



Agenda

EQUITY Committee

**February 9, 2023
9:00 A.M. to 11:00 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://ccccounty-us.zoom.us/j/3501763799>
Or Telephone:
1-888-278-0254 (US Toll Free)
Conference code: 219464

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. **DISCUSS and PROVIDE DIRECTION on the outreach and hiring process for Co-Executive Directors for Office of Racial Equity and Social Justice.**
4. **DISCUSS and PROVIDE DIRECTION to staff on future agenda items for the Equity Committee meetings in 2023.**
5. **ACCEPT the resignation of Mark Pighin (Disability seat) on the Advisory Council on Equal Employment Opportunity (ACEEO) and recommend the Board of Supervisors DECLARE a vacancy on the ACEEO with the term expiration date of November 30, 2022.**
6. **RECOMMEND that the Board of Supervisors re-appoint Roosevelt Gibson, Jr. to the Education Seat and Eric Maldonado to the Community Seat #3 on the Advisory Council on EEO.**
7. The next meeting is currently scheduled for Monday, March 20, 2023 at 10:30 a.m. The Equity Committee is scheduled to meet the third Monday of each month from 10:30 a.m. to 12:00 p.m.
8. Adjourn

The Equity Committee will provide reasonable accommodations for persons with disabilities planning to attend Equity 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 Equity Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, 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:

Lara DeLaney, Senior Deputy County Administrator
Phone (925) 655-2057
lara.delaney@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

EQUITY COMMITTEE

3.

Meeting Date: 02/09/2023
Subject: Outreach and Hiring Process for Co-Executive Director for ORESJ
Submitted For: EQUITY COMMITTEE,
Department: County Administrator
Referral No.: 2023-01
Referral Name: Outreach and Hiring Process for Co-Director ORESJ
Presenter: Supervisors Glover & Gioia **Contact:** L. DeLaney, (925) 655-2057

Referral History:

This item is the first referral to the Equity Committee. The item is to discuss and provide direction on the outreach and hiring process for the positions of Co-Executive Director of the Office of Racial Equity and Social Justice.

The Equity Committee was established as a standing committee by the Contra Costa County Board of Supervisors at its December 13, 2022 meeting, through the re-naming of the Hiring Outreach Oversight Committee. ([C. 108](#))

The Equity Committee's scope includes that of the former Hiring Outreach Oversight Committee and expands to include the work related to the County's Office of Racial Equity and Social Justice (ORESJ), including oversight of the ORESJ, the work of the Lived Experience Community Advisory Body, and all County departments' equity efforts.

The Equity Committee will be staffed and supported by the County Administrator's Office until such time as a Co-Director of the ORESJ is hired and thereafter provides staff support for the Committee.

Referral Update:

On October 25, 2022, the Contra Costa County Board of Supervisors received and accepted the community [report](#) related to the establishment of the Office of Racial Equity and Social Justice (ORESJ) entitled "Recommendations for Contra Costa County Office of Racial Equity and Social Justice." ([D.1](#)) The Board also accepted recommendations 3, 4, 5, 6 and 7 in the Board Order with the following changes:

- Recommendation 3(a) was modified to add the words "and salary range" after the words "develop the hiring process."
- Recommendation 4 was modified to read: The ORESJ shall be established as a separate County department with Co-Directors appointed by the Board of Supervisors that reports to the County Administrator with regular oversight by the Board of Supervisors Equity Committee; the Equity Committee shall ensure that the ORESJ is effectively staffed and operated to achieve the objectives of the Office.

As modified, recommendation 3 (a) states:

In the ORESJ's first year (Fiscal Year 2022-23), the County will move forward to hire the following positions:

(a) **Two Co-Directors:** one Director to focus on coordinating and expanding the equity work of County Departments and one Director to focus on working more directly with the community. An Equity Committee of the Board of Supervisors (the existing Hiring Outreach Oversight Committee will be expanded in scope and re-named the Equity Committee) will work with the County Administrator's Office to develop the hiring process and salary range for the two Co-Directors with meaningful community input. The Co-Directors will lead the efforts to form the ORESJ and hire the remaining staff. Once hired these Co-Directors will be staff support to the Equity Committee.

(b) **Language Equity Coordinator** to finalize development and implementation of a Countywide Equity Language Plan to ensure that residents and families have a meaningful and equitable opportunity to apply for, receive, participate in, and benefit from services offered by County departments.

- (c) **Reconciliation Coordinator** to focus on strategies and actions to address historical harms and inequity.
- (d) **Data Analyst**
- (e) **Budget and Policy Analyst**

The Equity Committee will discuss and provide direction on Recommendation 3 (a) at its first meeting.

As a central and collaborative partner in this process, the County's Human Resources Department has relevant information to share with regard to the process of establishing the job classification and conducting recruitment, and representatives of Human Resources will be present at the meeting. The steps needed to develop and implement a recruitment plan include:

1. Modify the County Ordinance to create new job class exempt from the merit system. This includes a 30-day waiting period
2. Develop Job Specifications – determining stakeholders to provide input to Human Resources on the new job class, minimum qualifications, Knowledge, Skills and Abilities (KSAs), and typical tasks
3. Determine salary
4. Draft recruitment brochure and post job opening

Attachments:

- A. Draft Co-Director Position Description prepared by the Community Core Committee
- B. ORESJ Comparative Salaries (with links to more details of those positions)
- C. Contra Costa Department Head Salaries

In addition, a link to position descriptions of other Equity Officer positions is as follows:

<https://drive.google.com/drive/folders/1XilJu0CAwLVcdtkRcQk9w3pWZc-mmlkG>

Recommendation(s)/Next Step(s):

DISCUSS and PROVIDE DIRECTION on the outreach and hiring process for Co-Executive Directors for Office of Racial Equity and Social Justice.

Attachments

Attachment A: Draft ORESJ Co-Director Position Description from Community Core Committee

Attachment B: ORESJ Comparative Salaries

Attachment C: Contra Costa County Department Heads Salaries

DRAFT POSITION DESCRIPTION
PREPARED BY COMMUNITY CORE COMMITTEE
(Prepared After Reviewing Other Equity Officer Positions)

ORESJ Co-Directors (External Affairs and Inter-Agency Director)

Contra Costa County's Commitment to Social Equity

Contra Costa County is in the unceded Me-wok and Karkin territories. It is home to many social justice movement leaders, activists, and organizations. There is a rich history of organizing across multiple movements and generations.

In November 2020, the Contra Costa County Board of Supervisors authorized the development of an Office of Racial Equity and Social Justice (ORESJ) that would be informed by and launched after a community engagement process. **The goal of the ORESJ is to enact and sustain principles, policies, practices, and investments that are racially just and equitable across all of its departments and divisions.** Notably, Contra Costa County is the first jurisdiction to develop and launch an office through a community engagement process, not vice versa.

The Organization

The Contra Costa County's Office of Racial Equity and Social Justice (ORESJ) is committed to centering the priorities and lived experiences of residents and families most vulnerable to systems' harms and inequities to eliminate racial disparities and improve outcomes for everyone. ORESJ centers on healing, justice, and equity and engages in a healthy struggle to be accountable, innovative, and creative. ORESJ commits to a healthy struggle that meets people where they are with the expectation to move at a righteous, reparative pace. We remember that joy and celebration feed our freedom and liberation. ORESJ staff embodies these principles, commitments, and values in their work.

The Position

The ORESJ is seeking one of two office co-directors. The purpose of the position described in this posting will be to assess, support, and coordinate racial equity work *within and across county agencies* and departments. A second job posting describes the co-director position that focuses on assessing, supporting, and coordinating racial equity *work in the community*.

We believe the position will require the following knowledge and experience to be successful:

- **Project Management:** Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- **Strategic and Visionary Leadership:** the ability to mobilize and engage the internal team and external allies and stakeholders to work collaboratively in achieving priority goals and outcomes

and to understand the impact of structural, institutional, and interpersonal racism on policies, activities, and programs

- **County-wide administrative, organizational and management practices:** analyze and evaluate projects, programs, policies, procedures, and operational needs
- **Interpersonal and group communication techniques:** effectively represent the County in contact with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations
- **Legal and regulatory environment:** knowledge of applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to social and racial equity.
- **Organizational skills:** ability to produce multiple deliverables with overlapping deadlines by making effective use of existing and new infrastructure
- **Racial Equity, Diversity, and Inclusion programs:** experience developing or leading equity and inclusion programs, such as training, assessments, and change initiatives within a local government or public agency setting

The Ideal Candidate

We expect the ideal candidate to develop, enhance and maintain relationships with county departments, offices, staff, commissions and county residents to advance racial equity and social justice.

The ideal candidate:

- is knowledgeable of theories, principles and practices of effective management, social and transformational impact, strategic planning processes and techniques for institutional change.
- understands social, political, cultural, legal, technological, and environmental issues.
- influencing equity program development and implementation.
- is a natural coach and mentor.
- can foster relationships with all levels of the team, relate well with others, listen effectively, help employees achieve their development goals, and create a healthy and safe workplace.
- has existing relationships with leaders of Contra Costa County agencies/departments and communities of color in Contra Costa—including LGBTQ, houseless, differently abled, economically disenfranchised and marginalized, and immigrant communities of color.

The ideal candidate possesses the following skills:

- **Cultural competency and Intercultural Communication:** to facilitate dialogue and cooperation with diverse groups of community members.
- **Collaboration:** effective collaboration with Board of Supervisors, County Administrator, County departments, officials and employees, agencies, commissions, and advisory boards.

- **Program Management and Development:** plan, organize, direct and coordinate activities of assigned division; develop and implement goals, objectives, policies, and procedures, including the ability to set, monitor, and achieve strategic and operational objectives; create and use work plans; prioritize and manage multiple tasks simultaneously on tight timelines; delegate work to team members; and implement feedback mechanisms to monitor performance.
- **Research:** collect community data to assess trends in the racial equity landscape, conduct complex research projects, analyze root causes, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- **Policy analysis and development:** interpret, make decisions and develop policies in accordance with appropriate laws, regulations, and policies;
- **Budgeting:** Manage the budget of the Office of Racial Equity and Social Justice budget to accomplish equity goals and initiatives cost-effectively and efficiently.
- **Writing:** Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

The Role of Two Directors

The Office of Racial Equity and Social Justice (ORESJ) seeks two Directors to guide and lead the implementation of the office. In November 2022, [the Board of Supervisors unanimously approved the community-driven recommendations](#) on how to lead the office in the foundations of its existence.

Below you will find the duties that will aid in the effective collaboration between the two directors.

Below you will find an example of duties per position:

External Affairs:

1. Lead the development of equity activities and performance measures for assigned units and community programs; manage the departmental racial equity and workforce strategy.
2. Build the capacity to establish trust across race, ethnicity, income, immigration status, sexual orientation, and gender identity.
3. Work closely with community partners and County departments to align efforts and promote a consistent, transparent, collaborative approach.
4. Develop and foster relationships with community members (with a particular emphasis on marginalized/underrepresented communities) and non-profits committed to equity work; participate in community equity collaborations on behalf of the County to identify and address cumulative impacts of institutional and structural inequities within Contra Costa
5. Develop consistent communication and feedback mechanisms to ensure that the County can identify, discuss, and address equity-related issues facing the County.

Inter-Agency

1. Advise the County Administrator, executive management, and the Board of Supervisors on the formulation, strategic development, implementation and evaluation of the County's equity related policies and programs that impact the community.
2. Serve as the Department's primary point of contact to the County's Equity Subcommittee and act as a spokesperson for all relevant meetings and events as directed by BOS Leadership.
3. Develop standards and a strategic plan for including equity in all programs managed or supported by assigned units.
4. Develop and administer the department's annual budget; monitor, approve all expenditures, and ensure efficient and economical utilization of all department resources.
5. Collaborate with the Human Resources department to strategize ways to advance the recruitment and retention of underrepresented groups.

Minimum Qualifications

A minimum of three years experience in the administration of community-based, public policy, educational, or social justice programs. Experience should include a demonstrated track record of successfully engaging with underserved and marginalized communities and experience making transformational changes to benefit these communities—additionally, life experience related to issues of equity that can provide an integral perspective to the position.

Jurisdiction	Position Title	Salary Range	Source	Notes
State of California/Government Operations Agency	State Chief Equity Officer	\$147,540-\$164,328 (\$12,295.00 - \$13,694.00 per Month)	https://drive.google.com/file/d/1u2_ZCjh5qZJv1UIWq3G4OqCKStAdZwX/view?usp=sharing	
Save the Bay (Non-Profit Organization Based in Oakland)	Director of Diversity, Equity, and Inclusion	\$100,000 – 125,000	https://drive.google.com/file/d/167a3F6p4Z6qMZ7hsHGAIJC2-0KHOa9NN/view?usp=sharing	Used to gauge the Community-based Director salary
Marin County	Equity Director (2019)	\$103,118	https://transparentcalifornia.com/salaries/2019/marin-county/anyania-muse/	
Marin County	Equity Director	\$153,587.20 - \$170,664.00 Annually	https://drive.google.com/file/d/1TC50_OOPr_B-8k1MvaHKLEXi3RuCoE0d/view?usp=sharing	
San Mateo County	Equity Manager	\$116,625.60 - \$145,808.00 Annually	https://drive.google.com/file/d/1b4NIWgqy_pwQBFVH_rBwpBH9PkHC90Kg/view?usp=sharing	
San Mateo County	Chief Equity Officer	\$148,803.20 - \$186,076.80 Annually	https://drive.google.com/file/d/1ZwglOCpskXfugJ-JWrl_nqHZhMB_4Kd8/view?usp=sharing	
King County	Equity, Inclusion, and Belonging Manager II	\$115,086.40 - \$145,891.20 Annually	https://drive.google.com/file/d/1Wmt_Fuaexhuhj7DGLK5e8JqrKMZ06RpB/view?usp=sharing	
City and County of San Francisco/Department of	Deputy Director of Equity (Manager I)	\$122,200.00 - \$156,026.00 (Range A)	https://drive.google.com/file/d/1cVodKMq5SRH0z1tQKa5tIFzclb5LurJ/view?usp=sharing	
The County of Santa Clara	CHIEF EQUITY & INCLUSION OFFICER	\$157,089 - \$201,573	https://drive.google.com/file/d/1msC4626ShvGEap0t8IANV54RCyZYyWIN/view?usp=sharing	
RAMSEY COUNTY	Racial and Health Equity Administrator - Unclassified	\$80,953.60 - \$120,307.20 Annually	https://drive.google.com/file/d/1merTfpIPW9pASxs_9OhGURRqTWPICoCl/view?usp=sharing	
MULTNOMAH COUNTY	Chief Diversity and Equity Officer	\$143,000 - \$176,000 annually	https://drive.google.com/file/d/1zRpZ5t3W9I0ev3y3FD4oTR0wTWsovvt/view?usp=sharing	
LANE COUNTY	Equity Manager	\$76,772.80 - \$112,860.80 Annually	https://drive.google.com/file/d/1PwH_NKRswMnL2Z6bjehfHvFS1dlEvdUS/view?usp=sharing	
Durham County	RACIAL EQUITY OFFICER	\$120,643.00	https://drive.google.com/file/d/1FIDH9Ku_Ffo1_fsY4oZ0cdFa82s6p_at/view?usp=sharing	
Buncombe County	Chief Equity and Human Rights Officer	\$104,056.48 - \$127,902.78	https://drive.google.com/file/d/1J_4q1yKpFwEiGErVDIPsFsf5hLcpqmb/view?usp=sharing	

Job Code	Classification	Minimum Merit	Maximum Merit	Annual Max	Employee Count
ADSB	Director Office of Comm/Media	\$9,816.96	\$11,932.58	\$143,190.96	21
96A1	COUNTY VETERANS SVC OFFICE	\$11,040.46	\$12,780.71	\$153,368.52	13
BAA1	Agricultural Com-Dir Wts/Meas	\$12,694.58	\$15,430.34	\$185,164.08	44
AJD3	Director of Risk Management-EX	\$13,578.81	\$16,505.13	\$198,061.56	423
BJA1	Director Of Animal Serv-Exempt	\$11,350.82	\$16,770.33	\$201,243.96	78
4AA1	Dir Of Conservation & Devlp-Ex	\$14,553.24	\$17,689.55	\$212,274.60	202
3AAA	County Librarian	\$13,592.18	\$18,214.82	\$218,577.84	203
DAA1	Assessor	\$19,309.61	\$19,309.61	\$231,715.32	114
SMA1	Director Of Child Support Svcs	\$15,937.37	\$19,371.97	\$232,463.64	138
ALA1	Clerk Recorder	\$19,557.72	\$19,557.72	\$234,692.64	85
NAA1	Pw Director	\$16,454.36	\$20,000.37	\$240,004.44	562
S5A1	Treasurer-Tax Collector	\$20,230.26	\$20,230.26	\$242,763.12	30
SAA1	Auditor-Controller	\$20,941.61	\$20,941.61	\$251,299.32	62
7AA1	County Probation Officer-Ex	\$15,798.72	\$21,171.80	\$254,061.60	354
AGA2	Director Of Human Resources-Ex	\$17,461.50	\$21,224.56	\$254,694.72	51
LTA1	Chief Info Off/Dir Of Info Tec	\$16,759.41	\$22,459.21	\$269,510.52	94
XAA2	Director-EHSD-Exempt	\$18,530.29	\$22,523.68	\$270,284.16	1910
RPA1	Fire Chief-Contra Costa	\$18,699.08	\$22,728.85	\$272,746.20	458
25A1	Public Defender	\$19,952.84	\$24,252.79	\$291,033.48	162
6XA1	Sheriff-Coroner	\$25,966.87	\$25,966.87	\$311,602.44	1141
2EA1	County Counsel	\$21,686.77	\$26,360.40	\$316,324.80	55
2KA1	District Attorney	\$26,440.70	\$26,440.70	\$317,288.40	231
VCA1	Director Of Health Services	\$33,441.37	\$36,869.11	\$442,429.32	4418



Contra Costa County Board of Supervisors

Subcommittee Report

EQUITY COMMITTEE

4.

Meeting Date: 02/09/2023
Subject: Future Agenda Items for Equity Committee
Submitted For: EQUITY COMMITTEE,
Department: County Administrator
Referral No.: 2023-02
Referral Name: Agenda Items
Presenter: Supervisors Glover & Gioia **Contact:** L. DeLaney, (925) 655-2057

Referral History:

The Equity Committee was established as a standing committee by the Contra Costa County Board of Supervisors at its December 13, 2022 meeting, through the re-naming of the Hiring Outreach Oversight Committee. ([C. 108](#))

The Equity Committee's scope includes that of the former Hiring Outreach Oversight Committee and expands to include the work related to the County's Office of Racial Equity and Social Justice (ORESJ), including oversight of the ORESJ, the work of the Lived Experience Community Advisory Body, and all County departments' equity efforts.

The Equity Committee will be staffed and supported by the County Administrator's Office until such time as a Co-Director of the ORESJ is hired and thereafter provides staff support for the Committee.

Referral Update:

The Equity Committee will discuss and provide direction to staff on future Committee agenda items for 2023.

Recommendation(s)/Next Step(s):

PROVIDE direction to staff of the Equity Committee on agenda items for future Committee meetings in 2023.

Fiscal Impact (if any):

No fiscal impact.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

EQUITY COMMITTEE

5.

Meeting Date: 02/09/2023
Subject: ACEEO Member Resignation
Submitted For: Karen Caoile, Director of Risk Management
Department: Risk Management
Referral No.: 2023-03
Referral Name: ACEEO appointments
Presenter: Antoine Wilson **Contact:** Antoine Wilson (925) 335-1455

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.

Referral Update:

For many years, the IOC served as the reviewing committee for ACEEO nominations/resignations; however, the mission of the ACEEO is more consistent with the Board's Equity Committee, which is now designated as the reviewing committee for ACEEO nominations/resignations to the following seats:

Community 1, 2, 3, & 4
Education
Business
Labor Involved in Training
Veterans
Disabled
Union Seats 1 & 2
Management Seats 1 & 2

Recommendation(s)/Next Step(s):

ACCEPT the resignation of Mark Pighin (Disability seat) on the Advisory Council on Equal Employment Opportunity (ACEEO) and recommend that the Board of Supervisors DECLARE a vacancy on the ACEEO with the term expiration date of November 30, 2022.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

EQUITY COMMITTEE

6.

Meeting Date: 02/09/2023
Subject: ACEEO Member Reappointments
Submitted For: Karen Caoile, Director of Risk Management
Department: Risk Management
Referral No.: 2022-3
Referral Name: ACEEO appointments
Presenter: Antoine Wilson **Contact:** Antoine Wilson (925) 335-1455

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. The Advisory Council assists with the implementation of the County's Equal Employment Opportunities and Contracting Programs. 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.

Referral Update:

For many years, the IOC served as the reviewing committee for ACEEO nominations/resignations; however, the mission of the ACEEO is more consistent with the Board's Equity Committee, which is now designated as the reviewing committee for ACEEO nominations/resignations to the following seats:

Community 1, 2, 3, & 4
Education
Business
Labor Involved in Training
Veterans
Disabled

Recommendation(s)/Next Step(s):

Recommend that the Board of Supervisors on their February 28, 2023 consent calendar reappoint Roosevelt Gibson, Jr. to the Education Seat and Eric Maldonado to the Community Seat #3 on the Advisory Council on EEO. The terms for these seats will end on November 30, 2025.

Attachments

ACEEO Roster

Gibson Reappointment

Maldonado Reappointment

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

LABOR-TRADE MEMBER SEAT VACANT

Appointed:

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 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

Fabiola Quintero

Appointed: April 12, 2022

Expires: November 30, 2024

COMMUNITY MEMBER SEAT #4

Miguel Mauricio

Appointed: April 12, 2022

Expires: November 30, 2024

UNION MEMBER SEAT #2

VACANT

Appointed:

Expires: November 30, 2022

MANAGEMENT SEAT #1

Lara Delaney

Appointed: September 13, 2021

Expires: November 30, 2022

VETERANS SEAT

Leonard Ramirez Appointed:

April 12, 2022 Expires:

November 30, 2024

MANAGEMENT SEAT #2

Amrita Kaur

Appointed: September 13, 2021

Expires: November 30, 2024

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

Last Name

Middle Initial


Email Address

[Redacted] _____
Home Address

Suite or Apt

Sacramento _____
City

[Redacted] _____
State

[Redacted] _____
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
Education Level Achieved

College/ University A

University of Ca/Davis _____
Name of College Attended

[Redacted] _____
[Redacted] _____
Course of Study / Major

188.5 _____
Units Completed

Type of Units Completed

Quarter

Degree Awarded?

Yes No

B.S.

Degree Type

Date Degree Awarded

College/ University B

Golden Gate University

Name of College Attended

[REDACTED]

Course of Study / Major

36

Units Completed

Type of Units Completed

Semester

Degree Awarded?

Yes No

[REDACTED]

Degree Type

June 1980

Date Degree Awarded

College/ University C

Metropolitan Education

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

Semester

Degree Awarded?

Yes No

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

40

Hours per Week Worked?

Volunteer Work?

Yes No

Experienced Level Clerk

Position Title

Employer's Name and Address

Contra Costa

Duties Performed

GENERAL ASSISTANCE) PROGRAM (CONTRA COSTA COUNTY) -Obtain GA Roster from GA Unit - Enter GA Intake attendance into Calwin(Traffic Log) -Proctor the BSI(Mental Health Screening) Group - Complete an assessment of clients completing BSI questionnaire in CalWin -Instruct Clients on use of the self serve Kiosk -Scan confidential documents - Serve as a greeter for incoming clients -Schedule & Reschedule GA appointments -Refer clients to Job placements ,Food pantry & other resources via the Resource Room. -Issue Bus Passes/Bus tickets pending determined eligibility -Maintain records of issued Bus passes/Bus Tickets

2nd

December 2014-December 2016

Dates (Month Day Year) From To

40

Hours per Week Worked?

Volunteer Work?

Yes No

SERVICE AGENT(CONTRA COSTA COUNTY)

Position Title

Employer's Name and Address

2500 Bates Ave, Concord Ca.

Duties Performed

-Answers Covered California customer inquiries through multiple system and toll-free telephone numbers for responding to inbound and other calls as necessary; -Handles requests through Covered California customer inquiries and complaints, using business knowledge, professionalism, and efficiency, to maximize and facilitate one-call resolution; -Refers unresolved Covered California customer complaints to the Customer Service Supervisor or other appropriate staff; -Responds to Covered California customers' inquiries, complaints, and refers requests using business knowledge, policy, uniform procedures, professionalism, and efficiency to facilitate one-call resolution; -Records Covered California customer interactions, recording details of inquiries, complaints, or comments, as well as actions taken. -Provide Technical Support to assist customer in setting up and maintaining online account utilizing CAL HEER'S statewide system

3rd

10/2011 to Present

Dates (Month Day Year) From To

On Call

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

U.S. SMALL BUSINESS ADMINISTRATION (Disaster Assistance)

Duties Performed

Upload a Resume

Final Questions

How did you learn about this vacancy?

Contra Costa County Homepage

If "Other" was selected please explain

. 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:

Application Form

Profile

Eric
First Name

L
Middle Initial

Maldonado
Last Name

[Redacted]
Home Address

Suite or Apt

Bay Point
City

[Redacted]
State

[Redacted]
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

Diablo Valley College

Degree Type / Course of Study / Major

Business Administration

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Heald Business College

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Nortre Dame/ Mendoza School of Business

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Business Development

Hours Completed

48

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: 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?

4

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

To increase diversity of Contra Costa's labor force by working closely with community stakeholders and to increase access to the BIPOC, Women-Owned Businesses, Veterans, and Disabled by assuring that they have access to the counties contracting programs to help them build strong business that will create stronger and more vibrant communities.

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.

I was the former President of the Hispanic Chamber of Commerce of Contra Costa County from 2009-2010 and reappointed in 2012-2013 and worked closely with cities, chambers of commerce and community groups throughout Contra Costa County from Pt. Richmond to the Community of Oakley and the Monument Corridor in Concord. I have also served on the Richmond Community Foundation as a corporate advisor and served on the CA State Chamber of Commerce Coalition of Minority groups by working the California Black Chamber of Commerce and the Cal Asian Chamber and the CalVet.

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

Community and Business Leader Business Management PR & Communication Specialist Bilingual in English and Spanish

[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