



CONTRA COSTA COUNTY

AGENDA - PUBLISHED

Advisory Council on Equal Employment Opportunity

Friday, February 28, 2025

9:30 AM

2530 Arnold Drive, Martinez |
[https://cccounty-us.zoom.us/j/895082256
26?](https://cccounty-us.zoom.us/j/89508225626?pwd=Jt0Cz7svC6UbP4bNa38CLtS14Qj6Kl.1)
Kl.1 | Call-In: 1-214-765-0478 /
Conference Code: 480778 / Meeting ID:
895 0822 5626 / Password: 176405

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. Board of Supervisors Statement [25-716](#)
Attachments: [News Flash - Contra Costa County Responds to Recent Executive Orders](#)
[District IV Supervisor Ken Carlson - Contra Costa County, CA Official Website](#)
 4. REVIEW and APPROVE the minutes from January 24, 2025, Advisory Council on Equal Employment Opportunity meeting. [25-707](#)
Attachments: [ACEEO - Minutes - 01-24-2025](#)
 5. DISCUSS and APPROVE the amended 2024 Year-End Report [25-709](#)
Attachments: [2024 ACEEO Annual Report](#)
 6. DISCUSS Progress of SBE recommendations [25-708](#)
Attachments: [SBE Report Summary of Findings](#)
[Attachment A - SBE Report Period January thru June 2024](#)
 7. DISCUSS Sub-committee meeting [25-710](#)
-

Attachments: Guest Speaker Outline
Guest Speakers chart

8. DISCUSS Equity Committee Presentation feedback from EEO Report
9. Roundtable Discussion/Public Comment
10. Adjourn

The next meeting is currently scheduled for March 28, 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. 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 Thammassen*

*COMMUNITY MEMBER SEAT #4:
Lynette Hart*

*UNION MEMBER SEAT #2:
(VACANT)*

*MANAGEMENT MEMBER SEAT #1:
(VACANT)*

*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 #: 25-716

Agenda Date: 2/28/2025

Agenda #: 3.

Posted on: January 24, 2025

Contra Costa County Responds to Recent Executive Orders

Contra Costa County Responds to Recent Executive Orders

Amid recent changes and concerns about federal immigration policies, Contra Costa County wants to reassure you about our unwavering commitment to all members of our community, regardless of immigration status.

Our Approach:

- No Discrimination:** Contra Costa County does not single out individuals based on their race, ethnicity, national origin, religion, gender or gender identity, sexual orientation, or immigration status.
- Privacy Protection:** We do not collect or share information about your immigration status unless required by state or federal law or a court order. Safeguarding your personal information is one of our most important priorities.
- Access to Services:** Everyone in our community should be able to access essential services, including healthcare. Recent federal actions will not affect how the County provides these services.

We recognize that fear and uncertainty can prevent people from seeking County programs and services, but we want to assure you that our services are here for you. You have the right to feel safe and secure in your community, and our longstanding policies are designed to uphold your safety and trust.

Contra Costa County stands united in creating a welcoming, inclusive environment where everyone has the support they need to thrive. We encourage you to reach out for assistance without hesitation, knowing that our commitment to serving and protecting all residents is steadfast.

For more information: Immigration Resources & Public Charge Information visit [Immigration Resources & Public Charge Information | EHS](#)

El Condado de Contra Costa Responde a las Recientes Órdenes Ejecutivas

En medio de los cambios recientes y las preocupaciones sobre las políticas federales de inmigración, el Condado de Contra Costa quiere asegurarle nuestro compromiso inquebrantable con todos los miembros de nuestra comunidad, independientemente de su estatus migratorio.

Nuestro Enfoque:

- No discriminación:** El Condado de Contra Costa no señala a las personas en función de su raza, etnia, origen nacional, religión, género o identidad de género, orientación sexual o estado migratorio.
- Protección de la privacidad:** No recopilamos ni compartimos información sobre su estado migratorio a menos que lo exija la ley estatal o federal o una orden judicial. Salvaguardar su información personal es una de nuestras prioridades más importantes.
- Acceso a los servicios:** Todos los miembros de nuestra comunidad deberían poder acceder a los servicios esenciales, incluida la atención médica. Las acciones federales recientes no afectarán la forma en que el Condado proporciona estos servicios.

Reconocemos que el miedo y la incertidumbre pueden impedir que las personas busquen programas y servicios del Condado, pero queremos asegurarle que nuestros servicios están aquí para usted. Usted tiene derecho a sentirse seguro y protegido en su comunidad, y nuestras políticas de larga data están diseñadas para mantener su seguridad y confianza.

El Condado de Contra Costa se mantiene unido en la creación de un ambiente acogedor e inclusivo donde todos tienen el apoyo que necesitan para prosperar. Lo alentamos a que busque ayuda sin dudar, sabiendo que nuestro compromiso de servir y proteger a todos los residentes es firme.

Para más información: [Recursos de Inmigración e Información de Carga Pública | EHS](#)



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Posted on: September 5, 2023



[Application Period Extended for Auditor-Controller](#)

Posted on: February 14, 2025



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Posted on: November 21, 2024



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Posted on: January 15, 2025 | Last Modified on: January 15, 2025



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Posted on: May 23, 2024



County Awarded Grants for Head Start Programs

Posted on: August 29, 2024 | Last Modified on: August 29, 2024



Voter-Approved Measure X

Posted on: February 24, 2022



County Receives Nearly \$1.5 million for Contra Costa Resilient Shoreline Plan

Posted on: June 7, 2024



Envision Contra Costa 2040

Posted on: March 20, 2024



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DISTRICT IV SUPERVISOR KEN CARLSON

Welcome to the District IV website! As your County Supervisor, I was elected to serve the communities of Clayton, Pleasant Hill, Walnut Creek, and Concord and the unincorporated Contra Costa Centre and Morgan Territory.

This page is devoted to being a resource for my constituents. I have provided information to assist you in reaching popular County departments and services, general information about me and the district, and updates on District 4 and Countywide initiatives.

I look forward to connecting with you.

Ken Carlson

County and Community Updates



Dear Friends,

I want to acknowledge that this week has been challenging and there are a lot of heightened concerns within our community. With everything going on, I want to reaffirm my dedication to every resident and my commitment to protect our most vulnerable within Contra Costa County.

As a County, we will continue to provide essential social safety net services, including CalFresh and Medi-Cal, to every individual residing in our district. We are resolute in our efforts to safeguard these programs and will continue to advocate at both, the state and federal levels.

As the first openly gay member of the Board of Supervisors, I am deeply committed to defending the rights of the LGBTQ+ community. To our transgender brothers and sisters: you are seen, you are valued, you will always be welcome here, and we will continue to provide inclusive services and healthcare. I am working to ensure your rights are protected and hope to see services expanded across the region.

To our immigrant residents: I understand these are difficult and uncertain times. The fear and pressure within the community are palpable, and I want you to know that my office is, and always will be a safe space. I am committed to ensuring that Stand Together Contra Costa has the resources to support you—helping you understand your rights and providing access to fair legal representation.

To the residents of District IV: I hope that you will join me in the work that is very critical at this time. Our perspectives may not align but I hope to share in the effort to improve the lives of every Contra Costa resident. Together, we will navigate these challenges and build a stronger community.

In Solidarity,

Ken Carlson



Contact Us

Subscribe to District IV E-Newsletters

Ken Carlson District IV, Supervisor

2255 Contra Costa Blvd. Suite 202
Pleasant Hill, CA 94523

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Fax: (925) 646-5202

Email: SupervisorCarlson@bos.cccounty.us

We are here to assist you. Appointments are strongly recommended

Tuesday through Thursday, 9:00 a.m. to 5:00 p.m. or by appointment

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-707

Agenda Date: 2/28/2025

Agenda #: 4.

Advisory Board: Advisory Council on Equal Employment Opportunity
Subject: Meeting Minutes

Information:

County policy requires that each advisory body keep a record of its meetings. Attached for the Advisory Council on Equal Employment Opportunity's information is the Record of Action for its January 24, 2025, meeting.

Referral History and Update:

- Meeting Minutes from November 22, 2024, Advisory Council on Equal Employment Opportunity meeting was APPROVED on January 24, 2025.
- Amended Meeting Minutes from the October 4, 2024, and Meeting Minutes from the October 25, 2024, Advisory Council on Equal Employment Opportunity meetings were APPROVED on November 22, 2024.
- Meeting Minutes from the October 4, 2024, Advisory Council on Equal Employment Opportunity meeting was DENIED on October 25, 2024. Amendments needed for approval.
- Meeting Minutes from the August 23, 2024, Advisory Council on Equal Employment Opportunity meeting was APPROVED on October 4, 2024.

Recommendation(s)/Next Step(s):

REVIEW and APPROVE the minutes from January 24, 2025, Advisory Council on Equal Employment Opportunity meeting.



Meeting Minutes - Final

CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

Friday, January 24, 2025

9:30 AM

2530 Arnold Drive, Martinez |

[https://cccounty-us.zoom.us/j/85667787737?](https://cccounty-us.zoom.us/j/85667787737?pwd=44eUtXnN8sMb9OlcmLNBXozjWHUFb.1)

[pwd=44eUtXnN8sMb9OlcmLNBXozjWHUFb.](https://cccounty-us.zoom.us/j/85667787737?pwd=44eUtXnN8sMb9OlcmLNBXozjWHUFb.1)

1 | Call-In: 1-214-765-0478 / Conference Code:

480778 / Meeting ID: 856 6778 7737 / Password:

821946

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

Present Amrita Kaur, Rameet Kohli, DeVonn Powers, Leonard Ramirez, Oravanh Thammasen, and Lauren Traylor

Absent Clearnise Bullard

Late Roosevelt Gipson Jr.

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. REVIEW and APPROVE the minutes from November 22, 2024, Advisory Council on Equal Employment Opportunity meeting. [25-247](#)

Attachments: [ACEEO - Minutes - 11-22-2024](#)

Motion: Kaur

Second: Kohli

Aye: Kaur, Kohli, Powers, Ramirez, Thammasen, and Traylor

Absent: Bullard

Late: Gipson,

Result: Passed

4. DISCUSS Progress of SBE recommendations

Tabled to the next meeting.

5. DISCUSS and VOTE on nominations for Vice-Chair.

Powers to remain as Vice Chair. Thammasen volunteers to assist with Vice Chair duties.

Motion: Traylor

Second: Kohli
Aye: Kaur, Kohli, Powers, Ramirez, Thammasen, and Traylor
Absent: Bullard
Late: Gipson,
Result: Passed

6. REVIEW, DISCUSS and APPROVE the 2024 Year-End Report. [24-3776](#)

Attachments: [Advisory Body Annual Report Template](#)

This Consent Item will be approved upon amendments made during meeting.

7. Discuss Speaker recommendations for future meetings

Discussion regarding the numerous Presidential executive orders that have taken place recently, the ACEEO unanimously decided they would like to know the Board of Supervisors' statement before looking at Departmental Guest Speakers. Once established, the ACEEO would like to have someone from the Office of Racial Equity and Social Justice (ORESJ) and Human Resources attend on a regular basis for input.

Traylor and Thammasen volunteer to form a subcommittee for creating guest speaker guidelines. Guidelines will target information for each department that aligns with the purpose of the ACEEO. Copies of presentations will be required prior to presenting. The subcommittee will report on progress made in the February meeting.

8. DISCUSS 2025 Goals and Objectives

The continued goals are to fill vacant seats, schedule guest speakers that align with the purpose and direction of the ACEEO, and to establish a link to the ORESJ. New goals for the 2025 year are to look into County sponsored career fairs for possible implicit bias and under representation, establish a link with the Human Resources department, create and maintain a database of information on each department to track progress for known issues, and to look for DEI loopholes or deficiencies in the County.

9. Roundtable Discussion/Public Comment

By the end of the meeting, it is announced that Clearnise Bullard will be stepping down as the Labor-Trade Member Seat.

Adjourn

The meeting was adjourned at 11:18 a.m.

The next meeting is currently scheduled for February 28, 2025.

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For Additional Information Contact: Kiara Allen, (925) 335-1417

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

LABOR-TRADE MEMBER SEAT:

Clearnise Bullard

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:

(VACANT)

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 #: 25-709

Agenda Date: 2/28/2025

Agenda #: 5.



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.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-708

Agenda Date: 2/28/2025

Agenda #: 6.



December 9, 2024

TO: Equity Committee
Supervisor Federal D. Glover, District V, Chair
Supervisor John Gioia, District I, Vice Chair

FROM: Cynthia Shehorn, Procurement Services Manager

**SUBJECT: Small Business Enterprise and Local Business Preference
Program Report - January through June 2024**

RECOMMENDATION:

ACCEPT the Small Business Enterprise and Local Business Preference Program Report, reflecting departmental program data for the period: January 1 through June 30, 2024

BACKGROUND:

Contra Costa County values the contributions of small business and developed programs to assist in soliciting and awarding contracts to the SBE community. The Board of Supervisors adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$200,000 or less; (2) purchasing transactions of \$200,000 or less; and (3) professional/personal service contracts of \$200,000 or less. In November 2023, the Board of Supervisors approved increasing the threshold for the three categories to \$200,000 and that information is reflected in this report.

The following businesses are included under the SBE Program:

- Disabled Veteran Business Enterprise
- Disadvantaged Business Enterprise
- Local Business Enterprise
- Women Business Enterprise
- Minority Business Enterprise
- Small Business Enterprise

Reporting Requirements

It is the responsibility of each County department to track and compile the data for

purchasing activities to provide a countywide report to the Board of Supervisors.

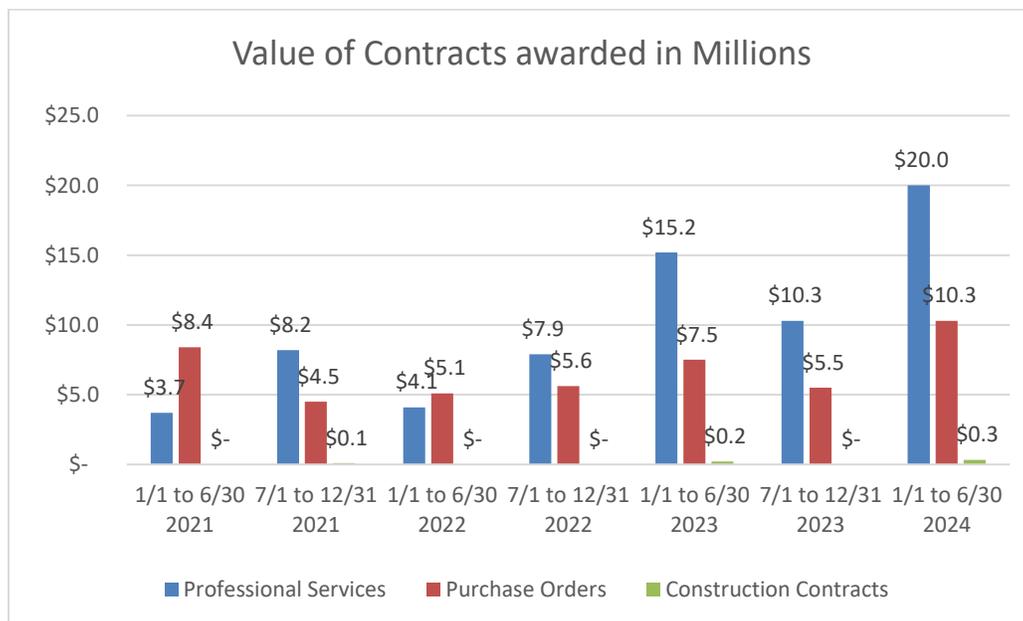
The Equity Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board regarding program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending December 2023. Attachment A constitutes the report due for the period of January 1 – June 30, 2024.

Summary Findings

The table below summarizes the attached department activity on a countywide basis.

January – June 2024

ACTIVITY TYPE:	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
Professional/Personal Services	343	212	61.8%	\$31,234,380	\$20,068,246	64.3%
Purchasing Transactions	815	382	46.9%	\$20,834,531	\$10,327,417	49.6%
Construction Contracts	3	2	66.7%	\$528,400	\$328,000	62.1%



The table below reflects the purchasing spend by SBE designation:

MINORITY BREAKDOWN BY DESIGNATION		43%	37%	9%	7%	3%	1%		
	TOTAL	LBE	SBE	MBE	WBE	DBE	DVBE		
PURCHASE ORDERS OR CONTRACTS WITH 1 DESIGNATION	298	129	111	26	22	7	3		298
		2%	24%	28%	15%	20%	2%	9%	
	TOTAL	MBE, LBE	WBE, LBE	SBE, LBE	SBE, WBE	SBE, MBE	MBE, WBE	SBE, DVBE	
PURCHASE ORDERS OR CONTRACTS WITH 2 DESIGNATIONS	147	3	35	42	22	29	3	13	147
		9%	19%	53%	19%				
	TOTAL	SBE, MBE, WBE	LBE, SBE, WBE	SBE, WBE, DISADV	LBE, SBE, MBE				
PURCHASE ORDERS OR CONTRACTS WITH 3 DESIGNATIONS	141	12	26	77	26				141
		50%	25%	25%					
PURCHASE ORDERS OR CONTRACTS WITH 4 DESIGNATIONS	TOTAL	LBE, SBE, MBE, WBE	LBE, SBE, MBE, DBE	LBE, SBE, WBE, DISADV					
	8	4	2	2					8
TOTAL NUMBER OF MINORITY AWARDS									594

In this period, Contra Costa County met our objective of issuing eligible dollars to SBE firms in all categories, awarding over \$20 million in Professional Service Contracts resulting in a 64.3% award rate, \$10.3 million in Purchasing Transactions for a 49.6% award rate and \$328,000 in Construction Contracts resulting in a 62.1% award rate.

The following departments are to be commended for achieving 50% or more program compliance in this reporting period:

- Professional/Personal Services: Animal Services, Conservation and Development, County Administrator’s Office, Department of Information Technology, Employment and Human Services, Health Services/Public Health, Probation, Public Defender, Public Works, Risk Management, and the Office of the Sheriff.
- Purchasing Transactions: Clerk-Recorder, Conservation & Development, Communications and Media, Child Support Services, Human Resources, Probation, Public Defender, and the Veterans Services Office.

Department/Activity	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
Professional/Personal Services						
Animal Services	5	4	80%	\$328,000	\$217,000	66.2%
Conservation & Development	21	15	71.4%	\$1,477,690	\$1,158,690	78.4%
County Administrator's Office	2	2	100%	\$213,500	\$213,500	100%
Department of Information Technology	2	2	100%	\$52,500	\$52,500	100%
Employment & Human Svcs	61	41	67.2%	\$5,067,534	\$3,531,956	69.7%
Health Svcs / Public Health	88	61	69.3%	\$7,127,700	\$4,933,920	69.2%
Probation	68	41	60.3%	\$4,405,387	\$3,081,571	70.0%
Public Defender	1	1	100%	\$23,174	\$23,174	100%
Public Works	19	11	57.9%	\$2,804,999	\$1,454,999	51.9%
Risk Management	11	8	72.7%	\$1,646,750	\$1,403,000	85.2%
Office of the Sheriff	14	4	28.6%	\$4,160,776	\$3,069,393	73.8%
Purchasing Transactions						
Clerk Recorder	10	7	70%	\$96,032	\$66,903	69.7%
Conservation & Development	7	3	42.9%	\$70,052	\$35,435	50.6%
Communications and Media	10	3	30.0%	\$220,314	\$132,285	60.0%
Child Support Services	13	6	46.2%	\$377,240	\$252,949	67.1%
County Counsel	1	1	100%	\$6,162	\$6,162	100%
Fire Protection District	29	18	62.1%	\$1,245,264	\$855,536	68.7%
Human Resources	3	2	66.7%	13,970	\$10,804	77.3%
Probation	56	31	55.4%	\$1,247,989	\$679,289	54.4%
Public Defender	33	19	57.6%	\$631,260	\$441,521	69.9%
Veterans Services	1	1	100%	\$55,104	\$55,104	100%

Small Business Enterprise Program

In order to encourage the use of small, local, and disadvantaged businesses, the County's Small Business Enterprise Program requires bids and Request for Proposals greater than \$100,000 to be solicited online. For this period, there were 73 bids totaling \$42,695,624 that fell within the parameters of the program.

The data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department, and reflects activities with small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business enterprises.

During this reporting period, 73 bids were conducted using the BidSync e-outreach site. Notifications were sent to 1,073,542 businesses, of which 22.6% are considered small, local, or disadvantaged business enterprises.

E-Outreach January 1, – June 30, 2024

Number of Solicitations	73
Total Notifications	1,073,542
Dollar Value	\$42,695,624

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	50,418	4.6%
WBE - Women Business Enterprise	44,214	4.1%
SBE - Small Business Enterprise	114,193	10.6%
LBE - Local Business Enterprise	4,566	0.42%
DVBE - Disabled Veteran Business Enterprise	1,249	0.11%
DBE – Disadvantaged Business Enterprise	30,803	2.8%
Total	245,443	22.6%

Local Business Preference

The Local Business Preference provision, County Ordinance 2023-21 passed on December 12, 2023, raising the threshold from 5 to 7%. For opportunities exceeding \$25,000, the Local Business Preference Program allows local businesses to submit a new offer if within 7% of the lowest bidder. There were no instances of the Local Bid Preference utilized in this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$30,113,257. The dollar value awarded to Contra Costa County businesses was 17.6% or \$5.2 million. The value awarded to other Bay Area businesses was 19.4% or \$5.8 million. This represents Contra Costa County’s contribution to the local economy.

Contra Costa County	\$5,297,343	17.6%
Other Bay Area Counties	\$5,843,622	19.4%
Other	\$18,972,292	63%
Total	\$30,113,257	100%

Conclusion

The County has consistently demonstrated its commitment to achieving the 50% participation goal for Small Business Enterprises (SBE) in contract and purchasing activities. While some departments are currently below this threshold, they are showing renewed efforts to increase the percentage of contracts awarded to small and local businesses. To support this, guidance has been provided on utilizing the purchasing system's search features, enabling the identification of small, local, women-owned, minority-owned, disabled veteran, and disadvantaged businesses.

Staff are also working on initiatives to enhance outreach to SBEs, including developing a multilingual guide to help businesses understand and compete for County opportunities. Additionally, in collaboration with the Office of Communications and Media, an instructional video on how to do business with the County has been created in multiple languages. Purchasing Services anticipates sharing these resources in January 2025. With support from the Department of Information Technology and the County Administrator's Office, the County Business Finder application has been developed to help staff identify registered SBEs and enable targeted outreach to underrepresented businesses in the Purchasing Portal.

Attachment A

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2024

Reporting Period:

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
Agriculture						
Professional/Personal services contracts	3	1	33.3%	\$82,014	\$18,250	22.3%
Purchasing Transactions	11	3	27.3%	\$162,112	\$21,993	13.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Animal Services *						
Professional/Personal services contracts	5	4	80.0%	\$328,000	\$217,000	66.2%
Purchasing Transactions	3	0	0.0%	\$49,614	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Assessor						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	4	0	0.0%	\$106,294	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Auditor-Controller						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	1	0	0.0%	\$21,040	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Clerk Recorder-Elections*						
Professional/Personal services contracts	1	0	0.0%	\$9,000	\$0	0.0%
Purchasing Transactions	10	7	70.0%	\$96,032	\$66,903	69.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Conservation and Development *						
Professional/Personal services contracts	21	15	71.4%	\$1,477,690	\$1,158,690	78.4%
Purchasing Transactions	7	3	42.9%	\$70,052	\$35,435	50.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Administration *						
Professional/Personal services contracts	2	2	100.0%	\$213,500	\$213,500	100.0%
Purchasing Transactions	1	0	0.0%	\$19,849	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2024

Reporting Period:

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
County Administrator's Office - Clerk of the Board						
Professional/Personal services contracts	6	4	66.7%	\$1,747,746	\$446,080	25.5%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Communications and Media *						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	10	3	30.0%	\$220,314	\$132,285	60.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Dept. of Information Technology (DoIT) *						
Professional/Personal services contracts	2	2	100.0%	\$52,500	\$52,500	100.0%
Purchasing Transactions	70	16	22.9%	\$2,804,455	\$659,072	23.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Dept. Child Support Services (DCSS) *						
Professional/Personal services contracts	2	1	50.0%	\$107,213	\$7,213	6.7%
Purchasing Transactions	13	6	46.2%	\$377,240	\$252,949	67.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Counsel *						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	1	1	100.0%	\$6,162	\$6,162	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
District Attorney						
Professional/Personal services contracts	8	3	37.5%	\$346,600	\$171,000	49.3%
Purchasing Transactions	13	2	15.4%	\$140,105	\$46,926	33.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Employment and Human Services *						
Professional/Personal services contracts	61	41	67.2%	\$5,067,534	\$3,531,956	69.7%
Purchasing Transactions	75	32	42.7%	\$2,330,991	\$941,221	40.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2024

Reporting Period:

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
Fire Protection District *						
Professional/Personal services contracts	10	5	50.0%	\$705,294	\$144,500	20.5%
Purchasing Transactions	29	18	62.1%	\$1,245,264	\$855,536	68.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Health Services/Public Health *						
Professional/Personal services contracts	88	61	69.3%	\$7,127,700	\$4,933,920	69.2%
Purchasing Transactions	125	75	60.0%	\$2,791,055	\$1,318,416	47.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Human Resources *						
Professional/Personal services contracts	1	0	0.0%	\$147,000	\$0	0.0%
Purchasing Transactions	3	2	66.7%	\$13,970	\$10,804	77.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Library						
Professional/Personal services contracts	20	8	40.0%	\$781,503	\$141,500	18.1%
Purchasing Transactions	33	12	36.4%	\$685,568	\$209,236	30.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Probation - Includes ORJ Data*						
Professional/Personal services contracts	68	41	60.3%	\$4,405,387	\$3,081,571	70.0%
Purchasing Transactions	56	31	55.4%	\$1,247,989	\$679,289	54.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Defender *						
Professional/Personal services contracts	1	1	100.0%	\$23,174	\$23,174	100.0%
Purchasing Transactions	33	19	57.6%	\$631,260	\$441,521	69.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Works *						
Professional/Personal services contracts	19	11	57.9%	\$2,804,999	\$1,454,999	51.9%
Purchasing Transactions	193	101	52.3%	\$7,730,376	\$3,700,044	47.9%
Construction contracts	3	2	66.7%	\$528,400	\$328,000	62.1%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2024

Reporting Period:

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
Risk Management *						
Professional/Personal services contracts	11	8	72.7%	\$1,646,750	\$1,403,000	85.2%
Purchasing Transactions	6	4	66.7%	\$73,703	\$24,243	32.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Office of the Sheriff *						
Professional/Personal services contracts	14	4	28.6%	\$4,160,776	\$3,069,393	73.8%
Purchasing Transactions	124	50	40.3%	\$2,725,977	\$894,521	32.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Treasurer - Tax Collector						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	2	0	0.0%	\$29,685	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Veterans Services Office *						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	1	1	100.0%	\$55,104	\$55,104	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Total Activity Reported						
Professional/Personal services contracts	343	212	61.8%	\$31,234,380	\$20,068,246	64.3%
Purchasing Transactions	815	382	46.9%	\$20,834,531	\$10,327,417	49.6%
Construction contracts	3	2	66.7%	\$528,400	\$328,000	62.1%



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-710

Agenda Date: 2/28/2025

Agenda #: 7.

Guest Speaker Outline

Mission: The Advisory Council on Equal Employment Opportunity (ACEEO) is a community-based panel under the authority of the Contra Costa County Board of Supervisors serving as an advisory committee regarding the implementation of the County's Affirmative Action Plan. The objective is to help build an inclusive workforce in an environment that fosters dignity and respect for the individual.

Goal: The ACEEO monitors county hiring and separation from employment to assure compliance with the County's Affirmative Action Plan and audits county contracts for goods and services to maintain participation goals.

1. Do you have a DEI Coordinator or Equity Officer? If yes, can they attend the meeting with you?
2. In the last 2 years, what is the diversity breakdown of your department in the following areas:
 - Attrition rate (People leaving the department)
 - Vacancy rate (Time taken to fill vacant positions)
 - Complaints filed (Including but not limited to amount, type of complaint (harassment, discrimination, hostile workplace environment), investigated versus not investigated for each level.)
 - HR Personnel
 - County (EEO)
 - State (DFEH/CRD)
 - Federal (EEOC)
 - Promotion rate (within department)
 - Qualitative Statistics
 - Retention (Average number of employees staying in department)
 - Outreach (Recruitment based on vacancy and/or diversity)
 - Work with Vendors (Contracts for goods and services)
 - Outreach efforts
 - Data points from BIPOC vendors
3. Are there any issues or problems from the previous section that this group can help you solve?

**** Per the group, we require all presenting material, slides or other data sheets, be sent to Kiara 1 week prior to meeting ACEEO. ****

Guest Speakers

	2022	2023	2024
January	<ul style="list-style-type: none"> • Chris Verdugo, Operations Director, CCTV 	<ul style="list-style-type: none"> • Michael George, Deputy County Counsel 	<ul style="list-style-type: none"> • Ellen McDonnell, Public Defender • Brandon Banks, Chief Assistant Public Defender
February	<ul style="list-style-type: none"> • Norman Wright or Shanon Winston, Loss Control, Risk Management (tentative) 	<ul style="list-style-type: none"> • Susan Skamser, Facilities and Public Access Compliance Consultant, Risk Management 	<ul style="list-style-type: none"> • Joshua Zebley, Veterans Services • Carol Prell, Veterans Services (no quorum/meeting cancelled)
March	(none)	<ul style="list-style-type: none"> • Barbara Elliott, Human Resources ADA Title I Program Manager 	<ul style="list-style-type: none"> • George Carter, Economic Development Project Manager, Conservation & Development
April	(none)	<ul style="list-style-type: none"> • Jeff Waters, Probation Director • Israel Carrero, Probation Manager 	<ul style="list-style-type: none"> • Beatriz Portillo, Office of Emergency Services, Sheriff/Coroner • Rick Kovar, Office of Emergency Services, Sheriff/Coroner
May	<ul style="list-style-type: none"> • Dyanne Fankhauser, Probation • Arturo Castillo, Animal Services 	<ul style="list-style-type: none"> • Natalie Darone, Library, HR Officer I • Samuel Treanor, Library, HR Analyst II (no quorum) 	<ul style="list-style-type: none"> • Gilbert Salinas, Chief Equity Officer, Health Services
June	<ul style="list-style-type: none"> • Small Business Enterprises (tentative) 	(none)	<ul style="list-style-type: none"> • Diana Becton, District Attorney • Annie Esposito, Assistant District Attorney • Alana Mathews, Assistant District Attorney
July	<ul style="list-style-type: none"> • Gene Clark, Chief Procurement Officer, Santa Clara County 	(none/Implicit Bias Training)	(none)
August	(none)	<ul style="list-style-type: none"> • Matt Brega, Assistant Director, Department of Child Support Services • Jaime Luna, Department of Child Support Services 	<ul style="list-style-type: none"> • Joshua Zebley, Veterans Services
September	(none/no quorum)	<ul style="list-style-type: none"> • Marisol Sloan, Treasurer/Tax Collector • Lulis Lopez, Treasurer/Tax Collector 	(meeting held October 4 as Special Meeting)
October	<ul style="list-style-type: none"> • LaKisha Russell, HR Professional & Organizational Development Analyst • Linda Farmer, HR Professional & Organizational Development Analyst 	<ul style="list-style-type: none"> • Arturo Castillo, Animal Services • Karen Galindo, Animal Services (no quorum) 	<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
November	(meeting moved to December)	(meeting moved to December)	<ul style="list-style-type: none"> • Dan Mierzwa, Treasurer/Tax Collector • Ronda Boler, Treasurer/Tax Collector
December	(none)	<ul style="list-style-type: none"> • Kendra Carr, ORESJ • Peter Kim, ORESJ (no quorum/meeting cancelled) 	N/A