



Agenda

HIRING OUTREACH OVERSIGHT COMMITTEE

JUNE 15, 2020
2:00 P.M.

Join from PC, Mac, Linux, iOS or Android:

<https://zoom.us/j/99922872100>

Or By Telephone, Dial:

USA 214-765-0478

USA 888-278-0254 (US Toll Free)

Conference code: 845965

[Find local AT&T Numbers](#)

Supervisor Federal D. Glover, Chair
Supervisor John Gioia, 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 7, 2019 H20 meeting.
4. ACCEPT AND APPROVE the nomination of Angela Malala for Community Seat #2 with the term expiring on November 30, 2020 as recommended by the Advisory Council on EEO (ACEEO).

ACCEPT AND APPROVE the re-nominations of Roosevelt Gibson (Education Seat), Linda Mason (Community Seat #3), and Mark Pighin (Disability Seat) on the ACEEO. The terms end on November 30, 2022 for all seats listed.

DIRECT staff to forward the nomination and re-nominations to the Board of Supervisors for final approval. *(Antoine Wilson, Staff)*
5. ACCEPT the resignation of Oscar Dominguez, Management Seat #1. DECLARE a vacancy and DIRECT the Clerk of the Board to post the vacancy, for a term with an expiration date of November 30, 2020, as recommended by the ACEEO. *(Antoine Wilson, Staff)*

6. CONSIDER accepting the 2019 Advisory Council on Equal Employment Opportunity's (ACEEO) Annual Report, as recommended by the ACEEO (*Marilynn Schuyler, ACEEO Chair*)

DIRECT staff to forward the report to the Board of Supervisors for approval.

7. ACCEPT and APPROVE the "Information About Serving on the ACEEO" document which addresses the expectations of membership, as recommended by the ACEEO.

DIRECT staff to forward the document to the Board of Supervisors for approval. (*Marilynn Schuyler, ACEEO Chair*)

8. The next meeting is currently scheduled for September 14, 2020.

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) 335-1045, Fax (925) 335-1799
antoine.wilson@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

3.

Meeting Date: 06/15/2020

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

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

Referral Update:

Attached is the Record of Action for the October 7, 2019 H2O meeting.

Recommendation(s)/Next Step(s):

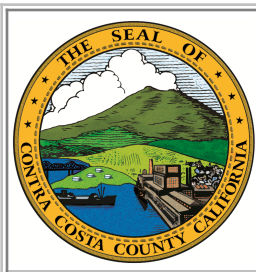
RECEIVE and APPROVE the Record of Action for the October 7, 2019 H2O meeting.

Fiscal Impact (if any):

None

Attachments

October 2019 ROA



HIRING OUTREACH OVERSIGHT COMMITTEE

RECORD OF ACTION FOR
October 7, 2019

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

Present: Federal D. Glover, Chair
Absent: Candace Andersen, Vice Chair
Staff Antoine Wilson, EEO Officer;
Present:
Attendees: David Twa, Gayle Israel, Dianne Dinsmore, Lauren Ludwig, Alycia Leach,

1. Introductions
Supervisor Glover convened the meeting at 1:02 p.m.
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
There was no public comment.
3. RECEIVE and APPROVE the Record of Action for the April 1, 2019 H20 meeting.
The Record of Action was approved as presented.
AYE: Chair Federal D. Glover

4. ACCEPT AND APPROVE the nomination of Dr. Michelle Hernandez for Community Seat #4 with the term expiring on November 30, 2021 as recommended by the Advisory Council on EEO.

ACCEPT AND APPROVE the resignation of Dr. Aaron Bryant who served on the Advisory Council on EEO in the Community Member Seat #2. The term ends on November 30, 2020.

DIRECT staff to forward the nomination and resignation to the Board of Supervisors for final approval.

The nomination of Dr. Michelle Hernandez was accepted and forwarded to the BOS.

The resignation of Dr. Aaron Bryant was accepted and forwarded to the Board of Supervisors.

5. ACCEPT the Office of Equal Employment Opportunity's Annual Outreach Report and Departmental Outreach Plans as recommended by the Hiring Outreach Oversight Committee. (Antoine Wilson, Staff)

The report and plans were accepted and forwarded to the BOS.

6. ACCEPT the verbal report on the status of the Bridge to Success Program and provide direction as needed.

The committee accepted the verbal update for the Bridge to Success Program.

7. The next H20 meeting will be held in early 2020.

8. Adjourn

The meeting adjourned at 1:30 pm.

For Additional Information Contact:

Antoine J. Wilson, Equal Employment Opportunity Officer
Phone (925) 335-1455, Fax (925) 335-1421
antoine.wilson@riskm.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

4.

Meeting Date: 06/15/2020
Subject: ACEEO Member Nominations
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 (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 AND APPROVE the nomination of Angela Malala for Community Seat #2 with the term expiring on November 30, 2020 as recommended by the Advisory Council on EEO (ACEEO).

ACCEPT AND APPROVE the re-nominations of Roosevelt Gibson (Education Seat), Linda Mason (Community Seat #3), and Mark Pighin (Disability Seat) on the ACEEO. The terms end on November 30, 2022 for all seats listed.

DIRECT staff to forward the nomination and re-nominations to the Board of Supervisors for final approval.

Fiscal Impact (if any):

None

Attachments

Angela Malala Application

Roosevelt Gibson Application

Linda Mason Application

Mark Pighin Application

Application Form

Profile

Angela

First Name

Malala

Last Name

Middle Initial

[Redacted]

Home Address

Suite or Apt

Rodeo

City

CA

State

94572

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

District 5

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Saint Mary's College of California

Degree Type / Course of Study / Major

B.A., Management

Degree Awarded?

Yes No

College/ University B

Name of College Attended

San Francisco State University

Degree Type / Course of Study / Major

Master of Public Administration

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: Submitted

Seat Name

Community Seat

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

1

Please explain why you would like to serve on this particular board, committee, or commission.

I'm a graduate student at San Francisco State University studying Public Administration. I joined that master's program with an issue area interest of workplace equity and age discrimination, and to transition into working in local government. As part of the program, I developed a research project and protocol to assess workplace ageism in private and public sectors of the Bay Area - which is currently in progress. I am very interested in serving in a public service role that helps to address and foster inclusivity in the workplace, and would look forward to contributing in, and learning from, the Advisory Council on Equal Employment Opportunity.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Currently serving as Vice President of the San Francisco State University Chapter of Pi Alpha Alpha - a national Public Administration honor society.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

My professional experience is diverse, including positions managing corporate communications and community relations, as well as a stint as a small business owner. Most recently, I supported the Nonprofit Management Program at San Francisco State University with administrative and outreach efforts. In addition, I am near completion of a Master's degree in Public Administration, with a focus on age discrimination research.


Upload a Resume

Conflict of Interest and Certification

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:

Please Agree with the Following Statement

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 undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

ANGELA MALALA



OVERVIEW

- Current graduate student at San Francisco State University studying Public Administration
- Career has primarily focused on corporate communications and community relations, managing messaging and outreach efforts to meet a company's strategic social responsibility goals
- Seeking to transition into a research or program management role in the public sector

PROFESSIONAL EXPERIENCE

San Francisco State University 2017-Present

Research-focus

- Successfully completed 34 units of graduate Public Administration coursework with a 3.97 GPA, including courses on designing research and data analysis.
- Developed research project and protocol "Assessing and Comparing Ageism in Public, Private and Nonprofit Sector Workplaces in the San Francisco Bay Area." The protocol has received approval from SF State's Institutional Review Board and is in the data collection phase.
- Certified for Human Subjects Research for Social/Behavioral Sciences through CITI Program.
- Provided administrative and outreach support for the Nonprofit Management Certificate Program (2017-2018).

Co-Owner, San Francisco, CA 2011-2015

Retail Vintage and Design Supplier

- [Redacted]

AT&T, San Francisco, CA 2003-2011

Public Affairs Consultant, Citizenship & Sustainability

- [Redacted]

[Redacted]

- [Redacted]

PEET'S COFFEE & TEA, Emeryville, CA

1998-2003

Marketing Manager, Events and Community (nationwide)

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Early Experience

CITY OF OAKLAND, CA

1990-1998

Various part-time positions in the Office of Parks and Recreation and the Cultural Affairs Division.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

EDUCATION

Master of Public Administration, *in-progress*, San Francisco State University, CA
Designing Survey Research course, Aarhus University, Denmark
Bachelor of Arts *with Honors*, Business Management, Saint Mary's College of California, Moraga, CA

ISSUE INTERESTS

Age Discrimination • Diversity • Mental Health • Animal Welfare • Civic Engagement

Application Form

Profile

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: Submitted

Contra Costa Council on Homelessness: Submitted

Affordable Housing Finance Committee: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I am interested in serving as a board member because I have 20 years of administrative, managerial, analytical, law enforcement and instructional transferable skills that are relative to the duties as required by the board. I also possess a Masters Degree in Health Services Management, California Community College Credential and an Adult Teaching Credential. My Experience working with youth is as follows. As a Job Corps instructor over eight years, I delivered quality instruction in GED and Testing of Basic Adult Education (TABE) reading & math preparation as needed to Job Corps Trainees utilizing a standardized curriculum. I have worked with at risk trainees from diverse socio-economic ethnic backgrounds to provide them with the tools needed to be successful in future endeavors. I have utilized Citrix to monitor attendance and process evaluations Personal Career Development Plans and conduct reports. Additionally, as a requirement for employment, I participated in the training by the Outlet Program emphasizing the creation of safe environments for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning Youth. Prior to my Career at Job Corps I worked at several universities recruiting and counseling undergraduate minority pre-med students to enter the School of Medicine throughout the country. I coordinated an early outreach component to motivate high school students (GRADES 9-12) into the health sciences. As a hobby I build computers in my spare time. I am also familiar with the latest software packages used in businesses (Microsoft Office (Excel, Access, Publisher, Word and PowerPoint)).

This application is used for all boards and commissions

Roosevelt

First Name

Gipson Jr

Middle Initial

Last Name

gipsonjr@aol.com

Email Address

[Redacted]
Home Address

Suite or Apt

[Redacted]
City

CA
State

95833
Postal Code

[Redacted]
Primary Phone

Contra Costa County GA
Employer

Experienced Level Clerk
Job Title

Government
Occupation

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

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

College/ University A

[Redacted]
Name of College Attended

Admin & Human Behavior in Health Care
Course of Study / Major

188.5
Units Completed

Type of Units Completed

Quarter

Degree Awarded?

Yes No

B.S.

Degree Type

June 1978

Date Degree Awarded

College/ University B


Name of College Attended

Health Services Management

Course of Study / Major

36

Units Completed

Type of Units Completed

Semester

Degree Awarded?

Yes No


M.B.A.

Degree Type

June 1980

Date Degree Awarded

College/ University C


Name of College Attended

Adult Credential

Course of Study / Major

Units Completed

Type of Units Completed

Semester

Degree Awarded?

Yes No

Adult Credential

Degree Type

Date Degree Awarded

Other schools / training completed:

Clinician/Practitioner Consultant

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)

October 2017 To Present

Dates (Month, Day, Year) From - To



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.

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**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.

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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"/>			

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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>

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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: *MK [Signature]* Date: _____

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Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

5.

Meeting Date: 06/15/2020

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

The Advisory Council on 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. Their goal was to review the Affirmative Action Program and 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 the Board Committee are three years.

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- 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 resignation of Oscar Dominguez, Management Seat #1. DECLARE a vacancy and DIRECT the Clerk of the Board to post the vacancy, for a term with an expiration date of November 30, 2020, as recommended by the ACEEO.

Fiscal Impact (if any):

None

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

6.

Meeting Date: 06/15/2020
Subject: 2019 ACEEO Accomplishments
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name:
Presenter: **Contact:**

Referral History:

On June 18, 2002, the Contra Costa County Board of Supervisors accepted Resolution No. 2002/377 requiring each regular ongoing board, commission, and/or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership, attendance, required training and certification programs, and proposed work activities for the following year.

Referral Update:

The 2019 Annual Report is attached.

Recommendation(s)/Next Step(s):

ACCEPT the 2019 Advisory Council on Equal Employment Opportunity's (ACEEO) Annual Report, as recommended by the ACEEO.

Fiscal Impact (if any):

None

Attachments

2019 ACEEO Accomplishments



ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORUNITY (ACEEO)

- The ACEEO met eleven times in 2019 for 100% attendance. The December meeting was a luncheon.
- 100% compliance for members who participated in the Brown Act Training and were certified.
- Discussed, developed and approved onboarding document and the welcome kit for new members. County Counsel is currently reviewing the document.
- Reviewed and approved the FY19-20 Hiring Outreach Oversight Committee Report (H2O Report).
- Updated the information on the ACEEO web page to reflect current enrollment and seat expiration dates.
- Recommended changes to Admin Bulletins 427.1 (Reasonable Accommodations) and 429.4 (Unlawful Discrimination). County Counsel is currently reviewing the documents.
- Approved new members, Dr. Michelle Hernandez and Angela Malala, who will serve in the Community Seats.
- Approved resignations of Dr. Aaron Bryant who served in Community Seat #2 and Oscar Dominguez, Management Seat #1.
- Recommended updates to the EEO Discrimination Complaint form to include pregnancy, criminal conviction history, request for lactation break and request for religious leave. County Counsel is currently reviewing the document.
- Recommended that Admin Bulletins be discussed with employees as part of the new hire process.



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

7.

Meeting Date: 06/15/2020
Subject: Serving on the Advisory Council on EEO
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name:
Presenter: **Contact:**

Referral History:

The ACEEO discussed ways to engage interested parties and provide additional information about the Council. After several months of discussions, the ACEEO decided to create a document that provided substantive information about the Council for the public's consumption. This is a living document and will be updated as needed.

Referral Update:

The ACEEO will publish the document on its webpage and continue to monitor it to make changes which reflect the current needs.

Recommendation(s)/Next Step(s):

ACCEPT the "Information About Serving on the ACEEO" document which addresses the expectations of membership.

DIRECT staff to forward it to the Board of Supervisors for approval.

Fiscal Impact (if any):

None

Attachments

ACEEO Membership Expectations



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>

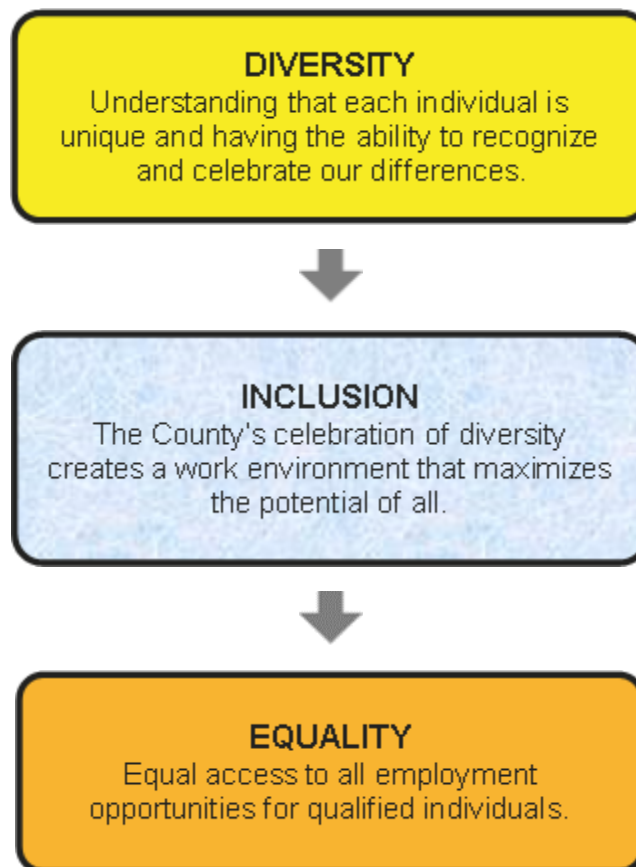
If you have any additional questions, please contact the EEO Officer

Antoine J. Wilson
Equal Employment Opportunity Officer
2530 Arnold Dr. Suite 140
Martinez, CA 94553

Phone: 925-335-1400

Fax: 925-335-1421

Email: antoine.wilson@riskm.cccounty.us





Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

8.

Meeting Date: 06/15/2020

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

The next meeting is currently scheduled for September 14, 2020 at 10:30 a.m.

Referral Update:

Recommendation(s)/Next Step(s):

Attachments

No file(s) attached.
