



AGENDA

CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

Friday, January 23, 2026

9:30 AM

2530 Arnold Drive, Martinez

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

Call-In: 1-408-961-3928

Conference Code: 480778

Meeting ID: 827 294 6546

Password: 927232

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
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: Dora Regalado and Gilbert Salinas (Health Services Department)
4. Discuss and Vote for Chair and Vice Chair
5. Review and Approve the minutes from October 24, 2025, and December 5, 2025, [26-309](#)
Advisory Council on Equal Employment Opportunity meeting.
Attachments: [ACEEO - Minutes - 10-24-2025](#)
[ACEEO - Minutes - 12-05-2025](#)
6. Discuss HR Off Boarding sub-committee updates [25-4966](#)
Attachments: HR Off Boarding Sub
7. Review and Approve 2025 Annual Report [25-4970](#)
Attachments: 2025 ACEEO Annual Report
8. Discuss upcoming 2026 Guest Speakers [26-310](#)
Attachments: Guest Speakers chart 2024-2026
9. Discuss Implicit Bias Training
10. Roundtable/Public Comment

11. Adjourn

The next meeting is currently scheduled for February 27, 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. 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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-309

Agenda Date: 1/23/2026

Agenda #: 5.



Meeting Minutes - Final

CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

Friday, October 24, 2025

9:30 AM

2530 Arnold Drive, Martinez

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

Call-In: 1-214-765-0478

Conference Code: 480778

Meeting ID: 817 3241 0745

Password: 400478

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.

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ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

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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.*



Meeting Minutes - Final

CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

Friday, December 5, 2025

9:30 AM

2530 Arnold Drive, Martinez

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

Call-In: 1-214-765-0478

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Meeting ID: 817 3241 0745

Password: 400478

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: Matt Brega, Kaitlyn Jeffus, Deb Johnson and Rasaan Johnson

Present Lynette Hart, Rameet Kohli, and Oravanh Thammasen

Excused Amrita Kaur, and Leonard Ramirez

Absent 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: Matt Brega and Kaitlyn Jeffus (Department of Child Support Services)

Matt Brega and Kaitlyn Jeffus of the Department of Child Support Services presented on their exit interview process. Due to the size of their department, the number of annual interviews conducted is small. Process done internally and is willing to make updates using the suggestions from the advisory council. Social Workers have thankless job and mental support for staff is recommended towards all.

4. [25-4952](#)

Attachments: [ACEEO - Minutes - 10-24-2025](#)

Quorum standards not met, vote is tabled until next meeting.

This Consent Item was tabled.

5. [25-4966](#)

Attachments: HR Off Boarding Sub

The HR Off Boarding sub-committee has upcoming meeting with a surrounding county on how they handle exit interviews. They have identified which departments already conduct interviews, gathered best practices, and will finish compiling findings to present to the full council and HR at a later date. Overall suggestion made that an engagement survey should be conducted to get ahead of employees leaving departments or county.

6.

[25-4970](#)

Attachments: 2025 ACEEO Annual Report

Brief review of the annual report and advisory body entered input for all questions asked. Implicit Bias Training for advisory group on hold until further notice. Approval of report at next monthly meeting.

7. Roundtable/Public Comment

Recruitment Flyer made with the help of recruitment sub-committee. Needs to present to advisory body, then Equity committee, then approved by Board of Supervisors before Clerk of Board can use to promote advisory body.

8. Adjourn

Meeting adjourned at 11:02 A.M.

The next meeting is currently scheduled for January 23, 2026.

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File #: 25-4966

Agenda Date: 12/5/2025

Agenda #: 6.

HR Off Boarding Sub-committee meetings

San Mateo County (with Conrad Fernandes)

- <https://www.smcgov.org/hr/exit-survey>
- Less than 5% participate (less than 1% in some departments)
- Very few phone exit interviews are done (same questions as survey for consistency)
 - Most submit the online survey (5 questions)
- Still working through how/when to share feedback to leadership (quarterly, twice a year, etc.)
- Don't send reminders to people after they have left
- He recommends we automate the exit survey process if possible
- They also send out an engagement survey that they use a third-party vendor to manage
 - They ask a question about if the employee plans to leave the county in the next year
 - Have been using these surveys for over ten years
- Each department assigns an "engagement champion" and is tasked with coming up with recommendations based on the data collected from the engagement survey
- Organizational changes have happened based on data collected from the engagement surveys, not so much from the exit surveys
- Conduct "stay" interviews to check in with employees from time to time to make sure they are satisfied and learn more about their pain points so they can address them before it is too late
 - Not every department conducts these interviews

Contra Costa County – Risk Management (with Cristina Perez)

- Only for permanent voluntary or retirement
 - 2-3 employees a year
- 19-20 questions in person 1-on-1, collect County property
- Data shared with Director who then shares with respective Manager
 - Not aware of implementation of data; left to discretion of Director and Manager
- No formal or informal interdepartmental exit process best practices
- Offer later survey if not comfortable with in-person exit interview
- Open to suggestions from sub-committee for improvement
 - Continue with in person process, and if more to say, direct to county-wide process for more information

Santa Clara County – Employee Services Agency (with Brandon Pham and Nicodemus Geefay)

- Exit interview process is a bit disjointed, not centralized
- As of now, departments run their own exit surveys but are starting to use a broader, county-wide exit survey though still managed by each department
 - Most interviews are done in person, but some departments will conduct phone interviews
 - Within ESA, everyone who leaves is supposed to fill out both their exit survey and the county-wide exit survey
- No exit interview survey for employees who have been terminated
 - However, they conduct exit interviews for employees who are transferring to another department
 - Originally anyone who left a department gets a survey as if leaving the county to email on file one week after, even though only transferring between departments
- Automated process through their HR system - a survey link gets sent to personal email address of employee who recently left - saw a 10-20% response rate
 - Getting more and more email bounce backs
- Last January (2024) teamed up with Gallup on surveys that are given to employees throughout the year to gauge satisfaction
 - Ask for employee ID # in the survey but no other personal info - if the former employee chooses not to enter employee ID # then the survey is totally anonymous
 - Exiting employees have the option to submit anonymous feedback
- The survey data is downloaded into an excel file and then imported into Power BI to gather and analyze the data roughly every six months
 - ESA will sit with the departments to go over the data
- Turnover rates county-wide - 1.8% retirement, 3% resignation, <1% involuntary termination
- Two primary zones: automated survey link is sent by ESA (centralized) and departments are asked to try their best to conduct exit interviews before the employee leaves (decentralized)
- Suggestion: If really want to do something county-wide, then need assistance from top brass (i.e. Board of Supervisors) otherwise, will struggle to get all the departments to comply
 - If there is no mandate from Head of County, then timeline for implementation can take a long time.
- No new implementations made to departments or overall from data as recent implementation is too new



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
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Staff Report

File #: 25-4970

Agenda Date: 12/5/2025

Agenda #: 7.



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

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

II. Accomplishments

(estimated response length: 1/2 page)

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

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.



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Guest Speakers

	2024	2025	2026
January	<ul style="list-style-type: none"> • Ellen McDonnell, Public Defender • Brandon Banks, Chief Assistant Public Defender 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • Dora Regalado, Health Services Personnel Director • Gilbert Salinas, Chief Equity Officer
February	<ul style="list-style-type: none"> • Joshua Zebley, Veterans Services • Carol Prell, Veterans Services • (no quorum/meeting cancelled) 	<ul style="list-style-type: none"> • (none) • (no quorum) 	<ul style="list-style-type: none"> • Patrice Guillory, Director of Office of Re-Entry & Justice, Probation Department
March	George Carter, Economic Development Project Manager, Conservation & Development	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • Anisa Smith, CCWORKS Program Manager (tentative)
April	<ul style="list-style-type: none"> • Beatriz Portillo, Office of Emergency Services, Sheriff/Coroner • Rick Kovar, Office of Emergency Services, Sheriff/Coroner 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • Wanda McAdoo, Chief Administrative Services I, County Counsel • Nina Dong
May	<ul style="list-style-type: none"> • Gilbert Salinas, Chief Equity Officer, Health Services 	<ul style="list-style-type: none"> • Gladys Scott Reid, HR 	<ul style="list-style-type: none"> •
June	<ul style="list-style-type: none"> • Diana Becton, District Attorney • Annie Esposito, Assistant District Attorney • Alana Mathews, Assistant District Attorney 	<ul style="list-style-type: none"> • Diane Troung, Risk Management ADA Title II Program Manager (Public Access) • Susan Skamser, RM ADA Title II 	<ul style="list-style-type: none"> • Natalie Darone, Library Human Resources Officer
July	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • (no quorum) 	<ul style="list-style-type: none"> •
August	<ul style="list-style-type: none"> • Joshua Zebley, Veterans Services 	<ul style="list-style-type: none"> • Ellen McDonnell, Public Defender • Brandon Banks, Chief Assistant Public Defender 	<ul style="list-style-type: none"> •
September	<ul style="list-style-type: none"> • (meeting held October 4 as Special Meeting) 	<ul style="list-style-type: none"> • Barbara Elliott, Human Resources ADA Title I Program Manager (Employment) 	<ul style="list-style-type: none"> •
October	<ul style="list-style-type: none"> • Barbara Elliott, Human Resources ADA Title I Program Manager (10/4 Special Meeting) ----- • Linda Farmer, HR POD Analyst • Lakisha Russell, HR POD Analyst • Nicole Bilich, HR Manager • Dominique Burton, HR Analyst 	<ul style="list-style-type: none"> • Tanya Birely, Rubicon Programs Workforce Liaison – Contra Costa County 	<ul style="list-style-type: none"> • Tanya Birely, Rubicon Programs Workforce Liaison – Contra Costa County (tentative) • Ray Hollans, JP Morgan Chase, Community Manager (tentative)
November	<ul style="list-style-type: none"> • Dan Mierzwa, Treasurer/Tax Collector • Ronda Boler, Treasurer/Tax Collector 	<ul style="list-style-type: none"> • (meeting held December 5th/ no quorum) • Matt Brega, Director of DCSS • Kaitlyn Jeffus, Chief Admin of DCSS 	<ul style="list-style-type: none"> •
December	N/A	N/A	N/A