



Agenda

EQUITY COMMITTEE

June 20, 2023
1:00 p.m. (NOTE TIME CHANGE)

District I Office
11780 San Pablo Avenue, Suite D
El Cerrito, CA 94530

or
District V Office
190 East 4th Street
Pittsburg, CA 94565

The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.

Join from PC, Mac, Linux, iOS or Android:
<https://cccounv-us.zoom.us/j/3501763799>

Or Telephone, dial:
1-888-278-0254
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:** Persons who wish to address the Equity Committee during public comment on matters within the jurisdiction of the Equity Committee that are not on the agenda, may comment in person, via Zoom, or via call-in. All public comments will be limited to two minutes.
3. **RECEIVE and APPROVE the Record of Action for the May 15, 2023 meeting of the Equity Committee, with any necessary corrections.**
4. **RECEIVE and PROVIDE DIRECTION on the hiring process for the Co-Directors of the Office of Racial Equity and Social Justice.**
5. **ACCEPT the report on the equity efforts of the Clerk-Recorder-Elections Department and provide direction to staff, as needed.**
6. **CONSIDER and PROVIDE direction to staff on the matter of stipends for members of the Lived Experience Community Advisory Board to the Office of Racial Equity and Social Justice.**
7. The next meeting is currently scheduled for July 17 at 10:30 a.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 St., 4th Floor, 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, Staff
Phone (925) 655-2057, Fax (925) 655-2066
Lara.DeLaney@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

EQUITY COMMITTEE

3.

Meeting Date: 06/20/2023
Subject: Record of Action for Equity Committee
Submitted For: EQUITY COMMITTEE,
Department: County Administrator
Referral No.:
Referral Name: Record of Action
Presenter: L. DeLaney **Contact:** L. DeLaney, (925) 655-2057

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 discussions made in the meetings.

Referral Update:

Attached for the Committee's consideration is the draft Record of Action for its May 15, 2023 meeting.

Recommendation(s)/Next Step(s):

Staff recommends APPROVAL of the Record of Action for the May 15, 2023 meeting of the Equity Committee, with any necessary corrections.

Attachments

DRAFT Record of Action

DRAFT



EQUITY COMMITTEE

RECORD OF ACTION FOR
May 15, 2023

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

Present: Federal D. Glover, Chair
John Gioia, Vice Chair

Staff Present: Lara DeLaney, Senior Deputy County Administrator, Interim staff to Committee; Antoine Wilson, EEO Officer; Monica Nino, County Administrator; Jaime Jenett, Health Services; Cindy Shehorn, Purchasing Manager; Sonia Bustamante, Chief of Staff, District I; Melvin Russell, Probation staff; Nicole Bilich, Human Resources Manager; Ann Elliott, Human Resources Director; Ellen McDonnell, Public Defender; Lori Cruz, Director of Child Support Services; Karen Caoile, Risk Management Director; Enid Mendoza, Senior Deputy County Administrator; Gilbert Salinas, Chief Equity Officer, CCHS; Teresa Gerringer, Chief of Staff, District III; Shannon Ladner-Beasley, Health Services; Ali Saidi, Public Defender staff; Jill Ray, Field Representative, District II

Attendees: See Attachment

1. Introductions

Chair Glover convened the meeting at 10:30 a.m., introducing himself and Vice Chair Gioia. He also noted that both of their District Offices were open to the public for in-person participation in the Committee meeting.

2. **PUBLIC COMMENT:** Persons who wish to address the Equity Committee during public comment on matters within the jurisdiction of the Equity Committee that are not on the agenda, may comment in person, via Zoom, or via call-in. All public comments will be limited to three minutes.

No public comment was offered to the Committee.

3. Staff recommends APPROVAL of the Record of Action for the April 17, 2023 meeting of the Equity Committee.

The Record of Action was approved as presented.

AYE: Chair Federal D. Glover
Vice Chair John Gioia

4. ACCEPT update and PROVIDE DIRECTION on the hiring process for the Co-Executive Directors for Office of Racial Equity and Social Justice.

The County's Human Resources (HR) Director, Ann Elliott, led off on the update to the Committee. She reported that the subcommittee and HR were meeting weekly. She welcomed questions about the Co-Director job descriptions included in the packet. She noted the collaborative project had been making great progress. A lot of focus had been on how to differentiate the roles for the Co-Directors, one focused internally and the other focused externally. She paused to ask for questions, but the Committee Members expressed a desire to go through all of the attached documents first. Regarding the Recruiting Strategy and Work Plan, she appreciated the feedback and the format provided by the subcommittee. She provided an overview of the plan, noting a unique component which would include having the finalists be out in the community, in chosen locations, to answer questions and have the community meet them. She then specified who would conduct the finalist interviews. The final document she discussed related to salary compensation. She provided information about the recommended rates based on a compensation study. Ms. Elliott recognized the members of the Core Committee who were present at the Committee meeting and turned it over to their comments.

Dr. Kerby Lynch, the project management consultant working with the Core Committee, requested feedback on the process as a model for the future. She reported on how salary recommendations were developed, noting that they were intended to incentivize and retain talent. She invited comment from Core Committee members and thanked Ms. Elliott for letting the community lead. Roxanne Carrillo Garza and Latrece Martin echoed the thanks and appreciated the opportunity to participate. Solomon Belette provided the following comment in chat: "It has been a great process working together with the County team. The feedback and guidance from our two Board of Supervisors has been extremely helpful as we are embarking on something new and potentially transformative."

Chair Glover noted that this has been a different process, a new process, but not entirely new. He expressed thanks to all for their heavy lifting, and was hopeful the County would get a good range of well qualified candidates. He asked a question in terms of the process as it relates to incorporating the Equity Committee into the interview panel. Vice Chair Gioia reiterated the intent to have both Equity Committee members participate in the final interviews. Ms. Elliott acknowledged the request and indicated the plan would be thus modified. Vice Chair Gioia also commented on how the details of community involvement would be developed as we move along. He also requested that outreach to the more traditional city/county job listing services be conducted. He also noted that on Attachment B, Inter-Agency was really "Inter-Departmental," so it doesn't imply external agencies and requested that change. For the Education requirements, he requested additions for political science and social sciences. He questioned the Data collection and analysis skills under the "Knowledge of" component of Attachment B. Ms. Elliott responded that the Co-Director would need to be a contributor and make sense of the data, to generate the priorities and outcomes, and synthesize the information into work plans. Vice Chair Gioia appreciated the substitution of experience for the education requirement. He also requested that the 5% COLA approved by the Board be included in the salary information when conducting recruitment.

Public Comment: Call_in_user 1 requested response to her comments. She wanted to know who will be supervising the work of these Co-Directors to provide accountability to taxpayers, and she noted there needed to be metrics established to evaluate the work of the Office to determine if it was having a beneficial impact. She also wanted to know how this could be disbanded if it didn't work. Mariana Moore commented that she was happy to see this progress from last November when the Board unanimously supported the recommendations of the community, noting it was "deeply collaborative, inclusive, and rigorous," setting up the opportunity for success for the 2 Co-Directors.

Chair Glover responded that the positions would be supervised consistent with County practices, and the positions would report to the Board. Vice Chair Gioia requested that staff send the recommendations from the Equity Committee to the full Board of Supervisors with the 3 attachments for next Tuesday's meeting (May 23). Ms. Elliott noted the requested amendments would be made to the documents.

5. ACCEPT the report on the Department of Child Support Services' DEI practices and provide input/direction as needed.

The Department of Child Support Services, Lori Cruz, presented a PowerPoint presentation that covered her Department's 3 current initiatives directed at equity, noting 2 more would be underway this summer related to the Employee Handbook and a DEI Committee. With regard to her Department's Outreach to Underserved Communities, she noted that previously this effort had a lower profile, with the Department relying too much on word-of-mouth and succumbing to geographic obstacles. However, they were now getting out to all 5 districts with an even-handed outreach approach to increasing partnerships and community visibility. They were also focusing on the reentry community and agencies and building trust in government. She noted they were working hard to ensure that staffing meets the priorities of expanded services. An assessment tool, in development, would be useful to determine or assess a family's unmet needs beyond financial needs. She then covered the slide related to their Recruitment Hiring Onboarding Committee, which had been developed in the last 2 months. It was comprised of volunteers from the Department who were engaged in the process. She also reported on the work of a Regional Workgroup, whose recent priority has been ensuring DEI needs of staff and customers. She concluded with a slide on the upcoming initiatives.

Chair Glover expressed appreciation for the presentation and acknowledged Vice Chair Gioia's suggestion to have these at the Committee meetings.

AYE: Chair Federal D. Glover
Vice Chair John Gioia

6. INTERVIEW candidate Stephen Langsam for the vacant Business Member Seat on the Advisory Council on Equal Employment Opportunity and make a recommendation on appointment to the Board of Supervisors.

The County's EEO Officer, Antoine Wilson, presented this item to the Committee, noting a vacant Business Seat on the ACEEO that the candidate was seeking to fill. The candidate, Stephen Langsam, was present (via Zoom) for the interview and had been attending ACEEO meetings. Chair Glover asked about recruitment for the vacancy whether there were other candidates; Mr. Wilson responded that there were no others and outreach had been conducted. An interview was conducted by the Committee, with the candidate expressing his interest and background. Vice Chair Gioia asked the candidate about how he saw the role and its ability to help achieve equal opportunity. Mr. Langsam responded that he had first-hand experience in business and had volunteered in the community as well. The Committee noted they were in support of the appointment and directed staff to send to the full Board. The Chair of the ACEEO, Miguel Mauricio, expressed his support for the appointment of Mr. Langsam. Call_in_user 1 commented that the candidate appeared to be qualified but was curious as to why there was only 1 applicant.

AYE: Chair Federal D. Glover
Vice Chair John Gioia

7. RECOMMEND that the Board of Supervisors DECLARE the Community Seat 1 vacant on the ACEEO and DIRECT the Clerk of the Board to post the vacancy, as recommended by the County's EEO Officer.

The County's EEO Officer, Antoine Wilson, presented the item to the Committee, noting the current vacancies on the Advisory Council on Equal Employment Opportunity (ACEEO) in addition to the Community 1 seat, the subject of the staff report. He added that there were some applications received in his office for the vacancies in the specified seats. Vice Chair Gioia requested that the vacancy announcement be updated to include all vacancies--not just for the Community 1 seat. Call_in_user 1 was confused by the item; Vice Chair Gioia clarified that this item was addressing a different vacancy on the ACEEO.

AYE: Chair Federal D. Glover
Vice Chair John Gioia

8. CONSIDER and PROVIDE direction to the Advisory Council on Equal Employment Opportunity's subcommittee on their recommended changes to the County's Small Business Enterprise program. Final recommendations would be submitted to the Board of Supervisors for consideration and adoption.

The County's EEO Officer, Antoine Wilson, introduced the Chair of the ACEEO, Miguel Mauricio, who would be presenting the item from the ACEEO subcommittee on recommendations regarding the Small Business Enterprise Program. Mr. Wilson also noted that the County's Purchasing Manager, Cindy Shehorn, and the Public Works Deputy Director, Carrie Ricci, were present as well.

Mr. Mauricio provided some context for the subcommittee recommendations, noting that County departments were not consistently meeting the Board established goal of awarding at least 50% of eligible product and service dollars to small businesses. He then reviewed the recommendations of the subcommittee which were included in the report.

Regarding the recommendation to increase the applicability threshold to \$200,000, Vice Chair Gioia asked the Public Works representatives to respond to the performance data in the report. Ms. Ricci responded that awareness of the SBE program requirements needs to be increased. Not all departments utilize the Purchasing division. She also noted that they were working with the County Administrator's Office through Tim Ewell to update the County's Purchasing Bulletin, which could improve the situation. Increasing the number of bids from SBEs could result in more SBE awards. Purchasing was also reaching out to all vendors in the database to update their information. Some of the recommendations of the ACEEO subcommittee have been discussed internally; more discussion would be needed for tracking purposes.

Additional comments were provided about the Local Bid Preference recommendation; there was a clear need to improve countywide communication about the policy and to routinely train staff on the policy. The Local Bid Preference had not been implemented to staff's knowledge, which dismayed Vice Chair Gioia. Chair Glover requested a schedule of review for all Board policies. County Administrator Nino responded that a review and evaluation for the Purchasing policies would be put into place. Vice Chair Gioia requested an update on this in the next quarter, suggesting August or September meeting of the Equity Committee. Mr. Wilson noted the ACEEO recommendations would also be presented to the Board's Internal Operations Committee before presentation to the full Board.

Call_in_user 1 indicated that from a "taxpayer's perspective, this is comedy," noting the 5% local bid preference could have been raised "long time ago," and she did not support the threshold increase to \$200,000.

9. The next meeting is currently scheduled for **June 20, 2023 at 1:00 p.m.**

10. **Adjourn**

The meeting adjourned at 12:07 p.m.

For Additional Information Contact:

Lara DeLaney, Senior Deputy County Administrator
Phone (925) 655-2057, Fax (925) 655-2066
lara.delaney@cao.cccounty.us

Equity Committee Meeting Participants

Total Duration (Minutes)

15-May-23

Lara DeLaney# Interim Staff to Committee# she/her (LARA DELANEY) 120
Ali Saidi (he/him) (Stand Together Contra Costa)
Federal Glover
Stephen Langsam
Jaime Jenett# CCH (she/her) (Jaime Jenett)
CSHEHORN
SONIA BUSTAMANTE
BOS1 - Sup. John Gioia Conf. Rm
Melvin Russell (Melvin Russell-Contra Costa County)
Nicole Bilich
Carrie Ricci# Public Works
9255289086
MONICA NINO
Ann Elliott
Ellen McDonnell (she# her)
Roxanne Carrillo Garza (Roxanne Garza)
Jill Ray# Office of Supervisor Candace Andersen
Lori Cruz- DCSS
Kerby's OtterPilot
KAREN CAOILE
Antoine Wilson
Enid Mendoza
Mariana Moore (she/her)
Kerby Lynch
Miguel Mauricio
Gilberto Salinas (he/him)
Latrece Martin
Solomon Belette
Shannon Ladner-Beasley
Peter Myers
Teresa Gerringer
Call_in_user_1
Anna M. Roth
Ali Saidi (he/him) Contra Costa
ANTOINE WILSON



Contra Costa County Board of Supervisors

Subcommittee Report

EQUITY COMMITTEE

4.

Meeting Date: 06/20/2023
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: Ann Elliott and Core Committee Representatives **Contact:** L. DeLaney, (925) 655-2057

Referral History:

The Equity Committee requested that this item be included on the Committee agenda.

On November 10, 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. [\(D. 4\)](#) The goal of the ORESJ is to enact and sustain principles, policies, practices, and investments that are racially just and equitable across the County. Contra Costa County is the first jurisdiction to develop and launch an office through a community engagement process. The resources for the community engagement process were procured through local philanthropic partners, not County dollars. This intentional strategy was used to get a fuller picture of what resources are needed for the ORESJ.

In February 2021, a Host Table composed of community residents, members of the Board of Supervisors, and systems partners came together to develop a community listening campaign to inform the priorities and structure of the ORESJ. This group, later called the Core Committee, was assigned three tasks. The first task was to develop the final structure, roles, and responsibilities of the office. On October 25, 2022, the Core Committee [recommended](#) to the Board of Supervisors that for the first year of its operations, the ORESJ should first hire two Co-Directors. [\(D. 1\)](#) One Co-Director would focus on coordinating and expanding the equity work of County Departments and one Co-Director would focus on working more directly with the community.

These two positions will be established as exempt and excluded from the Merit System by [ordinance](#). The two Co-Directors will then lead the formation of the Office and the hiring of the additional staff. Most County employees are in job classifications that are in the Merit System. Employees in these classifications are covered by the provisions of the Personnel Management Regulations (PMRs). The PMRs govern a variety of Human Resource activities including recruitment and selection procedures, appointments, separations, certification to departments for employment, and other personnel transactions such as transfers, demotions and leaves of absence. Positions established within exempt classifications by ordinance are excluded from the Merit System; these include elected positions as well as other specific classifications.

Since February 2023, the Board's Equity Committee has met on a monthly basis to discuss the development of the Co-Director positions for the ORESJ with County Human Resources representatives and representatives of the Core Committee, who established a hiring subcommittee for this purpose. At its [May 15, 2023](#) meeting, the Equity Committee reviewed and considered the job descriptions for the Co-Director positions, the recruiting strategy and work plan for these positions, and the compensation study that informed the salary recommendation.

Referral Update:

At their [May 23, 2023 meeting](#), the Board of Supervisors voted 5-0 to adopt Position Resolution No. 26152 to establish the new classifications of Co-Director, Race Equity and Community Empowerment (AJA1) (unrepresented) and Co-Director, Race Equity and Inter-Agency Engagement (AJA2) (unrepresented) and add two (2.0) FTE positions at salary plan grade B85 1016 (\$12,906.88 - \$15,688.39) within the Office of Racial Equity and Social Justice, as recommended by the Equity Committee.

The County's Human Resources Director and Human Resources Manager and the community members of the Director Search

Subcommittee of the Core Committee will be present to provide an update to the Equity Committee on recruitment efforts for these two positions.

Attachment A is the recruitment brochure drafted for this purpose.

Attachment B is the final job descriptions for the Co-Director positions.

Recommendation(s)/Next Step(s):

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

Attachments

Attachment A: Draft Recruitment Brochure

Attachment B: Co-Director Job Descriptions--final



Are you looking for a ground-breaking job with the potential for substantially influencing social change for communities of color in Contra Costa County?

Here is your opportunity!



Contra Costa County has created **two** ground-breaking director positions that intend to increase racial equity across County Government, our local community, the state, and the nation.

Over the past three years, Contra Costa County community leaders and County Supervisors have worked together to develop an innovative Office of Racial Equity and Social Justice.

After an extensive community-led listening, research and advocacy process, the Board has approved the creation of two co-director positions:

- **Co-Director, Race Equity & Community Empowerment.** This position offers a competitive monthly salary range of \$12,901 to \$15,688. The purpose of this position will be to focus on assessing, supporting, and coordinating racial equity work in the community.
- **Co-Director, Race Equity & Inter-Agency Engagement.** This position has a monthly salary range of \$12,901 to \$15,688. The position's primary purpose is assessing, supporting, and coordinating racial equity work within county agencies and departments.

Community Hiring Process

These two positions are now open.

Consistent with the values of our community engagement process, five community members serve on the Co-Director hiring committee. To make the hiring process fair and transparent, we are:

- Creating a scoring and rating system rooted in the community's need to have strong leadership that will challenge the status quo.
- Reducing barriers for applicants with lived experience.



Minimum Requirements

To fulfill these goals, the co-director job descriptions contain a substitute for the minimum education requirements, that include four years of additional experience in managing community based, public policy, educational or social justice programs. We also want to reconcile the importance of lived experience with college experience to ensure that we prioritize the importance of community connection and experience in community engagement and empowerment work.



Important Links and Resources

You can find the full job description for the Co-Director, Race Equity & Community Empowerment [here](#)[not yet active]. You can find the full job description for the Co-Director, Race Equity & Inter-Agency Engagement [here](#)[not yet active].

Contra Costa County

Contra Costa County has one of the State's most heterogeneous populations - rich in ethnic, cultural and socioeconomic diversity. With a current population in excess of 1.15 million, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat and the location of the County administrative offices.

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.



The Office of Racial Equity and Social Justice

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 of racial equity through a community engagement process, not vice versa.

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 embodies these principles, commitments, and values in their work.

The Ideal Candidates



The ideal candidates for these positions will possess the following skills:

- Cultural competency and Intercultural Communication
- Collaboration
- Program Management and Development
- Research
- Policy analysis and development
- Budgeting
- Writing

If you are interested in more information about these positions or would like assistance with the county application process, register for our hiring webinar on

DATE, YEAR here [not yet active].



Contra Costa County

Class Code: AJA2

Co-Director, Race Equity & Inter-Agency Engagement

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION:

As one of two county-wide leaders for racial equity and social justice programs, this position will work closely with the Co-Director, Race Equity & Community Empowerment, to oversee the administration of the Office of Racial Equity and Social Justice, ensuring alignment with the office's mission and compliance with federal and state laws. The incumbent will also guide departments to ensure equitable access to county programs and services while reporting to the Board of Supervisors, County Equity Committee, and County Administrator.

DISTINGUISHING CHARACTERISTICS:

This is a one position executive management classification appointed by the Board of Supervisors that works in conjunction with the Co-Director, Race Equity and & Community Engagement to develop and manage the office's mission to address systemic inequities in County services, processes, and policies. The position guides County departments and collaborates with the community to create a culture focused on equitable outcomes for Contra Costa County residents.

TYPICAL TASKS:

- Plans, directs, organizes, coordinates, and evaluates the overall activities of the Office of Racial Equity and Social Justice.
- Engages underserved communities impacted by systematic racism and includes them in informing County department priorities and budget-making process.
- Advances racial and social equity and inclusion efforts by collaborating with internal and external stakeholders throughout the County to develop racial equity plans that identify core priorities for process and policy improvement and program development.
- Conducts and/or supervises comprehensive studies, task forces, and reviews of racial equity operations to identify trends and areas of improvement.
- Provides consultation, coaching, and support for managers and other employees to be innovative and adaptive in providing culturally responsive, inclusive, and equitable programs and/or services to the community.
- Meets with county department heads to report on the state of racial equity metrics relative to the goals established by ORESJ.
- Facilitates the development of baseline data and metrics, develops performance indicators and progress benchmarks, and presents results publicly both internally and externally to the County.
- Advocates for groups impacted by discrimination to include individuals who are Black, Indigenous and People of Color (BIPOC), Immigrants, those identifying as Lesbian, Gay, Bisexual, Transgender or Queer (LGBTQ), those affiliated with Religious groups and those individuals who are Mentally and/or Physically Disabled)

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid driver's license that must be maintained throughout the duration of employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Education: Possession of a Baccalaureate degree from an accredited college or university, preferably in Sociology, Ethnic Studies, Public Policy, Public Administration, Political Science, Social Science, Education or a closely related field.

Experience: Three (3) years of professional level experience providing guidance and program development related to equity, civil rights, or social justice programs which focus in part on equity, diversity and inclusion. Experience should include a demonstrated track record of successfully engaging with underserved and marginalized communities and experience making transformation changes to benefit these communities.

Substitution: Four (4) years of additional experience in managing community based, public policy, educational or social justice programs can be substituted for the education requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Theories, principles and practices of effective management, public administration, and strategic planning process and techniques, including budgeting, purchasing, contracting and maintenance of public records.
- Principles and procedures of racial equity and social justice programs and techniques for fostering diversity within a large complex organization, including development and leadership principles related to equity and inclusion programs.
- Theories, principles and practices of effective management, social and transformational impact, strategic planning processes and techniques for institutional change.
- Social, political, cultural, legal, technological, and environmental issues.
- Knowledge of social, political, cultural, legal, technological, and environmental issues, policy analysis and development techniques, and methods of formulating and advocating for public policies specific to equity issues.
- Data collection and analysis skills, effective interpersonal, group communication, and conflict resolution techniques, and administrative principles and practices, including goal setting, program development, implementation, and evaluation, and knowledge of applicable Federal, State, and local law, regulatory codes, ordinances, and procedures relevant to social and racial equity.

Skills and Ability to:

- Mobilize and engage internal and external teams to achieve equity goals and understand the impact of structural racism on policies and programs.
- Effectively manage diverse groups and apply management skills in planning and project management.
- Act as a visionary and strategic thinker to identify and define complex equity and human rights issues, develop sound conclusions and recommendations and represent recommendations.
- Build effective working relationships with communities of color and underrepresented groups and establish effective relationships with stakeholders.

- Advise executive management and the Board of Supervisors on developing and evaluating equity-related policies and programs and produce multiple deliverables while effectively communicating with diverse stakeholders.

Contra Costa County

Class Code: AJA1

Co-Director, Race Equity & Community Empowerment

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION:

Reporting to the Board of Supervisors, County Equity Committee, and County Administrator, the Co-Director, Race Equity & Community Empowerment will serve as one of two county-wide leaders for racial equity and social justice programs and will work closely with the Co-Director, Race Equity & Inter-Agency Engagement to oversee the administration of the Office of Racial Equity and Social Justice, ensuring alignment with the office's mission and compliance with federal and state laws. The incumbent will also advise departments on equity practices and coordinating county-wide equity efforts, including community engagement.

DISTINGUISHING CHARACTERISTICS:

This is a one position executive management classification appointed by the Board of Supervisors that works in conjunction with the Co-Director, Race Equity and & Inter-Agency Engagement to develop and manage the Office's mission and objectives to identify and address systemic inequities in County services, processes, and policies. The incumbent will partner with external stakeholders to advance racial and social equity and inclusion efforts and will engage underserved communities, involve them in setting County department priorities, and identify grant opportunities to expand community-based equitable programs while working to allocate County funds for this purpose.

TYPICAL TASKS:

- Plans, directs, organizes, coordinates, and evaluates the overall activities of the Office of Racial Equity and Social Justice.
- Engages underserved communities in informing County department priorities and budget-making process; coordinates and facilitates community forums.
- Advances racial and social equity and inclusion efforts by collaborating with external stakeholders throughout the County to develop racial equity plans that identify core priorities for process, policy improvement and program development.
- Conducts, evaluates, and makes recommendations regarding policy issues and long-range plans to address County and community needs and services to ensure equitable outcomes.
- Acts as an advocate for community groups impacted by discrimination (examples include individuals who are Black, Indigenous and People of Color (BIPOC), Immigrants, those identifying as Lesbian, Gay, Bisexual, Transgender or Queer (LGBTQ), those affiliated with Religious groups, and those individuals who are Mentally and/or Physically Disabled), develops partnerships and works collaboratively with groups to advance equity in County programs and services; keeps abreast of legislation and court cases about racial equity and social justice and ensures compliance with applicable laws.
- Facilitates the development of baseline data and metrics, develops performance indicators and progress benchmarks, and presents results publicly both internally and externally to the County.

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid driver's license that must be maintained throughout the duration of employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Education: Possession of a Baccalaureate degree from an accredited college or university, preferably in Sociology, Ethnic Studies, Public Policy, Public Administration, Political Science, Social Science, Education or a closely related field.

Experience: Three (3) years of professional level experience providing guidance and program development related to equity, civil rights, or social justice programs which focus in part on equity, diversity and inclusion. Experience should include a demonstrated track record of successfully engaging with underserved and marginalized communities and experience making transformation changes to benefit these communities.

Substitution: Four (4) years of additional experience in managing community based, public policy, educational or social justice programs can be substituted for the education requirement.

KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

- Principles, procedures, and techniques for fostering diversity and promoting racial equity and social justice within a large organization.
- Theories and practices of effective management, strategic planning, and institutional change for Social Transformation
- Social, political, cultural, legal, technological, and environmental issues affecting equity and inclusion.
- Administrative principles and practices, including program development, implementation, and evaluation.
- Applicable Federal, State and local law, regulatory codes, ordinances and procedures relevant to social and racial equity.
- Data collection and analysis.
- Effective interpersonal, group communications, and conflict resolution techniques.
- Policy analysis and development techniques and methods of formulating and advocating for public policies specific to equity issues.

Skills and Ability to:

- Mobilize and engage internal and external teams to achieve equity goals and understand the impact of structural racism on policies and programs.
- Effectively manage diverse employees and apply management skills in planning and project management.
- Act as a visionary and strategic thinker to identify and define complex equity and human rights issues, develop sound conclusions and recommendations and represent recommendations.
- Communicate effectively with internal and external stakeholders, interpret laws and regulations, and advise executive management and the Board of Supervisors on equity policies.

- Establish and maintain effective relationships with stakeholders both internally and externally, prepare comprehensive written materials, and exercise tact and diplomacy in dealing with complex and confidential issues.



Contra Costa County Board of Supervisors

Subcommittee Report

EQUITY COMMITTEE

5.

Meeting Date: 06/20/2023

Subject: DEI Efforts of the Clerk-Recorder-Elections Department

Submitted For: EQUITY COMMITTEE,

Department: County Administrator

Referral No.: 2023-04

Referral Name: Department DEI Efforts

Presenter: Kristin Connelly, Clerk-Recorder and Registrar of Voters

Contact: L. DeLaney, (925) 655-2057

Referral History:

At their February 9, 2023 meeting, the Equity Committee directed staff to include on future Committee agendas presentations and information about County departments' efforts to implement diversity, equity, and inclusion in their service delivery and operations.

Referral Update:

The County's Clerk-Recorder and Registrar of Voters, Kristin B. Connelly, will be providing the Committee with a presentation of her department's equity efforts and practices.

Attachment A is a copy of the presentation materials.

Recommendation(s)/Next Step(s):

ACCEPT the report on the Clerk-Recorder-Elections Department equity efforts and provide input/direction as needed.

Attachments

Attachment A: Clerk-Recorder-Elections Presentation

Contra Costa County

Clerk-Recorder-Elections

Kristin B. Connelly



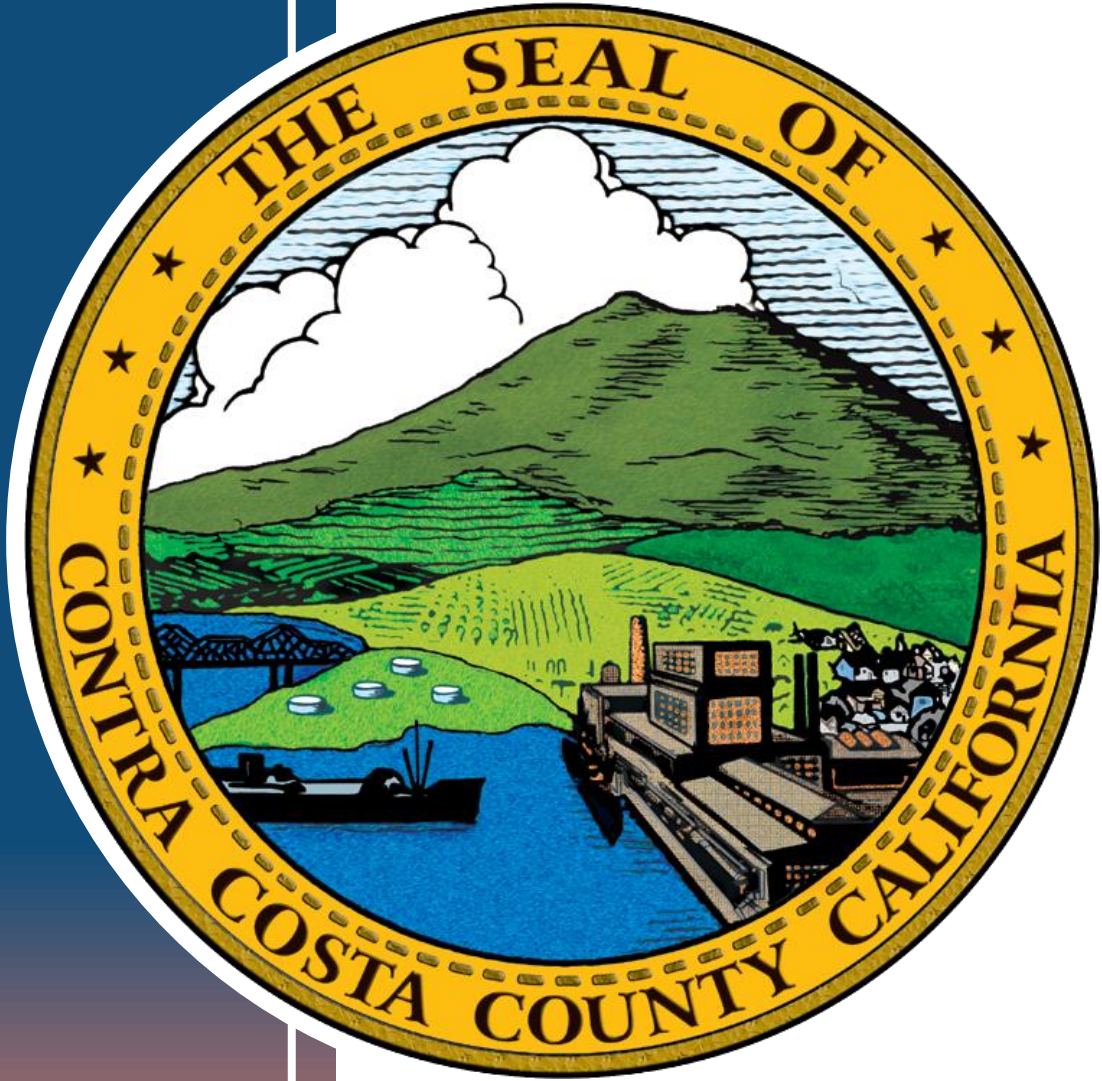
County Clerk-Recorder-Registrar



Kristin.Connelly@vote.cccounty.us



925.335.7899



ELECTIONS

Registrar of Voters



Primary Statutory Responsibilities Include:

- Conduct elections in a fair, efficient, accurate, and timely manner;
- Provide services to maintain a high level of voter registration and to ensure that all eligible citizens can register to vote and are able to exercise their right to vote, according to Federal and State statutory laws and regulations;

CLERK-RECORDER

Primary Statutory Responsibilities Include:



- Accurately maintain, protect, and preserve official records and indices relating to real property and vital records in Contra Costa County and provide the public with easy, convenient, and reliable access to public documents;

- Provide micrographic capability and equipment to digitize, maintain, and archive our public records.

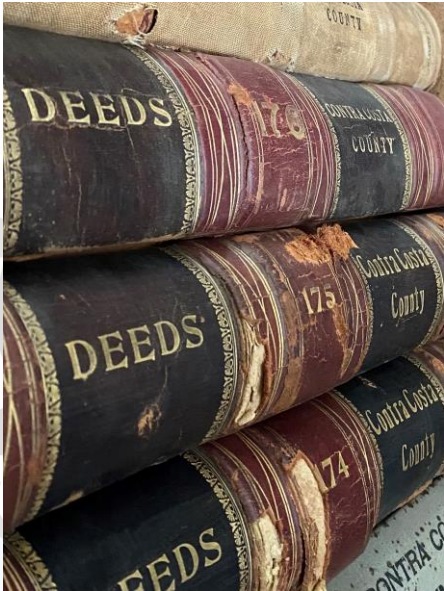
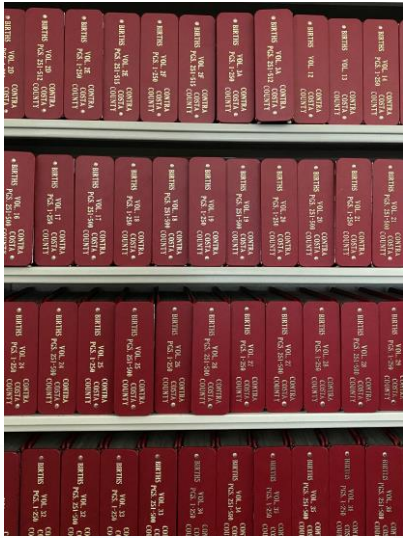
Clerk Recorder Equity in Services

- Updated our wedding ceremony scripts to include all pronouns.
- In compliance with AB 218 created a process for an individual to update their gender on marriages (to provide equity among all vital records).
- Updated the restroom codes to match.
- Increased our extended hours to accommodate people at different hours so that the public did not have to request time off work to obtain our services.
- Service window in the lobby is lowered to accommodate people with disabilities.



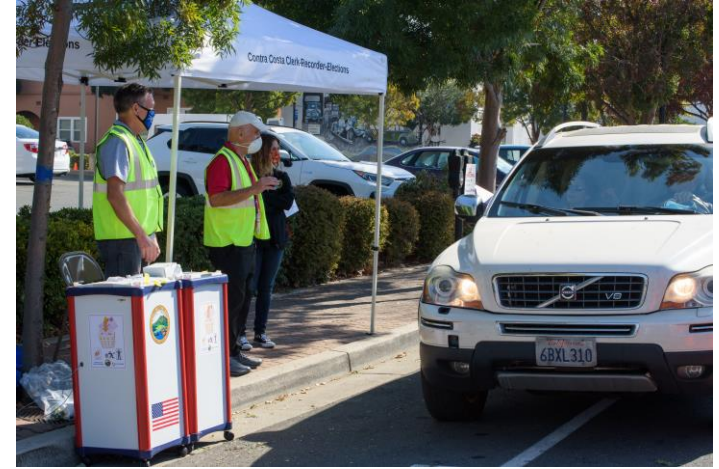
Clerk Recorder Equity in Services

- Forms are available in English and Spanish
- Provide translations using a language line for services, including marriage ceremonies.
- Updated our website to ensure each page is ADA compliant.
- Published a plan to comply with AB 1466 to locate unlawful language throughout the Official Record and record Restrictive Covenant Modifications to redact this language from the official public record.
- Added a QR code for access to complete vital record applications from the ease of your mobile devices.



Elections Equity in Services

- Added a QR code to our Voter Information Guide for ease in locating polling places or ballot drop boxes.
- Offer curbside voting for voters who cannot come inside the polling place to vote.
- Updated Candidate Guide for inclusivity of pronouns.



Contra Costa County Elections
555 Escobar Street, Martinez, CA 94553 (925) 335-7800 cocovote.us

CONTRA COSTA COUNTY CLERK
ELECTIONS DIVISION
P.O. BOX 171
MARTINEZ, CA 94553

NONPROFIT ORG.
U.S. POSTAGE
PAID
CONTRA COSTA COUNTY CLERK

OFFICIAL ELECTION MAIL
Approved by the U.S. Postal Service

ELECTRONIC SERVICE REQUESTED

Your Official Ballot will be mailed to this address starting October 19th.
If you need your ballot mailed to a different address, email your request to ballot@vote.cccounty.us or call (925) 335-7800.

Postmaster please deliver to:

Su boleta oficial será enviada a esta dirección comenzando Octubre 19.
Si necesita que se le envíe por correo a una dirección diferente, envíe su solicitud por correo electrónico a ballot@vote.cccounty.us o llame al (925) 335-7800.

自10月19日起，我們會將您的官方選票郵寄至該地址。
如果您需要將選票寄送至其他地址，請發送電子郵件至 ballot@vote.cccounty.us 或致電 (925) 335-7800 提出申請。

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You are assigned to this location if you need to vote in person on Election Day from 7 a.m. to 8 p.m.
For accessibility information or assistance call (925) 335-7800.

Está asignado a esta ubicación si necesita votar en persona el día de las elecciones de 7 a.m. a 8 p.m.
Para obtener información o asistencia sobre accesibilidad, llame al (925) 335-7800.

如果您在選舉日上午7點至晚上8點需要現場投票，您將被分配至此地點。
如需獲取障礙資訊或援助，請致電 (925) 335-7800。

Contra Costa County
Voter Guide
GENERAL ELECTION November 8, 2022

GUÍA PARA EL VOTANTE
Elección General
8 de Noviembre, 2022
選民指南
全州大選
2022年11月8日

INCLUDES:
A Sample Ballot to help you prepare to vote
Locations where you can return your ballot
Locations for in-person voting

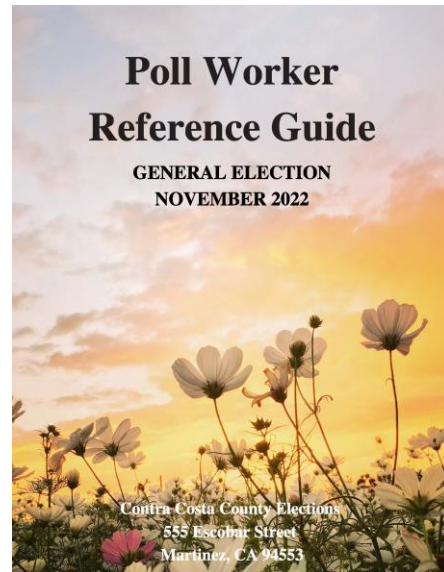
INCLUDE:
Una boleta de muestra para ayudarlo a prepararse para votar
Lugares donde entregar su boleta
Ubicaciones para votación en persona

內容:
幫助您準備投票的選票樣本
供您交回選票的地點清單
提供現場投票援助的地點清單

001
Clerk
ot
cocovote.us

Elections Equity in Services

- Updating Pollworker Guide for inclusivity.
- Conduct regular accessibility surveys of all polling places to ensure ADA compliance and access.
- Increased number of Accessible Ballot Marking Devices at polling places.

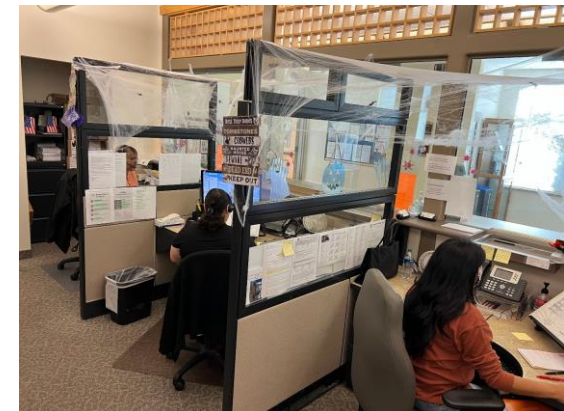


PATH OF TRAVEL



Elections Equity in Services

- Update to the website ensuring each page is ADA compliant.
- Reworked and reorganized our phone system to provide better service to our Limited English Proficiency voters.
- Offer ballots and all election materials in Section 203 mandated languages and offer a Ballot Translation Guide in 9 additional languages to all voters, not just those identified under EC 14201.
- Our office uses GIS Technology to Identify Areas of Low Voter Registration and Low Turnout Rates and follows through with targeted Voter Education and Outreach Efforts to increase these rates.
- Our office engages with local Community Based Organizations to Amplify our messages and outreach.





Contra Costa County Board of Supervisors

Subcommittee Report

EQUITY COMMITTEE

6.

Meeting Date: 06/20/2023

Subject: Stipends for Members of Lived Experience Community Advisory Committee

Submitted For: EQUITY COMMITTEE,

Department: County Administrator

Referral No.: 2023-07

Referral Name: Stipends for Members of Lived Experience

Presenter: Vice Chair of the Committee **Contact:** L. DeLaney, (925) 655-2057

Referral History:

The "[Recommendations for Contra Costa Office of Racial Equity and Social Justice](#)," a report accepted on [October 25, 2022](#) by the Board of Supervisors, included as recommendation 5: "In order to create continuity within ORESJ governance, the CORE Committee shall serve as an advisory body to ORESJ until the office is fully phased into the Lived Experience Community Advisory Board (as described on page 36) in the office's second year."

The description of the Lived Experience Community Advisory Board on page 36 is as follows:

"Additionally, the ORESJ shall create a Lived Experience Community Advisory Board, composed of 20 residents who have been directly impacted by system harms, with four representatives from each county region. These positions would include permanent seats for people representing faith, education, labor, and youth perspectives. This Board is a key pivot in centering community direction and oversight. It is vital that community members—particularly those impacted by system harms and varied forms of marginalization—anchor, author, and authorize the work of this Office. In order to ensure that the Lived Experience

Community Advisory Board empowers residents to drive change in internal county culture, we recommend adopting the Spectrum of Community Engagement to Ownership model developed by Rosa Gonzalez & Facilitating Power, which is being utilized, demonstrated, and embraced by the City of Richmond's Race Equity Team as well as by the Healthy Contra Costa initiative (see Appendix C).

The Core Committee envisions that its members will serve as an advisory board through the first year, after which time that role will transition to the Lived Experience Community Advisory Board. Membership would be rotated until the new board reflects the recommended range across regions and community sectors."

Core Committee members are identified in the Recommendations report as the following individuals: "Kimi Barnes, Solomon Belette, Donté Blue, Sonia Bustamante, Kanwarpal Dhaliwal, Teki Flow, Roxanne Carrillo Garza, Angela Irvine, Isabel Lara, Jen

Leland, Kerby Lynch, Latrece Martin, Mariana Moore, Karen Perkins, Jose Rizo, Ali Saidi, Willie Robinson, and. Past members also include Victoria Adams, Gigi Crowder, and Susun Kim" (p. 11)

Equity Committee Vice Chair Gioia has requested that the matter of stipends for the Lived Experience Community Advisory Board members be included on the Committee agenda for consideration.

Referral Update:

According to the County's Clerk of the Board office, members of the following bodies currently receive compensation, salary, stipend, or expense reimbursement:

1. Advisory Council on Aging
2. Advisory Housing Commission
3. Assessment Appeals Board
4. County Planning Commission
5. Economic Opportunity Council
6. IHSS Public Authority Advisory Committee
7. Mental Health Commission
8. Merit Board
9. Workforce Development Board

Compensation information is included in Attachment A.

Attachment B includes information about the stipends provided to the members of the Co-Directors Search Subcommittee.

Recommendation(s)/Next Step(s):

CONSIDER the matter of providing stipends to members of the Lived Experience Community Advisory Body and PROVIDE direction to staff.

Attachments

Attachment A: Advisory Body Compensation Information

Attachment B: Stipends for Co-Directors Search Subcommittee

Advisory Body Compensation Information

Advisory Body	Amount & Type of Compensation	Reference
Advisory Council on Aging	Actual and necessary expenses for mileage at the county rate.	Unknown
Assessment Appeals Board	\$200 per one half day meeting, \$300 per full day meeting, and \$400 for any consecutive meeting days. Each member of the assessment appeals board shall also be reimbursed for mileage and other expenses reasonably and necessarily incurred in the discharge of his duties, as provided for regular county employees.	April 28, 1998 Board of Supervisors Agenda Item SD.2, Ordinances 84-62 § 5, 74-57 § 2, 73-45, and County Code Section 26-10.210.
Economic Opportunity Council	Reimbursements for reasonable expenses incurred by the low income sector representatives and alternates (i.e. transportation). Low Income representatives and alternates will be reimbursed for mileage according to standard rates when attending approved activities related to the Economic Opportunity Council.	Section IX of the Economic Opportunity Council bylaws, approved by the Board of Supervisors on September 11, 2018.
Housing Authority	\$50 per meeting, up to 4 meetings per month as well as necessary traveling and subsistence expenses incurred in the discharge of their duties.	Article IV, Section 5 of the Housing Authority bylaws, adopted by Resolution 5160 of the Board of Commissioners.
IHSS Public Authority Advisory Committee	\$24 stipend per meeting. Compensation limited to three meetings per month.	May 17, 2022 Board of Supervisors Agenda Item C.59.
Mental Health Commission	The Board of Supervisors may pay from any available funds the actual and necessary expenses of the members of the mental health board of a community mental health service incurred incident to the performance of their official duties and functions. The expenses may include travel, lodging, childcare, and meals for the members of an advisory board while on official business as approved by the director of the local mental health program.	Welfare and Institutions Code Section 5604.3
Merit Board	\$75 per meeting attended, but not more than 24 meetings per calendar year. \$75 per special meeting but no more than 12 special meetings per calendar year. Mileage reimbursement and other reasonable expenses incurred in the discharge of his or her duties as provided by resolution of the Board of Supervisors.	County Code Article 33-7.5, Section 33-7.503, and Part 2 and Section 207 of Personnel Management Regulations

Advisory Body Compensation Information

Planning Commission	\$50 per meeting, not to exceed \$300 a month, plus mileage.	Resolution 74/600B adopted by the Board of Supervisors on July 9, 1974.
Workforce Development Board	Reimbursed for necessary and actual expenses incurred in the performance of duties.	Article III, Section G of the Workforce Development Board bylaws, approved by the Board of Supervisors on July 18, 2017.

Memo: Stipends for ORESJ Core Director Search Sub-committee Members

Core Committee Director Search committee members receive a stipend to recognize their valued contribution to the search process after their service. The stipend is not a wage and may not correspond to an hourly rate. Members receive the stipend provided they perform their role following the expectations laid out by the agreed work plan. The compensation is not contingent upon the success of the search.

Here's a breakdown of a stipend budget for five committee members based on the provided tasks:
Search Planning and Assessment of County's Needs:

- Committee member stipend for meeting with HR: \$960 (Approximately 30 meetings and 32 hours per member)

Job Description and Supporting Documents:

- Committee member stipend for reviewing job descriptions and creating an announcement: \$240 (Total preparation time of 8 hours per member for job descriptions, brochures, and presentation to the Board of Supervisors)

Candidate Selection, Preparation, and Semifinalist and Finalist Interviews:

- Committee member stipend for participating in candidate selection and preparation: \$480 (Approximately 16 hours dedicated to candidate review per member, may vary based on applicant pool. Includes both in-person and virtual meetings)
- Committee member stipend for reviewing and evaluating candidates after each round of interviews: \$240 (Approximately 8 hours per member required for writing evaluations)

Search Deliverables:

- Committee member stipend for assisting in producing resources such as interview questions, reports, summaries, and other tasks as required: \$480 (Approximately 16 hours needed with an estimate of 4 work sessions/meetings for the completion of materials)

Total Budget Estimate¹ per Committee Member: \$2,400

Total Overall: \$12,000

¹ Please note that the provided amounts are stipend estimates and may be subject to change or adjustment based on the specific requirements and policies of the committee or organization involved.