



# Agenda

## HIRING OUTREACH OVERSIGHT COMMITTEE

March 7, 2022  
10:30 A.M.

To slow the spread of COVID-19, in lieu of a public gathering, the meeting will be accessible via Zoom to all members of the public as permitted by Government Code section 54953(e).

Join from PC, Mac, Linux, iOS, or Android:  
<https://cccouny-us.zoom.us/j/5330249145?pwd=NEJWVE9XQm9NWFPjN0xrUG53RlFSdz09>

Password: 361102

Or Telephone:

Dial:

USA 214 765 0478

USA 8882780254 (US Toll Free)

Conference code: 492708

[Find local AT&T Numbers](#)

Supervisor John Gioia, Chair  
Supervisor Federal D. Glover, 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 9, 2021 H2O meeting. *(Antoine Wilson, Staff/H2O Committee)*
4. RECEIVE and ACCEPT the 2021 Advisory Council on EEO annual report. *(Kelli Collins, ACEEO Vice-Chair)*
5. INTERVIEW candidates for the vacant Veteran's Seat and Community Seat #4 on the Advisory Council on Equal Employment Opportunity. *(Antoine Wilson, Staff/H2O Committee)*
6. RECEIVE the Bridge to Success program updates. *(Tina Pruett, HR Manager)*
7. The next H2O meeting is scheduled for June 6, 2022 at 10:30 a.m.
8. Adjourn

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*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.*

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*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.*

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*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

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For Additional Information Contact:

Antoine J. Wilson  
Equal Employment Opportunity Officer  
Phone (925) 335-1455, Fax (925) 500-0086  
[antoine.wilson@riskm.cccounty.us](mailto:antoine.wilson@riskm.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

3.

**Meeting Date:** 03/07/2022  
**Subject:** Record of Action  
**Submitted For:** Karen Caoile, Director of Risk Management  
**Department:** Risk Management  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:**

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#### **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 9, 2021 H2O meeting.

#### **Recommendation(s)/Next Step(s):**

RECEIVE and APPROVE the Record of Action for the December 9, 2021 H2O meeting.

#### **Fiscal Impact (if any):**

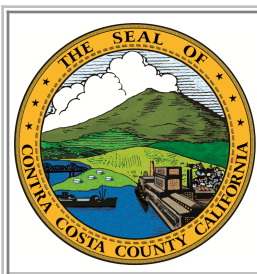
None

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#### **Attachments**

December 9, 2021 ROA

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## HIRING OUTREACH OVERSIGHT COMMITTEE

RECORD OF ACTION FOR  
December 9, 2021

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

Present: Federal D. Glover, Chair  
John Gioia, Vice Chair  
Staff Antoine Wilson, EEO Officer  
Present:  
Attendees: Gita Bahramipour, Anonymous Caller

1. Introductions

**Chair Glover called the meeting to order at 9:30 a.m. and received introductions from attendees.**

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

**The anonymous caller stated that employees should be qualified to be hired. The caller suggested that the County should train the public on how to understand the hiring practices.**

3. Staff recommends approval of the Record of Action for the September 13, 2021 meeting.

AYE: Chair Federal D. Glover  
Vice Chair John Gioia

4. CONSIDER accepting the annual EEO Outreach and Recruitment Report from the Office of Equal Employment Opportunity.

**The caller suggested that the County should focus on hiring more males.**

AYE: Chair Federal D. Glover  
Vice Chair John Gioia

5. ACCEPT the resignations of George Carter (Veterans Seat), Marilyn Schuyler (Business Seat), and Tracey Walker (Union Seat #1) for the Advisory Council on Equal Employment Opportunity (ACEEO) and DECLARE the vacancies on the Council. DIRECT the Clerk of the Board to post the vacancies as recommended by the ACEEO.

AYE: Chair Federal D. Glover  
Vice Chair John Gioia



6. ACCEPT the 2021 Annual Report from the Advisory Council on Equal Employment Opportunity.

Gita Bahramipour suggested that the ACEEO conduct outreach to the medical community to fill vacancies.

AYE: Chair Federal D. Glover  
Vice Chair John Gioia

7. The next meeting has not been scheduled but should occur in early 2022.

8. Adjourn

**Chair Glover adjourned the meeting at 10:05 a.m.**

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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:** 03/07/2022  
**Subject:** ACEEO Annual Report  
**Submitted For:** Karen Caoile, Director of Risk Management  
**Department:** Risk Management  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:**

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#### **Referral History:**

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1 which requires that each advisory board, commission, or committee report annually on its activities, accomplishments, membership attendance, required training/certification, and proposed work plan or objectives for the following year.

#### **Referral Update:**

Attached is the ACEEO 2021 Annual Report.

#### **Recommendation(s)/Next Step(s):**

Receive and accept the 2021 Annual Report of the Advisory Council on EEO.

#### **Fiscal Impact (if any):**

None

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#### **Attachments**

ACEEO Annual Report

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## **ADVISORY BODY ANNUAL REPORT**

Advisory Body Name: Advisory Council on Equal Employment Opportunity

Advisory Body Meeting Time/Location: 4th Friday at 9:30 a.m.

Staff Person (during the reporting period): Antoine Wilson, Piedad Fracasso

Chair (during the reporting period): Angela Malala

Reporting Period: 2021

### **I. Activities**

(estimated response length: 1/2 page)

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

- Discussions on COVID-19 vaccine mandates and exceptions
- Discuss and review of the Small Business Enterprise (SBE), Outreach, and Local Bid Programs Report Alycia Leach, Human Resources. Discussed the 2020 Countywide Promotional Data.
- Lara Delaney, Legislative Analyst. Discussed Assembly Bills introduced to address open and public meetings due to Covid-19 & update on Office of Racial Equity and Social Justice.
- George Carter gave an update on Contra Costa WorkForce Collaborative, One Stop Career Center System and EDD operations due to Covid restrictions.
- Antoine Wilson, Equal Employment Opportunity Officer. Presented Contra Costa County's Annual Outreach and Recruitment Report.
- George Carter gave an update on the reopening of the America's Job Center of California on September 14, 2021
- Gilbert Salinas, Chief Equity Officer, Health Services, discussed the County's efforts to bring equity in health care to all.
- Tamia Brown, Executive Director of the Workforce Development Board. Asked for ACEEO recommendations to ensure their work in the Workforce Development Board is achieving equity for the marginalized populations.

### **II. Accomplishments**

(estimated response length: 1/2 page)

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

- Discussed and recommended improvement to the Human Resources webpage for those that are visually impaired. It is difficult to find the Accessibility button on the webpage. The committee reported these issues to Human Resources and Risk Management.
- Discussed and recommended to Human Resources to make the reasonable accommodation contact information more visible to applicants on their web page. DOIT will be updating the webpage with input from HR.
- Updated and recommended the Advisory Council on EEO by-laws to the Hiring Outreach Oversight (H2O) committee. The updates recommended that the CAO will recommend represented and unrepresented management employees to serve on the council when a Management Seat vacancy occurs.
- Recommended to the H2O committee that they want to provide input into the formation of the Office of Racial Equity and Social Justice.
- Participated in the ZOOM Public Forum listening session for the Office of Racial Equity and Social Justice.
- Discussed and provided recommendation to the H2O Committee regarding vacant ACEEO seats & how the vacancies should be filled. The ACEEO recommended that they vet potential applicants who have applied for one of the vacant seats prior to meeting with the H2O committee.

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.*

The membership of the Council is very diverse. We have two members with disabilities, over half are racial minorities, and over half are female. We have good attendance at meetings, and have had a quorum at each one this year.

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.*

All members of the ACEEO have completed the required Ethics and Brown Act training.

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.*

- Continue review of the County's REENTRY Program
- Develop and provide the county with information on hiring to eliminate unnecessary barriers
- Provide County with links to EEOC Training on EEO issues
- Continue to advertise and promote the ACEEO open seats Ensure EEO Strategic Plan is fully implemented
- Support development of new Contra Costa Office of Racial Equity & Social Justice



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

5.

**Meeting Date:** 03/07/2022  
**Subject:** ACEEO Member Nominations  
**Submitted For:** Karen Caoile, Director of Risk Management  
**Department:** Risk Management  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:**

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#### **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 the 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.

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 2.

#### **Referral Update:**

On June 7, 2021, the Hiring Outreach and Oversight (H2O) Chair and Co-Chair indicated that the committee will interview all potential candidates who wish to serve.

#### **Recommendation(s)/Next Step(s):**

INTERVIEW applicants for the two vacant seats (Veterans and Community Seat #4) on the Advisory Council on Equal Employment Opportunity.

#### **Fiscal Impact (if any):**

None

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**Attachments**

Ramirez Application

Peoples-Stokes Application

ACEEO Members

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# Contra Costa County

**Print Form**

Please return completed applications to:  
Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553  
or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Leonard	C	Ramirez	
Home Address - Street	City	State	Postal Code
	Concord	CA	94521
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): <input type="text"/> <a href="#">District Locator Tool</a>			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? <input type="text"/>			
Current Employer	Job Title	Length of Employment	
Executive Director	Executive Director	6 Years	
How long have you lived or worked in Contra Costa County? 65 years			

Board, Committee, or Commission	Seat Name
Advisory Council on Equal Employment Opportunity (ACEEO)	Veterans Seat
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? 1	

## EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
Los Medanos College	AA	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
CSUEB	Human Development	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
SFSU	Sociology	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Occupational Licenses Completed:	Instructional Systems Designer	Certificate Awarded for Training?
Other Trainings Completed:	Instrutor Develoment	
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☒ No

Are you a veteran of the U.S. Armed Forces? ☒ Yes ☐ No



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

I am interested in the vocational development of Veterans in Contra Costa County. I have a passion for working with fellow Veterans, and want to ensure greatest opportunities for Veterans are explored and offered to them. I want to be part of the development of creative opportunities that will develop requisite skills needed satisfy the need of local employers. I believe training, certification and education should mirror the direct employment demands of the County. It would be an honor and privilege to serve as a board member addressing the special needs of our local Veterans.

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

Early in my employment development I worked for the County Neighborhood Youth Corps as a Vocational Specialist and was appointed to serve on the County's Juvenile Justice and Delinquency Prevention Council. I worked for the Department of Veterans Affairs as a Vocational Rehabilitation Specialist for the Compensated Work Therapy program. I am the Founder and Director of the Veterans Accession House, a nonprofit organization granted through the Department of Veterans Affairs to provide Housing to Homeless and At-Risk Veterans. I manage a team of case manager who work directly with Veterans to promote training, education, employment and housing interests. In my capacity as the Director of VAH I am connected directly to the VA and local trade schools and employers. I hold a seat on the County Veterans Employment Group composed of local housing service providers. I am an instructor at Los Medanos College teaching in the Administration of Justice Department, supervised student in the campus Student Work Experience program and liaison directly with the campus Veterans Resource Centers throughout the Contra Costa County College District. I have a working relationship with the County's Veterans Justice Court. I am a member of the Disabled American Veterans, Veterans of Foreign War, and American Legion.

**I am including my resume with this application:**

Please check one: ☐ Yes ☒ No

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

Please check one: ☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

Juvenile Justice and Delinquency Prevention Council

**List any volunteer and community experience, including any boards on which you have served.**

I managed and facilitated a Batterers Intervention Group, "At Ease," for the Department of Veterans Affairs serving Veterans in San Francisco and Contra Costa County.

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: ☐ 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 relationships?**

Please check one: ☐ Yes ☒ No

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 publicly accessible. I understand and agree 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.

Signed: Leonard Ramirez

Date: 2/24/2022

**Submit this application to:** ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at  
ClerkofTheBoard@cob.cccounty.us*

### **Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain 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.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, 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) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) 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.

## Application Form

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### Profile

LaTonia

First Name

M

Middle Initial

Peoples-Stokes

Last Name

Home Address

Suite or Apt

DISCOVERY BAY

City

CA

State

94505

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

☒ District 3

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### Education

Select the option that applies to your high school education \*

College/ University A

Name of College Attended

LaTonia M Peoples-Stokes

MPA - Public Admin/Public Mgmt

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

LaTonia M Peoples-Stokes

**Degree Type / Course of Study / Major**

████████████████████

████████████████

☒ █████ ☐ █████

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██████████████████ ███

**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?**

██ █████ ███ █████

**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 would like to become actively involved in the District within which I live. I currently serve as the member and soon to be Vice-President of The Lakes at Discovery Bay Homeowner's Association. I think further participation and involvement of other Boards and Commissions will serve to further educate me, strengthen relationships with others who have the same goals of community engagement, awareness and objectives.

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### **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.**

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

I am unable to load my resume which would outline some of my qualifications for the board to which i am applying. I am not sure if this is a website error. I have 20 years experience working in the public sector, having worked for both Alameda and Contra Costa counties, in the federal sector for 2 prominent Department of Energy laboratories as well as in the field of transportation with the Alameda County Transportation Commission and now with BART. I think I would bring my unique experience, coupled with enthusiasm to learn, grow and support my local communities.

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Upload a Resume

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### **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?**

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☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

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**Please Agree with the Following Statement**

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**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.**

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☒ I Agree

## ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

### LABOR-TRADE MEMBER SEAT

Kelli Collins

Appointed: October 20, 2020

Expires: November 30, 2023

### BUSINESS MEMBER SEAT

VACANT

Appointed:

Expires: November 30, 2024

### COMMUNITY MEMBER SEAT #1

Allwyn Brown

Appointed: February 9, 2021

Expires: November 30, 2023

### EDUCATION MEMBER SEAT

Roosevelt Gipson, Jr

Appointed: December 1, 2019

Expires: November 30, 2022

### COMMUNITY MEMBER SEAT #2

Angela Malala

Appointed: July 28, 2020

Expires: November 30, 2023

### DISABILITY SEAT

Mark Pighin

Appointed: December 1, 2019

Expires: November 30, 2022

### COMMUNITY MEMBER SEAT #3

Eric Maldonado

Appointed: June 7, 2021

Expires: November 30, 2022

### UNION MEMBER SEAT #1

VACANT

Appointed:

Expires: November 30, 2024

### COMMUNITY MEMBER SEAT #4

VACANT

Appointed:

Expires: November 30, 2024

### UNION MEMBER SEAT #2

VACANT

Appointed:

Expires: November 30, 2022

### MANAGEMENT MEMBER SEAT #1

Vacant: Lara Delaney

Appointed: September 13, 2021

Expires: November 30, 2022

### VETERAN'S SEAT

VACANT

Appointed:

Expires: November 30, 2024

### MANAGEMENT MEMBER SEAT #2

Amrita Kaur

Appointed: September 13, 2021

Expires: November 30, 2024

### STAFF TO ACEEO

Antoine Wilson

Equal Employment Opportunity Officer

(925) 335-1455

[Email Antoine Wilson](#)

Piedad Fracasso

Clerk-Senior Level

(925) 335-1468

[Email Piedad Francasso](#)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

6.

**Meeting Date:**

03/07/2022

**Subject:**

**Department:**

County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

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**Referral History:**

On June 5, 2014, Supervisor John Gioia convened a meeting to discuss the possibility of the County developing a program specifically designed to hire individuals with developmental disabilities into the County workforce. On February 8, 2016, the Bridge to Success proposal was presented to the Hiring Outreach Oversight Committee for approval. The proposal was approved and the staff was directed to work with a focus group consisting of members who had extensive history and experience working within the disabled community.

**Referral Update:**

The Bridge to Success (BTS) program is an alternate employment process for persons with developmental disabilities. It is designed to minimize the adverse impact of the traditional selection process providing an alternate means of assessing the qualification and skills of job applicants with disabilities. This two-year proposed pilot is modeled on a similar program in place in Alameda County, which has shown great success in diversifying its workforce. This program is possible due to a partnership with local Community-Based Organizations serving individuals with developmental disabilities who will assist the County Human Resources Department in identifying and assisting applicants through both the selection process and will also assist the participating departments and candidates with post-hire job coaching. For an individual to participate in this program, the individual must meet the definition of an individual with a disability, as defined by the Fair Employment and Housing Act, and be certified eligible by a Department of Rehabilitation Counselor as having a developmental disability. Candidates must successfully demonstrate their ability to perform the essential functions of the job with or without reasonable accommodation, to complete their BTS evaluation.

**Recommendation(s)/Next Step(s):**

RECEIVE status update on the Bridge to Success program.

**Fiscal Impact (if any):**

None

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**Attachments**

Bridge to Success Powerpoint

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# Bridge to Success

Update to the H2O Committee

March 2022





# What is Bridge to Success

- ▶ A program that provides an employment path for people with developmental or intellectual disabilities without going through the competitive merit process.
- ▶ Launched as a pilot program on January 1, 2017, to minimize the adverse impact of traditional selection procedures on people with developmental disabilities

# How did the pilot process work?

- ▶ Candidates with a letter from Department of Rehabilitation (DOR) regarding their disability status apply online to the BTS-specific open recruitment and attach their letter from DOR
- ▶ Candidates who meet the program requirements are guaranteed an interview
- ▶ Interview questions are provided in advance for interview prep
- ▶ A job coach is allowed to attend the interview with the candidate
- ▶ A job coach partners with candidate onsite after hire as much or as long as needed to acclimate to the role

# Pilot Program Design for Position Status

- ▶ Use project positions for a 1-year trial period which are exempt from the merit system
- ▶ If candidates are successful, the project position is converted to a merit position through a board order

# Successes

- ▶ We successfully converted two employees from the program into the merit system
- ▶ CBOs were good resources for referring candidates to the program
- ▶ Developed branding for the program, website, and informational materials
- ▶ Established a partnership with the DOR to assist with ensuring candidates qualified for the program

# Challenges

- ▶ Lack of buy in from departments
- ▶ Limited understanding of job classes that may be appropriate for BTS candidates
- ▶ Posting process used in the pilot resulted in a substantial proportion of candidates that were not qualified under the BTS program
- ▶ Inconsistent submission of the required evaluations and providing timely responses to HR inquiries regarding the status of BTS candidates
- ▶ In some cases job coaches were not available and departments didn't understand how to access support from the job coaches to resolve issues
- ▶ Full time assignments did not always align with the needs and capacity of the BTS candidates

# Areas for Improvement

- ▶ Expand scope of the job assignments offered and increase flexibility to better meet the needs of the departments and candidates
- ▶ Design a more sustainable process where successful conversion to the merit system doesn't result in eliminating future BTS positions
- ▶ Enhance reliance on community partners to reduce applications from people who do not have disabilities
- ▶ Provide formal training to departments and the managers/supervisors that will be overseeing staff
- ▶ Establish clearer expectation for communication required from managers and departments that are participating in the BTS program

# Next Steps

- ▶ HR is exploring contracting with a CBO or individual that is more familiar with the IDD community and the state programs to support them in the redesign of the program
- ▶ Through CBO partnerships, we hope to find ways to leverage additional funding resources to have more support for this program
- ▶ Engage departments in planning and designing the next iteration of the program
- ▶ Identify champions throughout county departments to improve adoption and sustainability of the program
- ▶ HR's budget proposal includes adding a position next FY, that in addition to supporting ADA and Leave programs, will provide more technical expertise with regards to the process for finding appropriate job placement for individuals with disabilities