



Agenda

HIRING OUTREACH OVERSIGHT COMMITTEE

March 1, 2021
10:30 A.M.

VIRTUAL MEETING

The Public may observe and participate in the Virtual Zoom Meeting by using this link:

<https://cccounv-us.zoom.us/j/5330249145?pwd=NEJWVE9XOm9NWFlpTjN0xrUG53RlFSdz09>

Or Dial:
214-765-0478
888-278-0254
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 for the December 7, 2020 H2O meeting. (*Antoine Wilson, Staff*)
4. INTERVIEW candidates for the vacant Union Seat #2 and Management Seat #2 on the Advisory Council on Equal Employment Opportunity committee.
5. ACCEPT and APPROVE the ACEEO 2021 Goals and Objectives report. (*Tracey Walker, ACEEO Chair*)
6. The next meeting is currently scheduled for June 7, 2021.
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 2530 Arnold Drive, Suite 140, Martinez CA, 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) 500-0086
antoine.wilson@riskm.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

3.

Meeting Date: 03/01/2021

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 December 7, 2020 H2O meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the December 7, 2020 H2O meeting.

Fiscal Impact (if any):

None

Attachments

12/2020 ROA



HIRING OUTREACH OVERSIGHT COMMITTEE

RECORD OF ACTION FOR
December 7, 2020

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

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

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). **None**
3. RECEIVE AND APPROVE the Record of Action from the October 29, 2020 Hiring Outreach Oversight Committee meeting.

AYE: Chair Federal D. Glover
Vice Chair John Gioia
4. INTERVIEW candidates for the vacant Community Seat #1 on the Advisory Council on Equal Employment Opportunity.

AYE: Chair Federal D. Glover
Vice Chair John Gioia
5. CONSIDER accepting the 2020 Advisory Council on Equal Employment Opportunity's (ACEEO) Annual Report, as recommended by the ACEEO. (Marilynn Schuyler, ACEEO Chair)

AYE: Chair Federal D. Glover
Vice Chair John Gioia
6. The next meeting is currently scheduled for early 2021. Specific date to follow.
7. Adjourn

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: 03/01/2021
Subject: ACEEO Member Nominations
Submitted For: Monica Nino, County Administrator
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 Union Seat #2 and Management Seat #2 on the Advisory Council on Equal Employment Opportunity.

Fiscal Impact (if any):

None

Attachments

Angelica Matamoros Application

Paula Lochin Application

Application Form

Profile

Angelica

First Name

M

Middle Initial

Matamoros

Last Name

Home Address

Suite or Apt

Pittsburg

City

CA

State

94565

Postal Code

Primary Phone

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

Los Medanos College

Degree Type / Course of Study / Major

Certificate

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Blake Austin College

Degree Type / Course of Study / Major

Certificate

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

[REDACTED] Union Member Seat #2

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.

As a Union Teamster Shop Steward I want to Demonstrate job applicants the equal, transparent hiring process implemented by Contra Costa Health Services.

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.

Cancer Society Breast Cancer screening.

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

Union Teamster Shop Steward member. Licensed Vocational Nurse


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**

Application Form

Profile

Paula Lochin
First Name Middle Initial Last Name

Home Address Suite or Apt
San Leandro CA
City State Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

None Selected

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

AS

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

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?

3

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

I would like to serve on this particular board, committee, or commission because I believe in advocating for fair hiring practices in a diverse community.

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)

I have worked in diverse and underserved populations for a large percentage of my career as well as a community educator in Alameda County.

[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**



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

5.

Meeting Date: 03/01/2021

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

On June 24, 1991, the Board of Supervisors agreed to create an Advisory Council on Equal Employment Opportunity to serve as an advisory committee to the Board of Supervisors regarding the implementation of the EEO Plan. The Council reviews the EEO Program and recommends actions to facilitate attainment of the County's goal for EEO.

Referral Update:

The ACEEO has been operating within the County for nearly 30 years. The Council reviews the Equal Employment Opportunities Program and recommends actions to facilitate attainment of the County's goal for equal employment opportunities. The Council is composed of thirteen members appointed by the Board of Supervisors and based on the recommendation of the Hiring Outreach Oversight Committee.

Recommendation(s)/Next Step(s):

ACCEPT and APPROVE the ACEEO 2021 Goals and Objectives report.

Fiscal Impact (if any):

None

Attachments

ACEEO 2021 Goals and Objectives

ACEEO Member Visions/Goals for 2021

Tracey Walker

1. Getting every vacant seat filled on the Council. Create outreach strategy to accomplish this.
2. Review the 43536 Final 2020- 2021 report (discuss outreach strategies to accomplish goals the reports suggest)
3. Invite the Chair of the Merit Board to present- (explain their process)
4. Invite the Small Business Enterprise Liason to present (explain their process)
5. Review the list of Equal Employment Officer by Department (housekeeping I reviewed and seen a name that had retired)
6. Invite a representative of the Health Service (Declaring Racism as a Public Health Crisis) to discuss their plans to improve the quality of life to residents of Contra Costa County
7. Invite a Representative from the committee of the Contra Costa Office of Racial Equity and Social Justice

Marilynn Schuyler

1. Provide guidance to the county on the new diversity office
2. Recommend adding an accommodation request link on the HR webpage and the job announcement webpage

George Carter

1. Developing a plan to prepare for upcoming Council members terms ending Nov. 30th
2. Obtain feedback from new CAO on ideas/vision/opportunities to support EEOC (if appropriate)

Kelli Collins (I think these are big asks but needed conversations)

1. I think we should solicit info from county employees in some manner, whether it is asking for different people to speak about their experience being hired and promoted or those who applied for a promotions but didn't receive them and then potentially give recommendations to the process to make it more equitable. I also think we should find ways to work with the newly created office for equality and provide integration suggestions that deal with employment in the county.

AB (Allwyn Brown)

1. We should discuss and think about ways the purpose of ACEEO could align with the BOS's expanded policy view on equity and inclusion. The County's current EEO policy is framed around employment discrimination laws, which are limited and by nature passive, focused on addressing harms resulting from what has happened. Through recent actions, BOS is now signaling that more active, expansive approaches are needed to create and to protect fairness. In establishing the Office of

Advisory Council on Equal Employment Opportunity

Racial Equity and Social Justice, the agenda report acknowledges "a sense of urgency for change so that we cultivate and sustain a County ecosystem rooted in belonging, mutuality, equity, and justice." There is overlap, but how can we merge these concepts with ACEEO goals?

2. The BOS authorized a Community Planning Process for the creation of the new Office of Racial Equity and Social Justice. The ACEEO could benefit if the Chair assigned one member to the Community Planning subcommittee, who would then report back to the group. It may help with designing ACEEO strategies and priorities.