

# 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.*

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For Additional Information Contact:

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## 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