



## **ADVISORY BODY ANNUAL REPORT**

Advisory Body Name: Advisory Council on Equal Employment Opportunity

Advisory Body Meeting Time/Location: 4th Friday monthly; 9:30am-11:30am

Chair (during the reporting period): Eric Maldonado

Staff Person (during the reporting period): Antione Wilson and Piedad Fracasso

Reporting Period: 2022

### I. Activities

(estimated response length: 1/2 page)

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

- Chris Verdugo, Operations Director with CCTV spoke at the January meeting and discussed CCTV airs special events, government meetings, and produced shows, such as Veterans Voices, and Contra Costa Poetry Out Loud 2022. CCTV has no editorial voice and thus cannot control what is being aired by community programming other than to ensure all programs originate in the county.
- Antoine Wilson stated that he worked with CCTV to create a press release announcement that was sent to the BOS, community partners, and County employees and advertised through CCTV.
- Reviewed/Discussed the 2017 — 2022 Contra Costa County Equal Employment Opportunity (EEO) Five-Year Strategic Plan
- Diane Fankhauser, Administrative Services Assistant III and Probation Department and Arturo Castillo, Administrative Services Officer spoke at the February meeting about meeting the 50% goal and how the process needs to be simplified.
- Gene Clark, Santa Clara County, Chief Procurement Officer spoke at the July meeting about their SBE program and contracting opportunities. They also shared the importance of using data.
- Ingrid Merriwether, President & CEO, Merriwether & Williams Insurance Services, and Bernida Reagan, Esq., Director of Community and Client Relations were the July speakers and discussed their experience with working with Contra Costa County
- Update from the SBE Sub-Committee on the Meeting with EHSD and DOIT. Antoine Wilson gave a recap of the discussion with EHSD and DOIT
- Speakers — Kisha Russell & Linda Farmer, Human Resources, Professional and Organizational Development Analysts were the speakers for October
- Eric Maldonado asked about CCC job vacancies and what steps are being taken to fill those vacancies. Antoine Wilson will send ACEEO members a copy of the latest Department Workforce Data, which shows workforce population, underrepresentation, hiring, promotions, outreach, terminations, etc.
- George Carter stated that the Micro-business & Non-Profit COVID-19 Relief Grant deadline was extended to October 2022. The program provides grants of \$2,500 to businesses that were in operation in 2019, are still in business, have five employees or less, earn less than \$50,000 per year, and were impacted by COVID-19.
- Lara DeLaney, Antoine Wilson, and Cindy Shehorn, Public Works, Procurement Services Manager, met on March 15, 2022, to discuss SBE related WEB pages and outdated outreach documents. They discussed and agreed on the topic of raising the threshold for SBE contracts to \$200,000 to be the same as for County department contracts.

\*SBE Sub-committee made recommendations to change the County website to make the purchasing programs more user friendly, accessible, and accurate. SBE sub committee also recommended to research other counties to find out how they could make it easier for people to apply for the program.

·Karen Caoile clarified that an SBE is a small business enterprise whereas a SLEB is a small local emerging business. There is a need to clarify if SBE Enterprise includes company headquarters. You can have an SBE that has their headquarters in another state or county, but resides in Contra Costa County (the County), and is paying business license and operating fees in the County. This will be taken up by the sub-committee when they meet with PW.

\*Leonard Ramirez stated that there will be a Veterans Job and Resource Fair on April 28th.

## II. Accomplishments

(estimated response length: 1/2 page)

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

The Board of Supervisors accepted:

- \* 2021 ACEEO Annual Report
- \* Updated ACEEO By-Laws
  
- \* Creation of SBE sub-committee that is comprised of Lara Delaney, Miguel Mauricio and Eric Maldonado. Monthly meeting held resulted in a set of recommendations that have been voted on and sent forth to BOS for approval. The recommendations include “Outreach Guidance” and “Vendors Doing Business” document updates to increasing the threshold for SBE to \$200k.
  
- \* Outreached to the County of Alameda and Santa Clara County to learn about their SLEB and SBE Program
  
- \* Presentation of (EEO) 2023 Five-Year Strategic Plan
  
- \* Filled vacancies of Community Seat #4, Union Seat #1, Veterans Seat.
  
- \* Amrita Kaur appointed to serve as Vice Chair for the remainder of the term in replacement of Kelli Collins resignation
  
- \* Chair and Vice Chair approved by committee for year 2023

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 committee met quorum every month with the exception of the month of September. The committee is diverse and is made up of 4 women and 6 men represented by business, veteran, disability, union, education and management.

\* As of December 1 we will have 9 filled seats and 4 open seats. (Disability Seat, Labor/Trade Seat, Business Seat, and Union Seat #2)

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 to stay abreast of updates and progress of the Office of Racial Equity and Social Justice (ORESJ) and;

- Fill vacant seats and have them be reflective of the communities we serve. Contact unions to assist us in filling the vacant Union seat.
- Have succession plans in place for qualified leaders to fill future seat vacancies.
- Continue to have speakers from County departments to update us on their accomplishments.
- Promote the ACEEO to County employees as well as the community.
- Continue to have speakers from County departments to update us on their accomplishments in addressing equity in the hiring and promotion process, employee success, and voluntary and involuntary terminations.
- Small Business Enterprise (SBE) contracts and updates.
- Provide input to county departments on their annual outreach and recruitment plans.
- Request and use data to help measure success and find gaps.

Enhance the SBE Program:

- a) Increase the contract limit for qualifying small businesses to \$200,000 or higher to capture more small businesses
- b) Increase bid preferences for local businesses, from 5% to a higher percentage for SBE bidders

on county contracts.

- c) Create a guide for applicants to make it easier to apply for county contracts.
- d) Analyze e-outreach programs to guarantee maximum outreach.
- e) Include census tract data in the analysis of contracts awarded.

