

TO: HIRING OUTREACH OVERSIGHT COMMITTEE

FROM: ANTOINE WILSON, EEO OFFICER

RE: 2018 ADVISORY COUNCIL ON EEO ANNUAL REPORT

DATE: MARCH 27, 2019

The ACEEO made efforts to increase the group's performance and identity within Contra Costa County. The ACEEO's accomplishments are listed below:

- **Increased the diversity of the committee's membership.**
The members are from various racial, ethnic and socio-economic backgrounds. The council also elected a female chair and a male vice chair.
- **Filled one Union Seat.**
The union seat has been difficult to fill. The council through outreach with the unions and employees were able to secure an interested candidate who is excited to be a part of the council.
- **Developed the committee's on-boarding procedures**
The ACEEO developed an onboarding document that explains the goals and objectives of the council. It also provides information about the ACEEO and provides contact information for all members.
- **Revised the By-Laws.**
The council wanted to update the bylaws to reflect the current issues and processes that are used. The bylaws had not been updated since 1991.
- **Improved committee attendance**
The ACEEO had a quorum 100% of the time, which allowed the council to conduct business as usual. It also helped to develop a stronger commitment and comradery amongst the members to focus on the issues and work together to make positive changes.
- **Invited various speakers to discuss EEO issues.**
The ACEEO invited departmental representatives to discuss what they were doing to promote EEO throughout their workforce.

- **Completed the Brown Act and Ethics training.**
All members have taken the Brown Act and Ethics trainings for 2018. The ACEEO will follow up with the trainings in the 2019 calendar year.
- **Reviewed and discussed the 2018-2019 Outreach and Recruitment report.**
The ACEEO reviewed the most recent EEO report, made recommendations and approved it.
- **Reviewed and discussed the 2018 Small Business Enterprise (SBE) report.**
The ACEEO reviewed the 2018 SBE report and had a few questions to ask David Gould. Once clarification was provided, they approved the report.

2019 GOALS

- **Conduct outreach to recruit and fill vacant council seats.**
- **Review ADA hiring practices and accommodations.**
- **Conduct a climate survey to gauge the employee viewpoint of our workforce, which could possibly be implemented by HR, EHSD, or the unions.**
- **Invite David Twa to speak at one of our council meetings**
- **Invite HR to discuss policies on hiring, training, and equity.**
- **Invite union leaders to speak on climate of the workforce.**
- **Continue to invite other speakers especially department heads and managers.**