



Agenda

HIRING OUTREACH OVERSIGHT COMMITTEE

April 2, 2018
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 October 2, 2017, H2O meeting. *(Antoine Wilson, EEO Officer)*
4. RECEIVE update on Bridge to Success (BTS) from Lauren Ludwig, HR Consultant and BTS Pilot Program Coordinator. *(Lauren Ludwig, HR Consultant)*
5. ACCEPT the resignations of Keith Cormier (Management Seat I), and Victoria Mejia (Management Seat II) as recommended by the ACEEO.

ACCEPT the nominations of Oscar Dominguez (Management Seat I), Mark Pighin (Disability Seat), Jena Williams (Community Seat I), Shelley Molineaux (Community Seat II) and Linda Mason (Community Seat 3) as recommended by the ACEEO. *(Antoine Wilson, EEO Officer)*
6. ACCEPT the resignations of Amo Virk (Business Seat) and Gayle Walls-Burns (Veteran's Seat). REASSIGN Marilyn Schuyler and George Carter from the Community Member Seats 3 and 4 to the Business and Veteran's Member Seats respectively. *(Antoine Wilson, EEO Officer)*
7. RECEIVE and ACCEPT the 2017 Annual Report for Office of EEO and provide direction to staff, as needed. *(Antoine Wilson, EEO Officer)*
8. The next meeting is currently scheduled for June 4, 2018.
9. 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.

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: 04/02/2018
Subject: Record Of Action
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name:
Presenter: Antoine Wilson **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 October 2, 2017, H2O meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the October 2, 2017, H2O meeting.

Fiscal Impact (if any):

None

Attachments

October 2017 Record of Action



Agenda

HIRING OUTREACH OVERSIGHT COMMITTEE

RECORD OF ACTION

October 2, 2017

1:00 P.M.

651 Pine Street, Room 101
Martinez, CA 94553

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

Staff: Antoine Wilson

Attendees: David Twa, CAO
Eldreai Ellis, Human Resources Consultant
Phil Arnold

1. Introductions

The Chair 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 from the April 3, 2017, H2O meeting.

The committee received and approved the Record of Action from April 3, 2017.

AYE: Chair Candace Andersen, Vice Chair Federal D. Glover

4. CONSIDER accepting the Office of Equal Employment Opportunity's 2016 Outreach and Recruitment Report and the FY 2017-2018 Departmental Outreach Plans. DIRECT staff to submit the full report to the Board of Supervisors for consideration.

The committee accepted and approved the Annual Outreach Report and Departmental Outreach Plans. The report was forwarded to the BOS for approval.

AYE: Chair Candace Andersen, Vice Chair Federal D. Glover

5. RECEIVE update on the Bridge to Success Program.
The committee received the update on the BTS program from Eldreai Ellis. The program is expected to launch in early 2018.
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.

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, 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

4.

Meeting Date: 04/02/2018
Subject: Bridge to Success Update
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name:
Presenter: Lauren Ludwig **Contact:**

Referral History:

On June 5, 2014, Supervisor John Gioia convened a meeting to discuss the possibility of the County developing a program specifically designed to hire individuals with developmental disabilities into the County workforce. On February 8, 2016, the Bridge to Success proposal was presented to the Hiring Outreach Oversight Committee for approval. The proposal was approved and staff was directed to work with a focus group consisting of members who had extensive history and experience working within the disabled community.

Referral Update:

The Bridge to Success (BTS) program is an alternate employment process for persons with developmental disabilities. It is designed to minimize the adverse impact of the traditional selection process providing an alternate means of assessing the qualification and skills of job applicants with disabilities. This two-year proposed pilot is modeled on a similar program in place in Alameda County, which has shown great success in diversifying their workforce. This program is possible due to a partnership with local Community Based Organizations serving individuals with developmental disabilities who will assist the County Human Resources Department in identifying and assisting applicants through both the selection process and will also assist the participating departments and candidates with post-hire job coaching. In order for an individual to participate in this program, the individual must meet the definition of an individual with a disability, as defined by the Fair Employment and Housing Act, and be certified eligible by a Department of Rehabilitation Counselor as having a developmental disability. Candidates must successfully demonstrate their ability to perform the essential functions of the job with or without a reasonable accommodation, in order to successfully complete their BTS evaluation.

Recommendation(s)/Next Step(s):

Receive a Bridge to Success (BTS) update from Lauren Ludwig, HR Consultant and BTS Pilot Program Coordinator.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

5.

Meeting Date: 04/02/2018
Subject: Advisory Council on Equal Employment Opportunity Member Seats
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name: Resignations and Nominations
Presenter: Antoine Wilson **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 (vacant)
Veterans
Disabled
Union Seats 1 & 2 (vacant)

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 resignations of Keith Cormier (Management Seat I), and Victoria Mejia (Management Seat II) as recommended by the ACEEO.

ACCEPT the nominations of Oscar Dominguez (Management Seat I), Mark Pighin (Disability Seat), Jena Williams (Community Seat I), Shelley Molineaux (Community Seat II) and Linda Mason (Community Seat 3) as recommended by the ACEEO.

Attachments

O. Dominguez Application

M. Pighin Application

J. Williams Application

S. Molineaux Application

L. Mason Application



Contra
Costa
County

RECEIVED
DEC 14 2017
CLERK BOARD OF SUPERVISORS
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:

Equal Employment Opportunity

Management

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Dominguez, Oscar
(Last Name) (First Name) (Middle Name)

2. Address:

3. Phones:

(Home No.) (Work No.) (Cell No.)

4. Email Address: odominguez@ehsd.cccounty.us

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)		Masters in Business Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60		MBA	
B)		Political Science	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		180	AB	
C)			Yes No <input type="checkbox"/> <input type="checkbox"/>				
D)	Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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> <input type="text" value="5/2012"/> <input type="text" value="Present"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="5"/> <input type="text" value="6"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="REDACTED"/> Employer's Name and Address <input type="text" value="REDACTED"/></p>	<p>Duties Performed Direct, secure and maximize resources of results-driven, County-hosted, program delivering individualized advising, group training and events. Administer 8 federal, state and local revenue and 18 service provider contracts. Supervise staff and manage operations of Center serving approximately 3000 primarily low-to-moderate income residents yearly.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text" value="11/2016"/> <input type="text" value="Present"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="1"/> <input type="text" value=""/> Hrs. per week <input type="text" value="6"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <input type="text" value="REDACTED"/> Employer's Name and Address <input type="text" value="REDACTED"/></p>	<p>Duties Performed Serve as volunteer on governing board of financial services cooperative. Supervise CEO and responsible for financial oversight and strategic direction of organization. Serve on various committees including legislative, scholarship, nominating and policy.</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text" value="4/2008"/> <input type="text" value="4/2012"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="4"/> <input type="text" value=""/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="REDACTED"/> Employer's Name and Address <input type="text" value="REDACTED"/></p>	<p>Duties Performed Directed day-to-day operations, budget, service delivery and PR/communications of regional bilingual entrepreneurship training center. Launched and directed online program, remote bilingual training sites and financial literacy/asset building initiative. Led staff, contractors and volunteers to develop/deliver training and advising.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text" value="12/2005"/> <input type="text" value="10/2007"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="1"/> <input type="text" value="10"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="REDACTED"/> Employer's Name and Address <input type="text" value="REDACTED"/></p>	<p>Duties Performed Consulted with, developed and delivered workshops in English and Spanish to low-income populations starting and expanding micro-enterprises. Managed remote Excelsior District program, led team development of micro loan program, drafted operations manual for SF Day Laborers Center, supported fund-raising and program development.</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other George Carter

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: 11/22/17

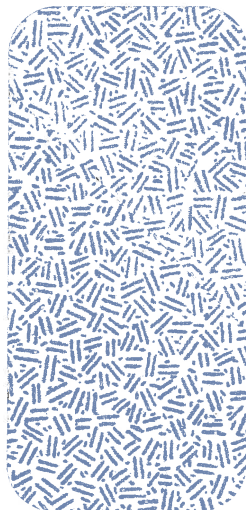
Important Information

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.

Contra Costa County
Workforce Development Board

A Bureau of the Employment & Human Services Department

300 Ellinwood Way, 3rd Floor • Pleasant Hill, CA 94523

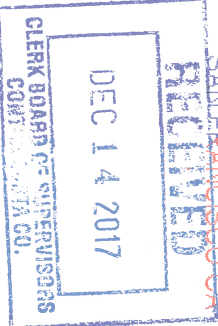


DS AUTH 420

SALESPRANOSCCO.CA

RECEIVED

DEC 14 2017



neopost[®]

12/11/2017

US POSTAGE

\$000.42

FIRST-CLASS MAIL
AUTO 3



ZIP 94523
041L12203765

Contra Costa County
Clerk of the Board
651 Pine St. Room 106
Martinez, CA 94553-1292

94553-1292 0001





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:

DISABILITY SEAT
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

DISABILITY SEAT
PRINT EXACT SEAT NAME (if applicable)

1. Name: PIAHIN MARK
(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: [REDACTED]

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 MA

	Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
				Semester	Quarter		
A)	[REDACTED]	Special ED Broadcasting	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	150		[REDACTED]	[REDACTED]
B)	[REDACTED]	Liberal Arts	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	124		[REDACTED]	[REDACTED]
C)			Yes No <input type="checkbox"/> <input type="checkbox"/>				
D)	Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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 <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> present Total: Yrs. <input type="text"/> Mos. <input type="text"/> <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"/> <input type="text"/></p>	<p>Duties Performed <input type="text"/> <input type="text"/></p>
<p>B) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> 3/97 Total: Yrs. <input type="text"/> Mos. <input type="text"/> <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"/> <input type="text"/></p>	<p>Duties Performed <input type="text"/> <input type="text"/></p>
<p>C) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> <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"/> <input type="text"/></p>	<p>Duties Performed <input type="text"/> <input type="text"/></p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> <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"/> <input type="text"/></p>	<p>Duties Performed <input type="text"/> <input type="text"/></p>

THIS FORM IS A PUBLIC DOCUMENT

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: M. W. W. W. 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.

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:

ACEEO Jena Williams
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)

1. Name: Williams Jena
(Last Name) (First Name) (Middle Name)

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

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

4. Email Address: jena.fiel@hsd.cccounty.us

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 1 1/2 Years @ Juris Doctor level education

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		[Redacted]	[Redacted]
			Semester	Quarter		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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) <u>From</u> <u>To</u> <input type="text" value="8/2008"/> <input type="text" value="present"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="8"/> <input type="text" value="5"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Public Health Program Specialist 1"/> Employer's Name and Address <input type="text" value="REDACTED"/></p>	<p>Duties Performed Responsible for managing Health Education Team (14+staff). Co-Lead the expansion and implementation of 20+ school-based clinics in Contra Costa County. Develop and foster relationships with six school District Administrators, which includes Superintendents and middle and high school principals.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text"/> <input type="text"/> Total: <u>Yrs.</u> <u>Mos.</u> <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 <input type="text"/></p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text"/> <input type="text"/> Total: <u>Yrs.</u> <u>Mos.</u> <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 <input type="text"/></p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text"/> <input type="text"/> Total: <u>Yrs.</u> <u>Mos.</u> <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 <input type="text"/></p>

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other Antoine Wilson

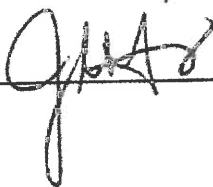
8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

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: 1/19/2018

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

**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.

THIS FORM IS A PUBLIC DOCUMENT

Application Form

Profile

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: Submitted

Community

Seat Name (if applicable)

This application is used for all boards and commissions

Shelley

First Name

Molineaux

Middle Initial

Last Name

[Redacted]

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Employer

[Redacted]

Job Title

[Redacted]

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

Yes No

Is a member of your family (or step-family) employed by Contra Costa Co.?

Yes No

Education History

Select the highest level of education you have received:

Other

JD

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Name of College Attended

Sociology

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

B.A.

Degree Type

May, 2007

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

November 22, 2015-present

Dates (Month, Day, Year) From - To

full-time

Hours per Week Worked?

Volunteer Work?

Yes No

Attorney

Position Title

Employer's Name and Address

Duties Performed

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:



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:

Equal Employment Opportunity Advisory Council
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Community Member
PRINT EXACT SEAT NAME (if applicable)

1. Name: Mason Linda Lanette
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted]

3. Phones: [Redacted]

4. Email Address: [Redacted]

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 2 years community college

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
[Redacted]						

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.



THIS FORM IS A PUBLIC DOCUMENT

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: 2/13/18

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

**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.

THIS FORM IS A PUBLIC DOCUMENT



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

6.

Meeting Date: 04/02/2018
Subject: ACEEO Resignations
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name: Resignations and Reassignments
Presenter: Antoine Wilson **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 (vacant)
Veterans
Disabled
Union Seats 1 & 2 (vacant)
Management Seats 1 & 2 (vacant)

Recommendation(s)/Next Step(s):

ACCEPT the resignations of Amo Virk (Business Seat) and Gayle Walls-Burns (Veteran's Seat). REASSIGN Marilyn Schuyler and George Carter from the Community Member Seats 3 and 4 to the Business and Veteran's Member Seats respectively.

DECLARE vacancies for all seats. DIRECT the Clerk of the Board to post the vacancies for the Business, Veteran, and Community #3 and #4 Member Seats as recommended by the Advisory Council on Equal Employment Opportunity.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

7.

Meeting Date: 04/02/2018
Subject: Annual Report for the Office of EEO
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name: Annual Report for the Office of EEO
Presenter: Antoine Wilson

Contact:

Referral History:

The Office of EEO made significant changes to the way that it conducts its business within the last several 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):

RECEIVE and ACCEPT the 2017 Annual Report for Office of EEO and provide direction to staff, as needed.

Attachments

2017 EEO Annual Report

**TO: DAVID TWA, COUNTY ADMINISTRATOR
SHARON HYMES-OFFORD, RISK MANAGER**

FROM: ANTOINE WILSON, EQUAL EMPLOYMENT OPPORTUNITY OFFICER

**RE: 2017 OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY SUMMARY OF
ACCOMPLISHMENTS**

DATE: JANUARY 8, 2018

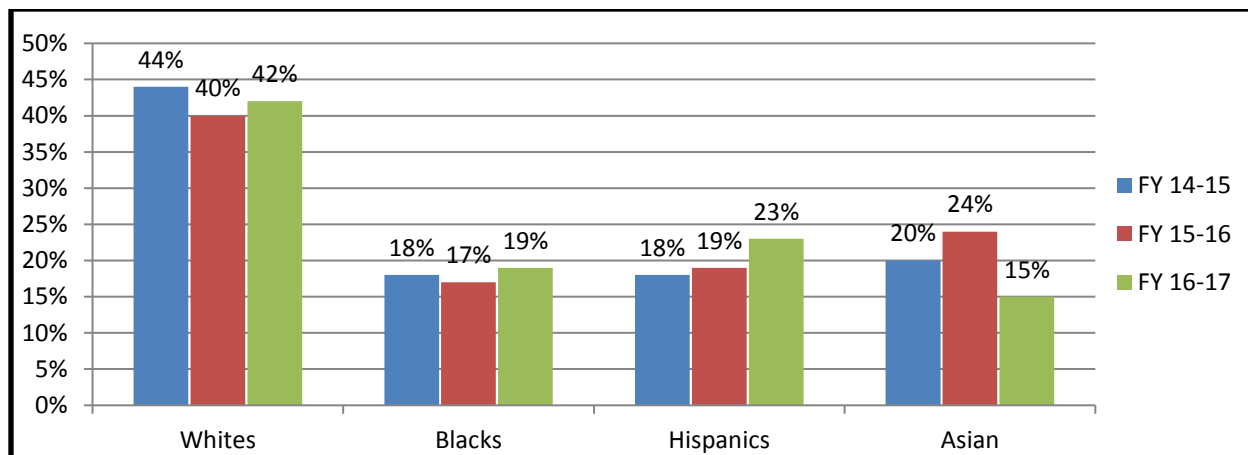
2017 proved to be a busy year for the Office of Equal Employment Opportunity (“EEO”). EEO made some changes to our operating procedures which resulted in the unit becoming more visible internally and externally. Below is the year-end summary for EEO.

I. OUTREACH AND RECRUITMENT

EEO met with the departmental EEO Coordinators and ASO’s individually and collectively throughout 2017. This resulted in 100% participation in the departmental outreach and recruitment plans for FY 2017-2018. 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.

In an effort to more accurately identify where underrepresentation manifests within each department, EEO conducted a utilization analysis by race/ethnicity and gender, as defined by the occupational categories within each department. An occupational category is a broad grouping of job classes that require similar levels of skill and training. The County’s hiring over the last several fiscal years is listed below:

- The hiring of Whites decreased by 4% from FY 14-15 to FY 15-16. The hiring of Whites increased by 2% from FY 15-16 to FY 16-17.
- The hiring of Blacks decreased by 1% from FY 14-15 to FY 15-16. The hiring of Blacks increased by 2% from FY 15-16 to FY 16-17.
- The hiring of Hispanics increased by 1% from FY 14-15 to FY 15-16. The hiring of Hispanics increased by 4% from FY 15-16 to FY 16-17.
- The hiring of Asians increased by 4% from FY 14-15 to FY 15-16. The hiring of Asians has decreased by 9% from FY 15-16 to FY 16-17.



II. BRIDGES TO SUCCESS (BTS)

The Bridges to Success Program made steady progress in 2017. BTS was approved by the Board of Supervisors in December 2016 and EEO met with HR on January 10, 2017 to discuss the next steps. EEO will continue to provide support to HR who has taken over this project. Eldreai Ellis, HR Consultant, is the contact person for the BTS program. 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.

The pilot was rolled out to the public in or around September 2017. HR and EEO met with several organizations to discuss the BTS program. We met with Futures Explored and Anka Behavioral since they serve the population we are trying to reach. EEO also discusses the program when conducting onsite visits to CBOs.

III. HIRING OUTREACH AND OVERSIGHT 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 underrepresentation. As mentioned above, the County implemented the change in the reporting format for the current fiscal year. The revised report provides specific information for each occupational category within each department, identifies the underrepresentation, and compares the County workforce data to the 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 (CBOS)

EEO placed emphasis on interacting with Community Based Organizations and their clients to educate them on the County's job vacancies and how to apply for them. EEO partnered with HR to conduct employment related workshops to the organizations who served individuals that are under-represented in our workforce. Some of the topics we covered in the outreach seminars consisted of informing employees how to find vacancies on the HR website, how to deal with rejection notices, and contact information to EEO and HR if questions arise. The

seminars were positively accepted and led to some of the clients as well as the counselors obtaining employment with the County.

Due to the success of these seminars, EEO in conjunction with HR continued to provide CBO's information regarding the Application Workshop. The workshop was designed to walk interested individuals through the online application process. The individuals who participated were able to create user accounts, tickler systems that notified them about vacant positions for which they were interested in and apply for online positions.

During outreach efforts, EEO collects contact names and information from the CBOs and forwards this information to HR. HR will e-mail job announcements to the CBOs who serve the clientele that is underrepresented 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.

- In 2017 EEO conducted 270 outreach efforts which consisted of phone calls, e-mails and in-person meetings with CBO staff and clients.

V. ADVISORY COUNCIL IN EQUAL EMPLOYMENT OPPORTUNITY (ACEEO)

The ACEEO held 8 out of 11 meetings in 2017. Below are the accomplishments of the group:

- Selected a new Chair and Vice-Chair for the group.
- The ACEEO met 6 out of 11 times from January through December 2017.
- The ACEEO attended Implicit Bias Training in August 2017. Ron Martin, the County Trainer, presided over the event and gave a great presentation.
- The ACEEO met with David Gould in Purchasing to partner with him to solicit more women and minority owned businesses to participate in the SBE program.
- Accepted two new members to serve on the committee.
- Revised the ACEEO Mission Statement to reflect a more modern approach to the committee.

VI. CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (OES)

EEO Worked with OES and County Counsel to ensure that the County provided this state agency with our updated harassment, discrimination and retaliation prevention policies, which reflect requirements listed under the Fair Employment and Housing Act. OES oversees the grant that is specific to the District Attorney's Office for the Victim Witness Assistance Program. EEO forwarded the requested documentation and it was accepted by OES.

EEO worked with County Counsel to update Admin Bulletin 429.A, Employment Discrimination Procedures, to ensure that our policy was reflective of state and federal EEO laws. It had been posted on the County's intranet site in or around October 2017.

VII. MAINTAINING A RESPECTFUL WORK ENVIRONMENT: EEO COMPLIANCE TRAINING

I attended EEO training in Sacramento California with Sharon-Hymes-Offord. Shaw Law Group hosted the presentation and provided some useful information. The training focused on preventing harassment, discrimination, retaliation and abusive conduct. We also reviewed and discussed relevant federal and state laws to give us a better understanding of acceptable and unacceptable behavior in the workplace.

VIII. LABOR RELATIONS TRAINING

I attended the Labor Relations Training which was hosted by the County's Labor Relations team. The training discussed the MOU's, working with the unions to maintain a positive working environment when dealing with employees, meet and confers, and many other aspects of Labor Relations that I was not aware. There was a lot of audience participation and breakout sessions which helped contribute to the positive experience.

IX. EEO/AA SOFTWARE UPDATE

EEO met with Tony Laszlo from Cherry Road two times to discuss the new upgrades they are developing for the PeopleSoft project. EEO tested the database, made recommendations for improvements and reviewed the reporting format. We discussed the issues surrounding the lack of data on the test system that made it impossible to compare the accuracy with the current database we are using.

EEO met with HR and Cherry Road to ensure that the PeopleSoft database would be able to handle this year's EEO-4 reporting requirements.

- EEO researched the timeframe the report should cover in addition to the last date to include new employee data on the report.
- Cherry Road took the information and implemented these changes into the database.
- HR worked with Cherry Road to survey current employees on race. This was important to capture individuals who identify as 2 or more races to ensure that the data we submitted to the EEOC in late September was accurate. The former PeopleSoft application did not have the capability to do this and EEOC required that we submitted this data with the 2017 report.

EEO partnered with HR and DOIT to ensure that the workforce statistical data was accurate. Probation, the DA, Auditor-Controller, HR and HSD all expressed concerns about the data and the number of employees who were assigned their departments as of December 31, 2016. They believed that the numbers reported for specific classifications may have been incorrect. Changes had been made to reflect the proper job classifications for Probation and the DA's Offices. The data for the remaining departments appears to be correct and there has not been any indication that it had been corrupted.

X. EEO-4 REPORTING

As part of its mandate under Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Commission requires periodic reports from public and private employers, and unions and labor organizations which indicate the composition for their work forces by sex and by race/ethnic category. The EEOC collects labor force data from state and local governments with 100 or more employees within the 50 U.S. states and District of Columbia. The County reported information timely and in accordance with the EEOC's regulations. The data that was submitted included employment totals, employees' job categories and salaries by sex and race/ethnic groups as of June 30 of the survey year. The EEO-4 survey is conducted biennially in every odd-numbered year.

XI. IMPLICIT BIAS TRAINING

On March 23, 2017, EEO hosted the Implicit Bias Training for the EEO Coordinators, HR Analysts and Managers, and Senior Management for CDSS. Ron Martin, Training Coordinator, presented the information in a clear and concise way and engaged the audience by including our feedback into the training. More than 40 people attended the training which helped to make it a success.

XII. EEO QUARTERLY CONSORTIUM MEETING

EEO met with the 9 Bay Area EEO Managers once in 2016. The other 2 scheduled meetings were postponed. We discussed investigation training techniques and strategies, Catabolic versus Anabolic Leadership and ways to increase the effectiveness of EEO in the workplace.

XIII. SUPERVISOR ANDERSEN

Supervisor Andersen's office contacted EEO to get the workforce data for the DA. Her office had held a forum with some community members and they requested the race and gender makeup of the office. I forwarded the most recent data from December 31, 2015, which was approved by the BOS earlier this year.

XIV. TOASTMASTERS

I am still actively involved with Toastmasters and we meet two times per month. It has really helped me with my confidence in Public Speaking and has also improved my communication skills with my peers and the community.

XV. CLERK INTERVIEWS

The former Clerk for EEO transferred to HSD in April 2017. The new Clerk hiring list was made available to departments in July 2017. EEO interviewed 18 candidates in the months of September and October. We also conducted second interviews for the top three candidates. EEO eventually hired Piedad Fracasso in November for the vacant clerk position. Her first day with EEO was on November 6, 2017.

XVI. MARTIN LUTHER KING, JR. CELEBRATION COMMITTEE

On January 17, 2016, the County held its annual Martin Luther King, Jr. (“MLK”) celebration. Sharon Hymes-Offord, Risk Manager, was the Chair. I served on the committee with other County employees. Based on the comments from the audience, it was a success and they were able to enjoy a festive celebration to memorialize Dr. King’s birthdate.

In 2017, the MLK committee started meeting in July to start planning for the 2018 MLK celebration. We met 5 times to discuss the program, food, nominees, speakers, decorations, etc.

XVII. EQUAL EMPLOYMENT OPPORTUNITY (EEO) INTERNAL INVESTIGATIONS

EEO means freedom from discrimination on the basis of protected classes such as race, color, sex, national origin, religion, age, disability, etc. 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 take immediate and appropriate action 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. EEO acts as the Agent on File to receive complaints from the DFEH and the EEOC and route them to County Counsel.

- As of December 31, 2017, there were 33 cases open. 19 cases were filed with the EEOC; 12 cases were filed with DFEH; 1 case was filed with EEO; and 1 case was filed with the Labor Commissioner’s Officer. HSD had 11 of the complaints on record while ESHD had 10.

- Most of the cases have more than one allegation named in the complaint. The overall total and analysis of open cases by alleged violation are listed below:
 - Denial of a Reasonable Accommodation 13
 - Harassment 10
 - Termination 8
 - Constructive Discharge 8
 - Denial of Promotion/Selection 7
 - Differential Treatment 7
 - Retaliation 2

- As of December 31, 2017, there were 21 cases closed. 4 cases were closed by the EEOC; 1 was closed by the DFEH; and 16 were closed by EEO. HSD had 9 cases closed while ESHD had 6.

- Most of the cases have more than one allegation named in the complaint. The overall total and analysis of open cases by alleged violation are listed below:
 - Denial of a Reasonable Accommodation 1
 - Harassment 12
 - Termination 2
 - Constructive Discharge 1
 - Denial of Promotion/Selection 6
 - Differential Treatment 5
 - Retaliation 2

In conclusion, EEO made significant strides in providing internal and external customers with access to information and programs that promote workforce equity. EEO will continue to work closely with departments and their designated representatives, CBOs, and employees to ensure that the County continues to provide a workplace free from harassment and discrimination. For 2018, EEO will focus on the following tasks to help make the workforce available and equitable to all people who are interested in working for the County:

- Continue to use the County workforce data to determine underrepresentation and focus outreach efforts on the data.
- Continue working with CCTV to establish a social media page.
- Conduct more outreach to veterans, community colleges and faith based organizations to increase participation in the County’s hiring process.
- Create additional marketing tools such as brochures and power point presentations which are designed to reach underrepresented groups.
- Continue developing partnerships with EHSD’s Welfare to Work Program and Workforce Development Board to help advertise the County’s outreach and recruitment program.
- Continue to provide training for the departmental EEO Coordinators and Administrative Services Officers in an effort to help them become more knowledgeable about outreach, hiring, and the theories of discrimination.