:00 P.M.

651 Pine Street, Room 101

Martinez, CA 94553

**Supervisor Candace Andersen, Chair**  
**Supervisor Federal D. Glover, Vice-Chair**

### Agenda Items:

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

Present: Candace Andersen, Chair  
Federal Glover, Vice-Chair  
Staff Present: Antoine Wilson, Staff  
Attendees: David Twa, County Administer  
Sharon Hymes-Offord, Risk Manager  
Dianne Dinsmore, HR Director  
Lisa Lopez, Assistant HR Director  
Phil Arnold, Consultant

1. Introductions  
**Chair Andersen called the meeting to order at 1:00 p.m. and self-introductions were made around the room.**
  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. RECEIVE and APPROVE the Record of Action for the August 8, 2016 H2O meeting.  
(Antoine Wilson, H2O Staff)  
**The Committee unanimously approved the Record of Action.**
  4. CONSIDER ACCEPTING the FY 16-17 Departmental Outreach and Recruitment Report and Plans. DIRECT staff to submit the full report to the Board of Supervisors for consideration.  
(Antoine Wilson, EEO Officer)  
**The Committee unanimously approved the FY16-17 Departmental Outreach and Recruitment Report and Plans.**
  5. ACCEPT the nominations of Gayle Walls-Burns to the vacant Veterans seat, Keith Cormier to the vacant Management seat and Marilyn Schuyler to the vacant Community seat as recommended by the Advisory Council on EEO.  
**The Committee unanimously approved the nominations to the Advisory Council on EEO.**
  6. The next meeting is currently scheduled for April 3, 2017.
  7. Adjourn
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*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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*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

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For Additional Information Contact:

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

4.

**Meeting Date:** 04/03/2017  
**Subject:** The Office of EEO 5-Year Strategic Plan  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:**

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#### **Referral History:**

In 2016 the Office of Risk Management in conjunction with the Division of Risk Management discussed ways to increase racial and gender equity throughout County employment. Our goal is to address employment inequities within the County's workforce and provide solutions to help effectuate change.

#### **Referral Update:**

Attached is the 5-Year Strategic Plan which details the steps the Office of Equal Employment Opportunity will take to implement racial and gender equity throughout the County workforce.

#### **Recommendation(s)/Next Step(s):**

Accept the Office of Equal Employment Opportunity's 5-Year Strategic Plan and direct staff to transmit the information to the Board of Supervisors for their approval.

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#### **Attachments**

5-Year Strategic Plan

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**CONTRA COSTA COUNTY  
OFFICE OF EQUAL  
EMPLOYMENT OPPORTUNITY  
FIVE-YEAR STRATEGIC PLAN  
2017-2022**

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**Submitted by  
Antoine Wilson  
Equal Employment Opportunity Officer**



## **EXECUTIVE SUMMARY**

The Office of Equal Employment Opportunity (EEO) serves many roles within Contra Costa County (County). EEO is responsible for ensuring that County employees, applicants, and vendors are provided a professional environment which is free from discrimination and/or harassment. It administers and ensures countywide compliance with the laws, regulations, policies, and guidance that prohibit discrimination in the workplace. It promotes non-discrimination in the execution of contracts while promoting positive external customer relations. It provides leadership, direction, and guidance to all County departments in carrying out its practice of providing equal employment opportunities and responsibilities. It conducts outreach and recruitment activities throughout the communities we serve. It investigates and adjudicates internal complaints of discrimination and collaborates with departments to resolve complaints that are filed with the Department of Fair Employment and Housing (DFEH) and the Equal Employment Opportunity Commission (EEOC).

Developing and implementing specific components to aid in addressing racial inequities within our workforce will play a key role in creating racial and gender equity for current and future employees. In order to address a portion of the current racial inequities within Contra Costa County, EEO has developed the attached Five-Year Strategic Action Plan. This document will examine the methodology used to address some of the issues. This includes, but is not limited to the following:

- Reviewing applicant flow for posted jobs.
- Analyzing the workforce data.
- Partnering with departmental EEO Coordinators and Administrative Services Officers (ASO's) to provide training.
- Conducting specific outreach and recruitment efforts to Community Based Organizations (CBO's).

This plan is a road map for EEO to successfully navigate its future. It provides information on where EEO is, strategies to attain its goals and objectives, and where EEO plans to be in the next five years. Our vision is to attain racial and gender equity within our workforce by implementing mechanisms to achieve it. The EEO Office will solicit feedback from internal stakeholders, ASO's, EEO Coordinators, Department Heads, managers, and supervisors to make this plan come to fruition and address some of the issues that the County faces in today's market.

This plan is a living document and will be reviewed annually to make additions or subtractions to facilitate a clear path to reach the desired outcomes. As such, it is designed to be flexible enough to respond to unexpected obstacles and adjust to new developments. The plan and its timelines provide solid ground to guide the Office of EEO and evaluate progress made over the next five years.

The EEO Office Five-Year Strategic Action Plan is designed to promote equality and inclusion within our workforce. It will provide a framework for racial and gender equity within the County. The Center for Assessment and Policy Development<sup>1</sup> describes racial equity as the condition that would be achieved when racial identity no longer predicts how one fares as an applicant, employee, business partner, or retiree. It includes redefining policies, practices, and attitudes and cultural messages

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<sup>1</sup> The Center for Assessment and Policy Development (CAPD) was established in 1988 as a non-profit organization to improve outcomes for children, families and neighborhoods by helping to build the capacity of institutions, systems, communities, intermediary organizations and foundations that do the day to day work on their behalf.



that reinforce differential outcomes by race or fails to eliminate them. Racial and gender equity provides benefits such as an even distribution of work, hiring and promotional opportunities, and equal pay for equal work for all races and genders.

Racial and gender inequities are caused by the unequal distribution of resources and opportunities. Within the County's workforce, racial and gender inequities exist which highlight disparate impacts between the hiring occurrences among whites in comparison to minority populations. For example, there were 276 employees whose jobs were classified as Officials and Administrators<sup>2</sup> as of December 31, 2015. 67% of the employees in this classification were females; 40% were white females; and 62% of those in the classification were white males and females.

The County has been proactive in addressing potential discriminatory behavior in the workplace by requiring training classes for sexual harassment prevention and diversity. Employees are required to take these classes as part of the terms and conditions of their employment. The trainings have provided employees with resources on how to recognize and report discrimination and harassment. In the last year, the number of complaints filed externally and internally has decreased which can be attributed to the County's proactive approach to educate our employees.

In order to further promote positive change within the workforce, the EEO Office suggests that the County implement broad distribution of Implicit Bias Training<sup>3</sup>. Research demonstrates<sup>4</sup> that most people hold unconscious, implicit assumptions that influence their judgments and perceptions of others. Without identifying and addressing these issues, hiring and promotional decisions can be thwarted due to our own biases and results for changes within the workforce will be minimal.

Over the past year, EEO has made accomplishments in areas that further increased our visibility and maximized our potential within the County. The accomplishments are listed below:

- Held regular quarterly meetings with the departmental EEO Coordinators and ASO's.
- Developed and implemented an effective outreach program for County departments.
- Contributed to the research and development of the Bridge to Success (BTS) program.
- Developed the 2015-2020 EEO Plan.
- Developed EEO Outreach and Recruitment seminars to CBO's.
- Partnered with Human Resources (HR) to deliver outreach and recruitment presentations to CBO's.
- Conducted fair and comprehensive EEO discrimination/harassment complaint investigations.

The following pages contain the EEO Office Goals, Strategies and Key Performance Indicators/Outcomes that will be used as an action plan to achieve results to implement the units' plans and priorities.

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<sup>2</sup> Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.

<sup>3</sup> Implicit Bias training refers to the attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner.

<sup>4</sup> Jo Handelsman & Natasha Sakraney, White House Office of Sci. & Tech. Policy, Implicit Bias

**I. INCREASE THE RECRUITMENT OF INDIVIDUALS WITH EMPHASIS ON THOSE WHO ARE UNDER-REPRESENTED WITHIN OUR WORKFORCE.**

The County has experienced a workforce that has changed over the years due to attrition and retirement. In today's job market, employees' ages range from millennials<sup>5</sup> to baby boomers<sup>6</sup>. It is vital that these segments of the County population are informed about our vacancies. The County is at the forefront in developing outreach and recruitment efforts to specific groups who are underrepresented within our workforce. Although many employers have embraced diversity and inclusion, white employees hold a majority of the top positions within organizations while blacks and Hispanics are typically in low paying jobs. This issue has been prevalent for the last 40 years. EEO expects this goal to be fulfilled within 4 years and believes that in order to address this issue, the County must follow the steps below:

**Strategies**

- Continuing to collect and analyze workforce data points bi-annually.
- Continuing to compare the County's workforce data to the most recent labor force data and determine departmental underutilization bi-annually.
- Continuing to promote strategic outreach and recruitment efforts.
- Continuing to work with departments to develop outreach plans that incorporate equity and inclusion principles.
- Working with CCTV to develop and implement a social media page that will forge a link between the EEO Office and the communities we serve.
- Continuing to develop strategic partnerships with community based organizations, affinity groups, professional associations, and educational institutions to reach underrepresented populations.

EEO will be able to track the success of the strategies based on the following actions:

**Key Performance Indicators/Outcomes**

- Applicant flow data is reviewed bi-annually and will determine whether or not outreach trends are positive in the recruitment of underrepresented individuals.
- Source candidates that will insure that applicant flow data will reflect the local labor pool.
- More outreach meetings and training seminars with CBO's.
- Departments will understand the importance of outreach and create viable outreach plans.

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<sup>5</sup> a person reaching young adulthood around the year 2000

<sup>6</sup> a person born in the years following World War II, when there was a temporary marked increase in the birth rate.

## **II. EDUCATE EMPLOYEES AND MANAGERS ON EQUITY AND INCLUSION CONCEPTS TO PROMOTE A CULTURALLY COMPETENT WORK ENVIRONMENT.**

Educating employees and managers on equity and inclusion concepts is beneficial in creating and maintaining a workforce which represents our labor force demographics. In order to understand equity issues within the workforce, the County must understand the underlying causes of disparities and make conscious decisions to repair them. Equity refers to the ability to create a workforce that is comprised of individuals of different races, ethnicities and backgrounds who participate in decision making processes. Inclusion promotes equality of opportunity. Cultural competency is the ability to understand, appreciate, and interact with persons from different cultures and/or belief systems. These three components are necessary to provide equal access to employment and promotional opportunities within the County. They will also aid in creating an equitable workforce. EEO expects this process will be completed within the next 5 years. The following strategies will assist the County in addressing equity, inclusion and cultural competency:

### **Strategies**

- Assisting in the development of an action plan and training platform to promote equity and inclusion in the workforce.
- Creating an equitable workplace in which all employees have an equal opportunity to enhance their careers through promotions and lateral transfers.
- Making Implicit Bias Training mandatory for department heads, managers, and supervisors to take every three years. Some employees are mandated to take Implicit Bias more often than three years to maintain their certification. In these instances, employees will not be required to enroll in the County's training but they must provide proof that the required training was completed.
- Creating a diverse workforce that is reflected at all levels of the County and in all groups.
- Creating a supportive work environment in which equity, inclusion and cultural competency inform and influence business decisions.

EEO will monitor the strategies and look for these outcomes to validate our efforts:

### **Key Performance Indicators/Outcomes**

- Countywide Implementation of an equity and inclusion plan and Implicit Bias Training.
- Continue monitoring the rate of new hires, promotions and lateral transfers to determine if these benefits have been equitable to all races and genders.
- Department Heads, managers and supervisors will be aware of their own biases and use this knowledge to make more informed hiring and promotional decisions.
- Monitoring of the Implicit Bias Training attendees to ensure that all Department Heads, managers and supervisors have been enrolled to take the course every three years.
- County positions will begin to be equitably distributed through all levels of the workforce.
- All internal interview panelists will complete Implicit Bias training prior to participating in interviews.

## **III. PROMOTE EQUITY AND INCLUSION IN LEADERSHIP DEVELOPMENT PROGRAMS**

EEO will partner with the County's Training Manager, Ron Martin and Risk Management's

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Training Unit to expand leadership opportunities which includes Succession Planning to ignite a more passionate and engaging workforce. It is important that we focus on these issues to create a conduit for leadership and ensure the County maintains job knowledge and the continuity for delivering excellent service. All eligible employees will be able to participate in the leadership development programs. EEO will monitor the selection of individuals who participate to ensure that there is an equitable distribution of employees who are represented. EEO expects this goal to be fulfilled in the next four years. Some of the strategies that we believe will be beneficial to the success of this goal are below:

### **Strategies**

- Reviewing current County leadership development programs such as ,”The Art of Managing and Supervising People”, the CSAC Institute for Excellence in County Government Trainings and other high level training modules that are offered by Target Solutions.
- Assisting in the marketing of these programs to departments.
- Reviewing races and genders of employees who have enrolled and completed the leadership management development programs.
- Developing strategies to identify and eliminate barriers where they exist.
- Researching and attending seminars/conferences which highlight succession planning.

The following outcomes will help determine the success of the strategies:

### **Key Performance Indicators/Outcomes**

- The implementation of a countywide succession plan.
- Long term valuable employees stay with the County.
- Employees who participate in these programs will reflect an equitable and inclusive balance of its participants.
- Creates a seamless transition when an employee leaves the County and another qualified employee can fill in until a permanent hire is made.

## **IV. CREATING A FLEXIBLE EEO OFFICE TO RESPOND TO OUR CHANGING LANDSCAPE**

In the last two years, the role of the EEO Office has changed dramatically. EEO is more active in community involvement such as distributing food with the Food Bank, collaborating with departments to conduct effective outreach, conducting internal investigations, providing training to the departmental EEO Coordinators and ASO’s, and helping to develop a new vision for the Advisory Council on EEO (ACEEO). The EEO Office must be prepared to respond to the changing demands of the services we offer to meet the needs of the Board of Supervisors, our employees, constituents, and vendors. The EEO Office must be a change agent as it relates to technology, outreach, and providing excellent customer service to all stakeholders. Within the next year, this office will strive to become more responsive and collaborative by incorporating the strategies listed below into our unit:

### **Strategies**

- Continuing to collaborate with the larger CBO’s in the County and attend workshops, mixers, training seminars and other events that the CBO’s sponsor.
- Providing Implicit Bias, Outreach, and Discrimination Complaint Investigation training seminars

to the EEO Coordinators and ASO's.

- Participating on boards, commissions, and advisory committees within the County to increase the EEO Office's presence and knowledge of other advisory groups.
- Continuing to develop accessible and historical outreach and discrimination complaint databases to manage and monitor all outreach and investigation activities.
- Continuing to work with the ACEEO members to help raise awareness of the committee and make recommendations to the BOS about EEO issues in the County.
- Providing detailed reports and informative presentations to the Board of Supervisors, the Hiring Outreach Oversight Committee and the ACEEO.
- Propose to the Hiring Outreach Oversight Committee to consider changing meetings from every other month to quarterly based meetings.

In order to determine the success of our strategies, EEO will track the following:

#### **Key Performance Indicators/Outcomes**

- CBO's continue to contact the EEO Office to present at functions they are hosting.
- A measureable increase in cooperation and communication from the CBO's.
- Identifying and developing new projects that will help the County become more diverse and proactive.
- Working closely with committees and the BOS to develop a more equitable applicant pool talent pipeline and hiring trends.
- Accessibility to run more accurate reports.
- Hiring Outreach Oversight Committee meetings will contain more substantive information and allows the EEO Office to review County statistical data from the previous quarter.
- It will allow EEO more time to better understand and analyze the current state of the County's outreach and recruitment processes.
- EEO will be able to identify and prioritize the best goals/initiatives for the following quarter, which will allow the County to move forward to attain our long term goals.

#### **V. SUCCESSFUL IMPLEMENTATION OF THE BRIDGES TO SUCCESS (BTS) PROGRAM**

The BTS Program is an alternative employment selection program for qualified persons with developmental disabilities. The County worked closely with the County of Alameda to develop a program similar to theirs which they implemented in or around 2002. BTS is designed to minimize the adverse impact of the traditional selection process by providing an alternate means of assessing the qualifications and skills of job applicants with disabilities. Risk Management played a pivotal role in the research, creation and implementation of the program. EEO will be responsible for the marketing of the program to the State of California Department of Rehabilitation (DOR) and to service providers who represent the disabled community. The plan is expected to be implemented in or around January 2017 and EEO anticipates it will take up to five years for the program to be fully effective. We will use the following strategies to achieve our goals:

#### **Strategies**

- Collaborating with HR, Library and Health Services to launch the pilot program.
- Partnering with the DOR and CBO's to market the program for potential candidates.

- Partnering with HR to market the program to other County departments.
- Maintaining partnership with County of Alameda for guidance.
- Identifying obstacles that may impede the success of the program.

In order to determine the success of the strategies, EEO will track the following outcomes:

**Key Performance Indicators/Outcomes**

- Pilot program will be up and running in 2017.
- Qualified candidates will be referred to the County for job openings that are assigned to the Bridge to Success program.
- Positive feedback from the Department of Rehab and CBO's regarding their clients' experiences working for the County.
- More departments participating in the program.

**VI. ENCOURAGE UNDERSTANDING AND COOPERATION IN THE HANDLING, INVESTIGATING AND RESOLVING EEO INTERNAL COMPLAINTS**

EEO continues to strive to create a transparent environment by sharing our performance measures and expectations with our customers and stakeholders. EEO serves as a resource to employees, vendors and the public who believe they are or have been subjected to discrimination and/or harassment. It is important for EEO to act immediately once we are notified to determine whether or not the complaint will be accepted for investigation. EEO is responsible for informing all parties of their rights and to ensure that the internal investigation is comprehensive, fair and neutral. EEO is also responsible for referring employees to the DFEH, EEOC and the Merit Board. We hope to fulfill this goal within 2 years and believe the following strategies will help us obtain this goal:

**Strategies**

- Continuing to explain the investigative process to complainants, respondents, and witnesses in detail.
- Continuing oversight of the investigation program to ensure it is robust and in full compliance with all laws.
- Continuing to conduct fair, comprehensive and sound EEO complaint investigations.
- Continuing to monitor new federal changes to existing discrimination laws and self-reporting occupational job categories.
- Provide investigative training to the EEO Coordinators and ASO's.
- Continuing to ensure that investigations are timely and the reports reflect the findings discovered during the course of the investigation.
- Continuing to develop the updated case file management system.
- Preventing employment discrimination through training, education and outreach.

EEO will review the following to help us measure the effectiveness of our strategies:

**Key Performance Indicators/Outcomes**

- Conduct fair and equitable internal investigations within a reasonable timeframe.

- Inform and update stakeholders on changes in federal discrimination laws and self-reporting information.
- Make changes accordingly to County policies once approved by internal stakeholders.
- Continue to update the Office of EEO webpage to reflect new EEO legislation.
- Continue to participate in the nine Bay Area EEO Managers Consortium to collaborate and capture best practices and success models.
- Decrease of internal and external complaints year over year.

## **CONCLUSION**

The EEO Five-Year Strategic Plan is a collection of ideas that are believed to be important steps to help this office reach its full potential. The plan reinforces the County's commitment to equal employment opportunities and introduces the racial and gender equity dynamics to the workplace. It recognizes the need to prevent discrimination, encourage training and education, and research best practices in order to create an office that leads by example. EEO will continue to be at the forefront in advocating for equitable treatment for all races and genders to help our County become an employer of choice.





# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

5.

**Meeting Date:** 04/03/2017  
**Subject:**  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:**

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#### **Referral History:**

The Office of EEO made significant changes to the way that it conducts its business within the last two years. One of the changes involves providing the H2O committee and the BOS a detailed account of its activities for the previous calendar year.

#### **Referral Update:**

The Office of EEO has completed its annual report for calendar year 2016 to display the activities, accomplishments and improvements made.

#### **Recommendation(s)/Next Step(s):**

ACCEPT the 2016 Annual Report for Office of EEO and provide direction to staff, as needed.

#### **Fiscal Impact (if any):**

None

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#### **Attachments**

EEO 2016 Annual Report

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## **2016 OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY SUMMARY OF ACCOMPLISHMENTS**

In 2016 the Office of Equal Employment Opportunity (“EEO”) made significant strides in bolstering its professional image among County departments, employees, stakeholders and the constituents we serve. It was a busy year that was met with some challenges, yet EEO was deliberate in dealing with them upfront and expeditiously. Below is the year-end summary for EEO.

### **I. OUTREACH AND RECRUITMENT**

EEO met with the departmental EEO Coordinators and ASO’s individually in November and December 2016. We met with 95% of the departmental representatives or 19 out of 20 departments. EHSD was the only department that was not included in this project or in the final total. EEO was instructed to not include them in outreach at this time.

We discussed 2016 outreach activities and goals, proposed changes to outreach efforts for 2017 and suggested ways to improve our processes. We also discussed the Implicit Bias training which is scheduled for early 2017. The departments were receptive to the proposed changes to the outreach and recruitment practices and most believed that it would help the County reach the under-represented groups within our workforce.

The meetings were designed to develop an open dialogue between EEO and the departmental representatives to discuss concerns and solutions to ongoing issues during the recruitment and hiring processes. The common themes that were identified are listed below:

- Turnover is high and has become problematic in some departments. The departments believe that employees leave the County to work for other organizations that pay more money.
- The Minimum Qualifications are archaic and need to be updated to reflect the current workforce and demands of the position.
- Departments stated that they had experienced a delay in obtaining approval to hire a qualified candidate. When the approval was finally granted by HR, candidates have refused the offer because he/she was hired by another department or another company.

### **II. BRIDGES TO SUCCESS**

The Bridges to Success (“BTS”) Program made steady progress in 2016. A meeting was held on Tuesday, May 17, 2016 to discuss the remaining details for this plan and how they will be executed. Roles have been defined and HR will handle the entire program while EEO will be responsible for assisting with the outreach portion.

The BTS project was approved by the BOS in December 2016. EEO met with HR on January 10, 2017 to discuss the next steps. Currently, EEO is tasked with keeping the Community Based Organizations (“CBOs”) abreast of new employment opportunities for developmentally disabled individuals who may qualify for the program.

EEO will continue to work with HR to discuss the program at community meetings. HR has designated Eldreai Ellis, Personnel Analyst, who will be responsible for providing support to the outreach program and who will work closely with the CBOs who cater to the disabled population who are developmentally disabled.

### III. HIRING OUTREACH AND OVERSIGHT BI-ANNUAL REPORT CHANGES

EEO made relevant changes to the reporting format and content for the annual outreach and recruitment report. The change was needed in order to provide specific details about countywide departmental under-representation. Whereas the previous reporting format consisted of 5-10 pages of data and written information which provided updates on the outreach productivity of each department, it was determined that this report only touched the surface.

In an effort to drill down and provide specific and detailed information EEO has developed a report that includes gender and racial under-representation in all departments and special districts based on occupational categories as defined by the federal government. The revised report is over 100 pages. The report provides specific information for each occupational category within each department, identifies the under-representation, and compares the County workforce data to the local labor force. The occupational categories are listed below:

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

- **Protective Service Workers- Sworn:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers Non-Sworn:** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.
- **Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.
- **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

#### IV. COMMUNITY BASED ORGANIZATIONS

EEO placed emphasis on interacting with Community Based Organizations, (“CBOs”), and their clients to educate them about the County’s job vacancies and how to apply for them. EEO partnered with HR to conduct employment related workshops to those organizations who served individuals that are under-represented in our workforce. Some of the topics we covered in the initial outreach seminars consisted of informing employees how to find vacancies on the HR website, how to deal with rejection notices, and how to contact EEO and HR if questions arise. The seminars were positively accepted and led to some of the clients as and counselors obtaining employment with the County.

Due to the success of these seminars, EEO in conjunction with HR rolled out the Application Workshop to STAND! in November 2016. The workshop was designed to walk interested individuals through the online application process. Those who participated in this event were able to create user account as well as tickler systems to notify them when a particular vacancy was announced. This seminar will be replicated in 2017 and we are currently working with two CBOs in Richmond to schedule seminars in February and March 2017. The two CBOs that are

tentatively scheduled are the Lao Family Community Development and the Community Housing Development Centers.

During outreach efforts, EEO collects contact names and information from the CBOs and forwards this information to HR. HR will e-mail the CBOs job announcements who serve the clientele that is under-represented within the department who has the vacancy. For example, if a department is deficient in Hispanics, HR will customize the outreach to include all of the CBOs on record who serve this population.

- 138 CBO email addresses and contacts that originated with EEO were sent to HR. Throughout the year EEO is responsible for responding to HRs request to update returned e-mails with current contact information and to provide them (“HR”) with contact names and information for new CBOs who want to receive the notifications. This number is the total number of e-mail addresses that we have sent to HR over the last 1.5 years.
- In 2016 EEO conducted 257 outreach efforts which consisted of phone calls, e-mails and in-person meetings. There were 28 onsite presentations with CBOs staff, and clients.

EEO plans to conduct more outreach and recruitment efforts in 2017. Due to the EEO Officer collaborating with Phil Arnold for 3 days per week in 2016 and learning beneficial information to successfully maintain the office in 2016, EEO was not primed to conduct more outreach and recruitment exercises. For 2017, EEO will spend more time focusing on outreach and recruitment efforts within the communities we serve since Mr. Arnold is no longer providing services for EEO.

## **V. GOVERNMENT ALLIANCE ON RACE AND EQUITY**

Beginning January 2016, Contra Costa County (“the County”) participated in the Government Alliance on Race and Equity (“GARE”). GARE’s purpose is to provide ways that can help local and state jurisdictions achieve gender and racial equity within government and to the citizens that we serve. GARE provides the tools needed to create successful programs by providing the following:

- Supporting a targeted cohort of jurisdictions and providing best practices, tools and resources is helping to build and sustain current efforts and build a national movement for racial equity.
- Many jurisdictions lack the leadership and/or infrastructure to address issues of racial inequity. Using the learnings and resources from the cohort will create pathways for increased engagement and expansion of the Alliance.

- Developing a “collective impact” approach firmly grounded in inclusion and equity is necessary. Government can play a key role in collaborations for achieving racial equity, centering community and leveraging institutional partnerships.

GARE was comprised of 14 jurisdictions throughout Northern California. Each jurisdiction sent their cohort to participate in the program. The jurisdictions are listed below:

1. Alameda County
2. City of Berkeley
3. State of California Department of Health
4. Contra Costa County
5. Marin County
6. Merced County
7. Napa County
8. City of Oakland
9. City of Richmond
10. City of Sacramento
11. City and County of San Francisco
12. San Francisco PUC
13. Santa Clara County
14. Solano County

The County’s Cohort consisted of Sharon Hymes-Offord, Risk Manager; Robin Lipetzky, Public Defender; Ron Martin, County Master Trainer; Phil Arnold, Consultant; Harlan Grossmann, Retired Judge (Contra Costa County); and Antoine Wilson, EEO Officer. There were 12 meetings held in Oakland, California where all of the cohorts were able to participate in workshops, exercises and presentations. We were also able to work directly with other cities and counties across the United States to obtain more information on how they were able to implement racial equity within their governments.

After hearing presentations from the City of Portland’s Director of the Office of Equity and Human Rights, Dante James, Esq., our cohort became more interested in establishing an Office of Human Rights and Equity for the County. Mr. James also helped to establish the City of Oakland’s Office of Race and Equity by serving as the Interim Director until a permanent person had been chosen. Our hope is that the office will provide guidance to our employees for the following:

- Promote equity and reduce disparities within County government;

- Provide guidance, education and technical assistance to all departments as they develop sustainable methods to build capacity in achieving equitable outcomes and service;
- Work with community partners to promote equity and inclusion within Contra Costa County and throughout the region, producing measurable improvements and disparity reductions;
- Support human rights and opportunities for everyone to achieve their full potential;
- Work to resolve issues rooted in bias and discrimination, through research, education, and interventions.

## **VI. MARTIN LUTHER KING, JR. CELEBRATION COMMITTEE**

On January 19, 2016, EEO helped with the planning and presentation of the annual Martin Luther King, Jr. (“MLK”) celebration. Phil Kader was the team lead and we were able to provide the County with a festive celebration to memorialize Dr. King’s birthdate.

In 2016, we planned for the 2017 MLK celebration. Our new team lead was Sharon Hymes-Offord, Risk Manager. We met 5 times in 2016 to discuss the program art work, entertainment, Humanitarians (including student) of the Year, food, decorations, etc. Our last meeting of the year held on December 21, 2016, the logistics were clear and we understood what our duties were for the celebration in January.

## **VII. PHIL ARNOLD**

Phil and I met over 60 times in 2016. We were scheduled to meet three times per week and often strategized on creating a more fluid and efficient EEO Outreach and Recruitment process both internally and externally. Phil was instrumental in helping to develop the CBO outreach and recruitment plans by working in the communities where they are located and developing a trusting relationship with them. We overcame the initial distrust by some of the CBOs by being persistent and allowing them to get to know us as individuals who were looking to assist them and the people they serve. The main topics we discussed are below:

- Creating more EEO visibility in the communities that serve the County’s under-represented populations.
- Revamping the EEO Outreach Historical Database.
- Developing the EEO 5 Year Strategic Action Plan.
- Reviewing departmental EEO Plans and making recommendations to the department for more information.
- Reviewing EEO Reports and data.

- Developing an application workshop for the community based organizations.
- Strategies for a successful partnership with Human Resources.

### **VIII. EEO INVESTIGATIVE TRAINING**

On September 21, 2016, EEO hosted an investigative training entitled “Preventing and Reducing Employment Law Liability with Effective Internal Investigations.” The presenter was Eric Glassman who is an attorney for Shaw-Valenza, LLP. Nearly 30 people from different departments attended the 3 hour training including departmental EEO Coordinators. The training provided insight on how to conduct effective and timely investigations. The feedback was very positive especially from the employees who had little to no experience investigating EEO complaints. Since the turn-out and feedback was positive, it is likely that we will invite Mr. Glassman back in 2017 for additional training for our employees. We are considering making this training an annual event.

### **IX. EEO 5 YEAR STRATEGIC PLAN**

EEO submitted its 5-Year Strategic Plan on September 15, 2016 which detailed the unit’s future vision. There were areas that we felt were important to address and focus on to help the unit run more efficiently. EEO is aware that as we move forward there will be times where we may need to adjust our direction to coincide with new developments within the County. We also understand that the plan is a visible document which will require us to take on more accountability to ensure that the outcomes are met.

The EEO Plan will serve as a road map for EEO to successfully navigate its future. It provides information on where EEO is, strategies to attain its goals and objectives, and where EEO plans to be in the next five years. Our vision is to attain racial and gender equity within our workforce by implementing specific mechanisms to achieve it. The EEO Office will solicit feedback from internal stakeholders, ASO’s, EEO Coordinators, Department Heads, managers, and supervisors to assist in making this plan come to fruition and address some of the issues that the County faces in this current business environment.

### **X. NINE BAY AREA EEO MANAGERS MEETING**

The nine bay area EEO Managers met on a quarterly basis in 2016. One of the highlights of these meetings was the compact version of implicit bias training that we had. The training was powerful and opened up a dialogue on race, gender, religion, etc. We discussed the issues that are prevalent within our respective counties and discussed ways that have been successful in



dealing with the discriminatory acts. We also discussed our own biases and how they may have effected decisions we made in the past.

Some of the participants were also GARE members so we discussed the impact that GARE had in our jurisdictions and the work that we were anticipating doing within our respective counties. The conversations prompted Sonoma County to research GARE and sign up for the 2017 sessions.

The meetings have also prompted the managers to communicate throughout the year to discuss issues that arise in our EEO Offices and we provide solutions and best practices to the group.

## **XI. EEO INTERNAL INVESTIGATIONS**

EEO is responsible for investigating internal complaints of discrimination and harassment (which includes sexual harassment). In 2016 there were 17 new cases received and 7 cases were carried over from 2015. All 24 cases were closed by December 31, 2016.

## **XII. TOASTMASTERS**

EEO is actively involved in Toastmasters. I attended 2 meetings per month and the experiences have helped me to increase my public speaking confidence. I have had to give two prepared speeches over the last year and also have given many impromptu speeches during the table topics portion of the meeting which has been beneficial in my outreach and H2O presentations.

## **XIV. DOIT**

EEO met with DOIT in October 2016 to discuss ways to make the PeopleSoft reports more user-friendly. Currently the reports provide information on race and gender statistical information but fail to provide the sum total of the racial data. For example, the report will give the gender total of white males and white females separately within a spreadsheet. It will not give the sum total of both by race which is needed when EEO reports under-representation. In order to provide accurate reporting, EEO needs the data drilled down by both gender and race in order to determine where outreach is needed by department and Countywide.

DOIT is still working on providing the information to help the reporting process. They plan to update the workforce report so that it will alleviate EEO from manually calculating the figures.

This is intended to save EEO many hours in reporting the information because the data will be calculated electronically.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

6.

**Meeting Date:** 04/03/2017  
**Subject:** New Memberships for the Advisory Council on EEO  
**Submitted For:** David Twa, County Administrator  
**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  
Veterans  
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.

**Recommendation(s)/Next Step(s):**

ACCEPT the nominations of Amo Virk to the vacant Business seat, which expires on November 30, 2018; Victoria Mejia to the vacant Management Seat #2, which expires on November 30, 2018; and the nomination of Ayesha Cope to the vacant Community Seat #2, which expires on November 30, 2017, as recommended by the Advisory Council on EEO.

ACCEPT the resignation of Paula Lochin, who served in Union Seat #1 as recommended by the Advisory Council on EEO.

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**Attachments**

Virk

Mejia Application

Cope Application

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Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

PUBLIC FORM

RISK

1. Name: VIRK Amo  
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED]  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [REDACTED] (916) 240-4571  
(Home No.) (Work No.) (Cell No.)

4. Email Address: [REDACTED]

Highest Grade or Educational Level Achieved MASTER OF SCIENCE

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Date Degree Awarded
			Semester	Quarter	
[REDACTED]	ORGANIZATIONAL LEADERSHIP	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12/2014
[REDACTED]	HUMAN RESOURCES WORKFORCE COLLABORATION & TRNG.	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
[REDACTED]	COMMUNITY SERVICE MANAGEMENT	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)            From            To  <input type="text" value="09/1996"/> <input type="text" value="Present"/>            Total: Yrs.    Mos.  <input type="text" value="20"/> <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text" value="PRESIDENT"/>            Employer's Name and Address  <input type="text"/></p>	<p>Duties Performed            Overall management of operations, investigation that include criminal, civil administrative or other legal.</p>
<p>B) Dates (Month, Day, Year)            From            To  <input type="text"/> <input type="text"/>            Total: Yrs.    Mos.  <input type="text"/> <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>            Employer's Name and Address  <input type="text"/></p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year)            From            To  <input type="text"/> <input type="text"/>            Total: Yrs.    Mos.  <input type="text"/> <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>            Employer's Name and Address  <input type="text"/></p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)            From            To  <input type="text"/> <input type="text"/>            Total: Yrs.    Mos.  <input type="text"/> <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>            Employer's Name and Address  <input type="text"/></p>	<p>Duties Performed</p>

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7. How did you learn about this vacancy? Presently Serving

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

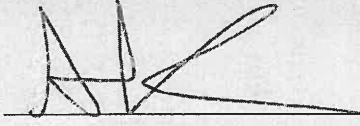
8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:  Date: July 20, 2016

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THIS FORM IS A PUBLIC DOCUMENT



**Contra  
Costa  
County**

**For Office Use Only**

Date Received:

**For Reviewers Use Only:**

Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:**     
 (Last Name) (First Name) (Middle Name)

2. **Address:**        
 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:**       
 (Home No.) (Work No.) (Cell No.)

4. **Email Address:**

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved:

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of the Philippines	Business Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	8		B.S.	March 1981
B) San Francisco State University	Masters in Public Admin	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	2		N/A	
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			
CSAC Institute Credential for County Senior Executive						



6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>            <u>To</u>  Feb 2011      present  Total: <u>Yrs.</u>    <u>Mos.</u>  6 years              Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Business Operations Manager  Employer's Name and Address  Contra Costa County  Department of Conservation and  Development  30 Muir Road  Martinez, CA 94553</p>	<p>Duties Performed  Manage the administrative functions of the department: oversee fiscal, IT, recruitment, HR and labor functions, contracts management/purchasing, policy development, facilities management. Serve on the DCD Executive Team and provide support to the DCD Director</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>            <u>To</u>  Sept 2007      Jan 2011  Total: <u>Yrs.</u>    <u>Mos.</u>  3 years            5 months  Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Senior Management Analyst  Employer's Name and Address  Contra Costa County  County Administrator's Office  651 Pine St.  Martinez, CA 94553</p>	<p>Duties Performed  Served as budget analyst for CAO; provided guidance and support to assigned county departments related to administrative, personnel and budget policy issues; performed data analysis related to budget</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>            <u>To</u>  May 2002      Aug 2007  Total: <u>Yrs.</u>    <u>Mos.</u>  5 years            4 mos  Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Administrative Services Asst III (ASA III)  Employer's Name and Address  Contra Costa County  Employment and Human Services Dept  40 Douglas Dr  Martinez, CA 94553</p>	<p>Duties Performed  Served as contracts analyst; managed and processed grant funds; managed community-based contracts to ensure compliance with federal and State laws ; ensure contractors meet contract obligations</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>            <u>To</u>  1995            Oct 1999  Total: <u>Yrs.</u>    <u>Mos.</u>  5 years              Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Administrative Supervisor  Employer's Name and Address  San Mateo County  North County Mental Health Clinic</p>	<p>Duties Performed  Provided supervision to administrative support staff in clinic; responsible for hiring and training staff; managed the administrative functions of the clinic including medical records, billing, front desk, purchasing</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Victor Meyer Date: 9/26/17

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7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
  1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra  
Costa  
County

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Advisory Council on Equal Employment Oppty.  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Advisory Council Member  
PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Cope, Ayesha, Cheree  
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted]  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** ayeshac@shelterinc.org

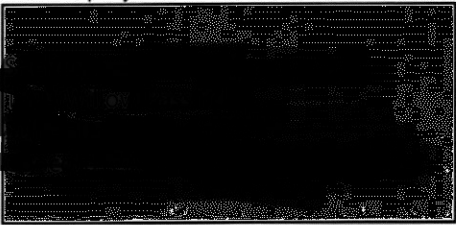



5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of Phoenix	Human Services	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	BS	07/16/2016
B) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>				

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)            From            To            02/02/2016    Present            Total: Yrs.    Mos.                              11            Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title            Employment Specialist            Employer's Name and Address  </p>	<p>Duties Performed  <ul style="list-style-type: none"> <li>• Works in partnership with the Workforce Integration Network, CA Employment Development Department, America's Job Center of CA (AJCC) and the Workforce Investment Board to build a community wide web of employer supported opportunities for our low income and formerly homeless community members</li> </ul> </p>
<p>B) Dates (Month, Day, Year)            From            To            June 1, 2011    June 30, 20            Total: Yrs.    Mos.                              1            Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title            Employment and Training Supervisor            Employer's Name and Address  </p>	<p>Duties Performed  <ul style="list-style-type: none"> <li>• Supervise both Program Coordinators and Employment Counselors of the Employment and Training department including the Recycling and Environmental Awareness Program (REAP)</li> <li>• Oversaw the design and development of appropriate employment services, evaluation and improvement of existing services</li> </ul> </p>
<p>C) Dates (Month, Day, Year)            From            To            10/03/2006    06/01/2011            Total: Yrs.    Mos.                              5            Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title            Sr. Employment Counselor            Employer's Name and Address  </p>	<p>Duties Performed  <ul style="list-style-type: none"> <li>• Co-facilitated Recycling and Environmental Awareness Program Internship maintained 80% placement rate in jobs with SF Conservation Corp.</li> <li>• 7 years Recycling Supervisor/ Folsom Events liaison, placed, managed workers for compost sorting, recycling and street sweeping</li> <li>• Work in partnership with SF Workforce development, WIA, Goodwill</li> </ul> </p>
<p>D) Dates (Month, Day, Year)            From            To            01/01/2001    01/01/2014            Total: Yrs.    Mos.                              3            Hrs. per week 8 . Volunteer <input checked="" type="checkbox"/></p>	<p>Title            Americore VISTA Advisory Board Mem.            Employer's Name and Address  </p>	<p>Duties Performed            Coordinate VISTA recruitment, on-boarding, and post service transition Facilitate the submission of VISTA Progress Reports and grant proposals to our funders, the Corporation for National Community Service -Serve as a resource to VISTA members across the SF Bay Area by supporting Regional Meetings and other initiatives with other VISTA Leaders</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.