



## Meeting Minutes - Final

### CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

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Friday, October 24, 2025

9:30 AM

2530 Arnold Drive, Martinez

<https://cccouny-us.zoom.us>

Call-In: 1-214-765-0478

Conference Code: 480778

Meeting ID: 817 3241 0745

Password: 400478

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Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

**Online Guests: Jennifer Quallick, Deb Johnson, Christian Rodriguez, Cristina Perez, and Angela Butler Owens**

**Present** Roosevelt Gipson Jr., Amrita Kaur, Rameet Kohli, DeVonn Powers, Leonard Ramirez, and Oravanh Thammasen

**Absent** Lynette Hart, and Lauren Traylor

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

3. Guest Speaker: Tanya Birely (Rubicon Workforce Liaison)

Tanya Birely is one of four Business Services Workforce Liaisons for Alameda and Contra Costa County at Rubicon Programs, a Bay Area non-profit focused on fighting poverty through workforce development, reentry services, housing, health, and community support. Rubicon assists parolees up to six months before release, employs WIOA Grant Coaches at multiple sites, and enforces the Fair Chance Act by connecting employers with participants.

Liaisons organize over a hundred career events annually, including large-scale gatherings like the Career Pathfinder at the Oakland Coliseum, and Birely partners with employers to provide On-The-Job incentives. Rubicon and Contra Costa County are co-hosting a career fair with 42 exhibitors on October 30, 2025, and bilingual services are available at AJCC centers in Concord and Hayward.

4.

[25-4456](#)

**Attachments:** [ACEEO - Minutes - 09-26-2025](#)

**Motion:** Kohli

**Second:** Gipson

**Aye:** Gipson, Kaur, Kohli, Powers, Ramirez, and Thammasen  
**Absent:** Hart and Traylor  
**Result:** Passed

5. HR Offboarding sub-committee update

The HR Off Boarding sub-committee postponed its meeting with HR until early next year and will use the interim period to research how surrounding counties handle exit interviews. They plan to identify which departments already conduct interviews, gather best practices, and compile findings to present to the full council and HR at a later date.

6. [25-4455](#)

**Attachments:** Roster - ACEEO - 06-20-2025

One seat renewal confirmed. Discussion proceeded to vacancy recruitment. Flyer proposed to advertise vacancies through Board of Supervisors, Clerk of the Board, and community organizations.

7. [25-4465](#)

**Attachments:** [Required Training Deadlines](#)  
2025 Advisory Council Attendance

The advisory body was reminded of upcoming training deadlines and attendance rules. Members will review the annual report to correct yearly activities, and goals will be established for 2026.

8. Roundtable/Public Comment

No public comments made.

9. Adjourn

The meeting has adjourned at 10:54 A.M.

The next meeting is currently scheduled for December 5, 2025.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the 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 Committee less than 96 hours prior to that meeting are available for public inspection at 2530 Arnold Drive lobby, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. 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: Kiara Allen, (925) 335-1417

*ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS*

*LABOR-TRADE MEMBER SEAT:  
(VACANT)*

*BUSINESS MEMBER SEAT:  
DeVonn Powers*

*COMMUNITY MEMBER SEAT #1:  
Rameet Kohli*

*EDUCATION MEMBER SEAT:  
Roosevelt Gipson Jr.*

*COMMUNITY MEMBER SEAT #2:  
Lauren Traylor*

*DISABILITY SEAT:  
(VACANT)*

*COMMUNITY MEMBER SEAT #3:  
(VACANT)*

*UNION MEMBER SEAT #1:  
Oravanh Thammasen*

*COMMUNITY MEMBER SEAT #4:  
Lynette Hart*

*UNION MEMBER SEAT #2:  
(VACANT)*

*MANAGEMENT MEMBER SEAT #1:  
(TBD)*

*VETERAN'S SEAT:  
Leonard Ramirez*

*MANAGEMENT MEMBER SEAT #2:  
Amrita Kaur*

*STAFF TO ACEEO:*  
- Antoine Wilson  
- Kiara Allen

*ACEEO Goals*

- *Fill vacant ACEEO member seats: Labor-Trade, Community #3, Disability, Management #1, and Union #2.*
- *Schedule speakers and topics that align with the ACEEO focus on equal employment opportunities within the County.*
- *Establish or create a link to the Office of Racial Equity and Social Justice (ORESJ) and Human Resources for regular attendance.*
- *Attend and look for implicit bias, diversity deficiencies, and under-representation at Contra Costa County sponsored career fairs, then report back to the ACEEO with discoveries.*
- *Create sub-committees to help address the goals of the ACEEO.*
- *Create a database of departmental presentations for ease of following up the next time a department attends as guest speakers.*