



Contra Costa County Advisory Council on Equal Employment Opportunities (ACEEO)

Information About Serving on the ACEEO

Overview of the ACEEO and meetings

- The ACEEO assists with the implementation of the County's Equal Employment Opportunities and Contracting Programs and serves as an advisory committee to the Board of Supervisors.
- The ACEEO strives to provide leadership and direction in promoting diversity and lawful employment practices within Contra Costa County.
- The ACEEO's meetings are held on the fourth Friday of each month, excluding December, from 9:30 am-11:30 am.

ACEEO Membership

- The ACEEO is composed of thirteen (13) members appointed by the Board of Supervisors and based on the recommendation of the Hiring Outreach Oversight Committee. Four (4) members of the ACEEO shall represent the community; (3) members shall represent employee organizations; two (2) members shall be representative of County management; one (1) member shall represent education; one (1) member shall represent women, minorities and other protected groups; (1) member shall represent the business community; and one (1) member shall represent veterans.

New membership is based on the current needs/gaps in those serving. A current list of ACEEO Member seats can be found on the Equal Employment

Opportunity Advisory Council, Boards and Commissions Database/Member Roster. A list of all committee member seats and vacancies are at <https://www.contracosta.ca.gov/4514/Advisory-Council-Members> . Please consider the current needs before submitting an application.

Essential duties and expectations of ACEEO members

- The ACEEO reviews the Equal Employment Opportunity Programs and recommends actions to facilitate attainment of the County's goals for equal employment and Small Business Enterprising contracting.
- Members are expected to go through an on-boarding/training and attend and be engaged in monthly meetings and the work of the ACEEO.

On-boarding for new ACEEO members

If selected and appointed, members will, within 90 days of appointment:

- Review the Advisory Body Handbook.
- Read and be familiar with our [bylaws](#).
- Review the Brown Act and Better Governance Ordinance [video](#) and be familiar with/follow the rules to abide by both. Complete the Brown Act Training Certification Form and submit to ACEEO staff & Clerk of the Board.
- Complete the Ethics and Conflict of Interest training.

Still interested? If so –

- Fill Out and Submit the PDF Application found on the Board of Supervisors Appointed Bodies, Committees and Commissions page. <https://ca-contracostacounty3.civicplus.com/DocumentCenter/View/6433/Application-for-Appointive-bodies?bidId=>
- Review the Advisory Body Handbook to find out what is expected from council members.

There are additional resources available, on the Equal Employment Opportunity Advisory Council website, for your review at

<http://www.co.contra-costa.ca.us/4524/Advisory-Council-Resources>

If you have any additional questions, please contact the EEO Officer

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