



**HIRING OUTREACH OVERSIGHT
COMMITTEE**
December 7, 2020
11:00 A.M.

Join from PC, Mac, Linux, iOS or Android:
<https://cccounty-us.zoom.us/j/5330249145?pwd=NEJWVE9XQm9NWFpTN0xrUG53RIFSdz09>
Password: 361102
Or Telephone Dial:
USA 214 765 0478
USA 8882780254 (US Toll Free)
Conference code: 492708

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 from the October 29, 2020 Hiring Outreach Oversight Committee meeting.
4. INTERVIEW candidates for the vacant Community Seat #1 on the Advisory Council on Equal Employment Opportunity.
5. CONSIDER accepting the 2020 Advisory Council on Equal Employment Opportunity's (ACEEO) Annual Report, as recommended by the ACEEO. (*Marilynn Schuyler, ACEEO Chair*)
6. The next meeting is currently scheduled for early 2021. Specific date to follow.
7. 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) 500-0086
antoine.wilson@riskm.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

3.

Meeting Date: 12/07/2020

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 draft Record of Action for the October 29, 2020 meeting.

Recommendation(s)/Next Step(s):

RECEIVE AND APPROVE the Record of Action from the October 29, 2020 Hiring Outreach Oversight Committee meeting.

Fiscal Impact (if any):

None

Attachments

10-29-2020 ROA



HIRING OUTREACH OVERSIGHT COMMITTEE

RECORD OF ACTION FOR
October 29, 2020

Supervisor Federal D. Glover, Chair
Supervisor John Gioia, Vice Chair

Present: Federal D. Glover, Chair
John Gioia, Vice Chair
David Twa, CAO
Antoine Wilson, Staff

1. Introductions
Chair Glover convened the meeting at 3:00 p.m. and invited attendees to introduce themselves.
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
No Public Comment
3. RECEIVE and APPROVE the Record of Action for the September 14, 2020 Hiring Outreach Oversight meeting.
The Committee approved the record of action as presented.
AYE: Chair Federal Glover, Vice Chair John Gioia
4. CONSIDER accepting the FY 2019 to FY 2020 EEO Outreach and Recruitment Report, reflecting departmental and County outcomes to reaching underrepresented groups within the workforce. (*Antoine Wilson, Staff*)
The Committee accepted the report as presented.
AYE: Chair Federal Glover, Vice Chair John Gioia
5. Adjourn
6. The next meeting is currently scheduled for December 7, 2020 at 11:00 a.m.



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

4.

Meeting Date: 12/07/2020

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

The Board makes appointments to two distinct types of seats on its advisory bodies. The following process will be followed for appointments to these two types of seats:

Type 1: Supervisorial District Appointments Applications may be delivered to either the Clerk of the Board or to the District Supervisor's office. Applications received by a Supervisor's office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor's office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board.

Type 2: At Large/Countywide Appointments Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. With the exception of the Planning Commission and the Treasury Oversight Committee, bodies may generally conduct their own interviews of applicants, unless provided direction by a Board Committee. When an advisory body conducts interviews, the body's recommendation will be provided to a Board Committee for further review, along with all applications received for the applicable seat. In all cases, the Board Committee decides which applicants to nominate for full Board action.

The ACEEO falls under Type 1.

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):

INTERVIEW candidates for the vacant Community Seat #1 on the Advisory Council on Equal Employment Opportunity.

Fiscal Impact (if any):

None

Attachments

Allwyn Brown Application

Jhon Arbelaez Application

Application Form

Profile

Allwyn

First Name

Brown

Last Name

Middle Initial

[Redacted]

Home Address

Suite or Apt

Danville

City

CA

State

94506

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

District 2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

[Redacted]

Degree Type / Course of Study / Major

Bachelor of Arts, Human Resource Management

Degree Awarded?

Yes No

College/ University B

Name of College Attended

[Redacted]

Degree Type / Course of Study / Major

Master of Science, Human Resource Management

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

Merit Board: Submitted

Contra Costa County Employees Retirement Association (CCCERA): Submitted

Seat Name

Community Representative

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?

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

My interest is to add perspective to the County's implementation/execution of its Equal Employment Opportunity and Contracting programs.

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.

My professional public service career centered on service to the public. I also experienced frequent and ongoing opportunities to interact with various volunteer government boards and commissions.

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

I retired after 36 years of public service at all levels of responsibility - front line through chief executive, where I had a role with a range of employee transactions and contracting decisions. My undergrad and graduate degrees are focused on a courses of study that encompass the foundations of fairness and equity in employment transactions.

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 understand 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

Application Form

Profile

Jhon
First Name

P
Middle Initial

Arbelaez-Novak
Last Name

[Redacted]
Home Address

Suite or Apt

Walnut Creek
City

CA
State

94595
Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

Which supervisorial district do you live in?

District 2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

[Redacted]

Degree Type / Course of Study / Major

[Redacted]

Degree Awarded?

Yes No

College/ University B

Name of College Attended

[Redacted]

Degree Type / Course of Study / Major

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

Fish & Wildlife Committee: Submitted

Assessment Appeals Board: Submitted

Mental Health Commission: Submitted

Seat Name

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?

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

I want to increase my civic involvement and serve my community. I have built a home in Contra Costa County with my loving husband, and I want to ensure our community is safe, inclusive, and provides equal opportunities for all to thrive. A community where everyone has equal access, where everyone is treated fairly, and one that safeguards our environmental for future generations. I have suffered from major depression for decades, and have worked hard become a productive member of society. I want to ensure people suffering from mental health disorder are provided the same opportunities, and treated equally.

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.

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

[Redacted text]

[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 understand 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



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

5.

Meeting Date: 12/07/2020

Subject:

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 2020 Annual Report is attached.

Recommendation(s)/Next Step(s):

CONSIDER accepting the 2020 Advisory Council on Equal Employment Opportunity's (ACEEO) Annual Report, as recommended by the ACEEO. (Marilynn Schuyler, ACEEO Chair)

Fiscal Impact (if any):

None

Attachments

2020 ACEEO Accomplishments



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.