



CONTRA COSTA COUNTY

AGENDA

Equity Committee

Supervisor Federal D. Glover, Chair

Supervisor John Gioia, Vice Chair

Monday, December 16, 2024

10:00 AM

**11780 San Pablo Ave. Ste D, El Cerrito |
190 East 4th Street, Pittsburg, CA |
<https://cccouny-us.zoom.us/j/826591075>
72 | Call in: 1-888-278-0254 access code:
544753**

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.

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

Introductions

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

1. RECEIVE and APPROVE the Record of Action from the November 25, 2024 meeting of the Equity Committee, with any necessary corrections. [24-4269](#)

Attachments: [Equity Committee Record of Action 11.25.24 \(draft\)](#)

2. CONSIDER accepting the 2024-2025 EEO Outreach and Recruitment Report, reflecting departmental and County outcomes to reaching underrepresented groups within the workforce. [24-4011](#)

Attachments: [2024-2025 EEO Annual Report](#)

3. ACCEPT the Small Business Enterprise and Local Business Preference Program Report, reflecting departmental program data for the period: January 1 through June 30, 2024 [24-4274](#)

Attachments: [Attachment A - SBE Report Period January thru June 2024](#)
[Attachment B - SBE Report Summary of Findings](#)

4. INTERVIEW candidates Chala Bonner, Gigi Crowder, Ronell Ellis, Ricky Godfrey, Naomi Lewis-Mauricio, Stephanie Medley, Shantell Owens, Anthony Randolph, Cheryl Sudduth, Melvin Willis, and Marya Wright for the Racial Justice Oversight Body's community-representative seats, as recommended by the Office of Racial Equity and Social Justice. [24-4270](#)
- Attachments:** [RJOB Applicant Summary](#)
[Racial Justice Oversight Body List of Seats](#)
[Crowder, Gigi \(RJOB Application\) Redacted](#)
[Ellis, Ronell \(RJOB Application\) Redacted](#)
[Godfrey, Ricky \(RJOB Application\) Redacted](#)
[Lewis-Mauricio, Naomi \(RJOB Application\) Redacted](#)
[Owens, Shantell \(RJOB Application\) Redacted](#)
[Randolph, Anthony \(RJOB Application\) Redacted](#)
[Sudduth, Cheryl \(RJOB Application\) Redacted](#)
[Willis, Melvin \(RJOB Application\) Redacted](#)
[Wright, Marya \(RJOB Application\) Redacted](#)
5. RECEIVE updates and PROVIDE direction on the African American Holistic Wellness and Resource Hub Feasibility Study [24-4271](#)
- Attachments:** [RDL Consulting Economic Model Report for CCC](#)
[AAHWRH 12.16.24](#)
6. RECEIVE updates and APPROVE RFP recommendations for the \$1M Measure X allocation for existing African American Wellness Services [24-4272](#)
- Attachments:** [Summary of Applicants and Recommended Awards](#)
7. RECEIVE updates from the Co-Directors of the Office of Racial Equity and Social Justice [24-4273](#)

The next meeting is currently scheduled for TBD in January 2025.

Adjourn

General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the 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 1026 Escobar St., 2B, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact:

Kendra Carr, kendra.carr@oresj.cccounty.us

Peter Kim, peter.kim@oresj.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4269

Agenda Date: 12/16/2024

Agenda #: 1.

EQUITY COMMITTEE

Meeting Date: November 25, 2024

Subject: Record of Action

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name:

Record of Action Presenter: Peter Kim

Contact: Peter Kim, peter.kim@oresj.cccounty.us <<mailto:peter.kim@oresj.cccounty.us>>

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 decisions made in the meetings.

Referral Update:

Attached for the Committee's consideration is the draft Record of Action for its November 25, 2024 meeting.

Recommendation(s)/Next Step(s):

REVIEW and APPROVE the Record of Action.

Fiscal Impact (if any):

N/A

Equity Committee
Record of Action for November 25, 2024

Committee Members Present:

Supervisor Federal D. Glover, BOS District 5, Committee Chair; Supervisor John Gioia, BOS District 1, Committee Vice Chair

Staff Present:

Kendra Carr and Peter Kim, Co-Directors, Office of Racial Equity and Social Justice (Staff to Committee); Emlyn Struthers, Deputy County Administrator, County Administrator's Office; Ann Elliot, Director, Human Resources Department; Nicole Bilich, Manager, Human Resources Department; Ellen McDonnell, Public Defender; Patrice Guillory, Director, Office of Reentry and Justice, Probation Department; Gariana Youngblood, Administrative Services Assistant II, Office of Reentry and Justice, Probation Department; Shannon Ladner-Beasley, Equity Manager, Health Department; Karen Caoile, Director, Equal Employment and Opportunities Office; Antoine Wilson, Equal Employment and Opportunities Officer, Equal Employment and Opportunities Office; Sonia Bustamante, Chief of Staff, BOS District 1; Jill Ray, District Representative, BOS District 2; Lisa Chow, Chief of Staff, BOS District 4.

Public Attendees:

Ryan Drake Lee; Kerby Lynch; Chinue Fields; Desirae Herron; Shantell Owens; Liliana Gonzalez; Doug Leich; Gigi Crowder; Patt Young; Phil Arnold; Stephanie Taddeo; Akili Nuez Mixon; Wanda Johnson; Mariana Moore; Chaplain Jeralynn Blueford; LaTanua Thompson; Maria Dominguez; Roxanne Carillo Garza; Alfonzo Edwards; Steven Smith.

Introductions

Supervisor Glover convened meeting at 10:30 AM.

Committee Chairs introduced themselves, as did staff assigned to the committee, Kendra Carr and Peter Kim, Co-Directors of the Office of Racial Equity and Social Justice (ORESJ).

Chair announced that they would be taking items out of order because Supervisor Gioia will need to leave by 11:30 AM to attend a funeral, and items will be taken in the following order: 1, 4, 5, 6, 3, 2, 7.

Public Comment

Phil Arnold: Acknowledges the passing of Norma Griffin (Co-Founder of Black Families Association) and Thurmond Gupton a veteran, for their life commitment of service to community.

Glover: We will adjourn this meeting in their memory.

- 1. RECEIVE and APPROVE the Record of Action from the September 16, 2024 meeting of the Equity Committee, with any necessary corrections.**

Public Comment

No comment.

Committee received and approved the Record of Action with no corrections.

Vote was taken – two (2) ayes. This item was passed.

2. **CONSIDER accepting the 2024-2025 Outreach and Recruitment Report, reflecting departmental and County outcomes to reaching underrepresented groups within the workforce.**

Due to loss of quorum, this item was moved to next month's December 16 meeting.

3. **RECEIVE updates and PROVIDE direction on the African American Holistic Wellness and Resource Hub Feasibility Study**

Dr. Kerby Lynch (Ceres Policy Research) and Ryan Drake-Lee (RDL Consulting) presented on progress of feasibility study, specifically the research on potential site selection. See attached PowerPoint slide deck.

Summary of highlights:

Will need to consider long term sustainability of hub and ability to continue funding of programming, services, and overhead costs. \$7.5M is seemingly not sufficient for new construction of a site, nor of a purchase at market rate, along with cost of operations and services. Their research has focused on list of County-owned properties in East County that were provided by the County Administrator's Office (CAO).

Glover: What was process of site research?

Dr. Lynch: Assessed the properties referred to them by CAO; then considered information from 15 community listening sessions and from 4,000+ responses to the online community survey. There was a lot of affirmation of idea of scattered sites, multi-purpose, and/or mobile services.

Gioia: We knew going into this that this would be in the East County, Antioch area, acknowledging that area has fewer services, generally. And that West County folks won't travel to East County, so are we considering satellite sites?

Dr. Lynch: We will give a full breakdown of our recommendations along with the qualitative research summary that informs those recommendations. This is a preliminary report on site research based on the information we've received so far.

Glover: I'm all for the mobile services to remote areas; but it is also important to understand that East County begins at Bay Point and then moves east, so review County properties that exist in these areas, that offer multiple services and resources and transit lines. Pacheco is not central to East County. I consider Pittsburg and Antioch as central.

Lynch: Yes, the challenge has been working with the options that have been offered as what is available, since these sites offered as options are already occupied.

Drake-Lee: It will be important to identify additional resources.

Gioia: This work will continue with new incoming-Supervisor Shanelle Scales-Preston; Clearly, we will not displace a currently occupied building. We should have looked at other County assets.

Glover: We did ask to begin looking at County sites, so thank you, but I agree, we need to see what else might be available.

Public Comment:

Gigi Crowder: Very distressing. 40 Voices has always stressed to look at faith spaces that were already used as hubs for service, such as Genesis Church, Delta Bay Church; we pushed the idea of satellite sites throughout the County. This has been an epic failure around in terms of where it should be located.

Jeralynn Blueford: I am very disheartened; I was told that it would be African American-led, and this is clear that it is not. We were led to believe that the Hub would be at African American-owned and led sites. This takes everything away that 40 Voices has fought for. Why are we reinventing the wheel, when you already have potential sites in our community?

Shantell Owens: I am saddened because the focus was to be on Antioch, and specifically the communities hit hardest. This past weekend, Genesis Church just gave away turkeys, as an example of a community-based site distributing resources and services to those who are in desperate need.

Phil Arnold: What can be delivered right now, to meet the immediate demand, so we do not need to wait for the physical hub to be established? I have not heard one thing about programs, only about a place. I want to hear about deliverables. Give people a sample of what people might appreciate to see what people like and works.

Wanda Johnson: Disheartened because we know that there are great disparities in Antioch, and to try to get a building that requires work and renovation, will ignore the problems and not provide a speedy resolution. This is why we continue to experience high amounts of crime, homelessness, etc. We all know that there are already spaces and organizations that have been doing the work, and will continue to do the work. \$7.5M is not enough already, so spend it on services, not a building.

La Tanyua Thompson: Since the election, children have been getting racist texts, parents are struggling to support their kids, LGBTQ people are not accessing resources, and so many people are feeling hopeless and are turning to church for support. We need to move quickly and meet the need, and to get resources to young people in schools, and in the church.

Desirae Herron: Thanks, Ceres, for your work. We are working from the position of a drought. We have to do the work to heal the community, and we need the financial support to do the work. A central location is important, in addition to, not in place of, multiple sites; it is not either/or.

Staff: Ceres was tasked with doing a thorough assessment of site selection, and were given direction by this committee, the African American Holistic Wellness and Resources Hub steering

committee, and the CAO. They are working within that assignment. Also, we asked them to ask the question in the survey about preferred sites and included faith centers as an option. They reported hearing respondents speak most to wanting a both/and approach that included both a single hub plus mobile or scattered services. Ceres has also reported that market rate purchases will very likely go beyond \$7.5M total cost.

John: The long-term plan might include a different location than where we land on in the interim.

Vote was taken – two (2) ayes. This item was passed.

4. RECEIVE and DISCUSS update from the Racial Justice Oversight Body (RJOB) on data collection efforts, review of Sheriff's Quarterly Report and general progress.

Staff presented update, along with Ellen McDonnell (Public Defender), RJOB Chair, and Patrice Guillory (Probation Department), RJOB member.

- Update from RJOB – data
 - Group is looking at Diversion efforts across the county to jumpstart the establishing practices, protocols for data collection, sharing, and dissemination
 - Data Sharing example in other County offers a model of MOU's and data sharing agreements, flow chart of requests/response/approvals, and system partnerships
- Center for Policing Equity (CPE) Report
 - See CPE memo - attachment
- Overall RJOB update
 - Interviews for returning/new members taking place at Dec 16 Equity Committee
 - We will facilitate an RJOB retreat in late January or early February

Gigi Crowder (RJOB member): I have not seen any progress around outcomes since my role as an RJOB member, only the continued racial disparities across law enforcement, but also District Attorney, Public Defender, and the whole CJ system. I don't want to stop at just looking at police data, but I want to look at equity data for the whole system.

Public Comment:

Phil Arnold: this speaks to Disproportionate Minority Contact; I want County to consider getting a certified Fitness for Duty evaluation for all Sheriff Deputies given the trauma that they experience on the job on an ongoing basis, this is for safety of community and of officers

Glover: We will need to come back after more discussion to offer recommendations on how best to proceed, in regard to CPE involvement. Please return early next year.

Due to loss of quorum, no vote was taken, and this item was moved to next year, to be determined.

5. RECEIVE and DISCUSS recommended best practices for engaging and building capacity for Measure X service providers

Roxanne Carillo Garza, co-chair of MXCAB, presented memo (see attachment).

Glover: I appreciate this, but this will need to come back to new committee in Jan to decide on whether to move these recommendations forward to the full Board.

Roxanne Carillo Garza: Thank you, Supervisor. I hope this committee will continue to make strides forward that build on the work already done during your time as the Chair.

Public Comment:

Gigi Crowder (MXCAB Member): as a member of MXCAB, this is some of the most important work we've done, to look carefully and critically at how departments center equity and take a community approach that truly recognizes racism as public health crisis.

No Vote was taken due to loss of quorum

6. RECEIVE updates and PROVIDE direction on the \$1M Measure X allocation for existing African American Wellness Services

Staff presented update (see attached PPT slide deck)

Glover: I look forward to seeing those recommendations at what will be my last Equity Committee meeting, even though I will not be able to weigh in on this at the January full Board of Supervisors meeting to offer my vote towards approval.

Public comment:

N/A

No Vote was taken due to loss of quorum.

7. RECEIVE updates from the Co-Directors of the Office of Racial Equity and Social Justice.

Hiring Update

- *2 equity analysts (1 on budget/policy and 1 on data)*
- *Job openings closed last Wed 10/14*
- *Over 280 applicants (92 and 191, respectively)*
- *Expect to receive a list of top eligible applicants, week of Nov 5 to begin interviews*

ORESJ 1-year Launch Event and Community Celebration

- *Wed Dec 4, 5:30 PM*
- *Los Medanos College*
- *Annual updates and report*
- *Will model Language Justice and Inclusion best practices with live simultaneous interpretation*
- *See attached flyers in Simplified and Traditional Chinese, Spanish, English, with video options in Spanish, Mam, ASL.*

Public comment:

No Comment.

No Vote was taken due to loss of quorum.

8. Next Committee meeting is currently scheduled for December 16, 2024 at 10:30AM.

The December 16, 2024 meeting at 10:30AM was confirmed.

9. Adjourn

Committee meeting was adjourned at 12:18 PM



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4011

Agenda Date: 12/16/2024

Agenda #: 2.

EQUITY COMMITTEE

Meeting Date: December 16, 2024

Subject: EEO Outreach and Recruitment Report

Submitted For: Equity Committee

Department: Equal Employment Opportunity Office

Referral No:

Referral Name: EEO Outreach and Recruitment Report

Presenter: Antoine Wilson

Contact: Antoine Wilson, antoine.wilson@riskm.cccounty.us <<mailto:antoine.wilson@riskm.cccounty.us>>

Referral History:

The Recruitment Opportunities Work Group, formed in April 2014, was tasked with creating a framework to ensure that the County's workforce aligned with the demographics of the communities it served. This initiative was aimed at maintaining diversity following the expiration of a Consent Decree.

In January 2015, a County-wide outreach and recruitment plan was presented to department heads for their input. By February 2015, the plan was implemented at the departmental level by Administrative Services Officers and Equal Employment Opportunity (EEO) Coordinators.

Referral Update:

Departments are required to focus outreach on underrepresented groups by comparing workforce demographics to the local labor market, as assessed annually by the EEO Officer. Workforce data was obtained from the Human Resources PeopleSoft database, while labor market data came from the Census Bureau's Equal Employment Opportunity Tabulation for 2014-2018.

The report provides insights into areas of underrepresentation, using data on applicant flow, new hires, promotions, and terminations (both voluntary and involuntary). This system ensures that recruitment efforts target areas with the greatest need for diversity improvement.

Recommendation(s)/Next Step(s):

CONSIDER accepting the 2024-2025 EEO Outreach and Recruitment Report, reflecting departmental and County outcomes to reaching underrepresented groups within the workforce.

Fiscal Impact (if any):

N/A



**CONTRA COSTA COUNTY
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
OUTREACH REPORT
AND
RECRUITMENT PLANS
2024-2025**

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EXECUTIVE SUMMARY

The Equal Employment Opportunity Plan ensures individuals' full and equal participation, regardless of gender, race, or ethnicity, in the workforce. The Office of Equal Employment Opportunity (EEO) is responsible for assessing Contra Costa County's (the County's) workforce and analyzing any underrepresentation within it. We distribute the plan findings to each department and assist them in developing and disseminating outreach and recruitment plans for the following year. Our goals are to encourage qualified underrepresented groups to apply for vacancies where deficiencies are identified and to diversify our applicant pools and workforce.

To identify underrepresentation, the EEO performs a demographic analysis of the County's workforce, a process known as benchmarking. Benchmarking is one tool used to achieve workforce diversity and involves analyzing the demographic makeup of the County over a specific period to assess the diversity of our workforce. This report provides statistical analysis of the County's progress toward employing a workforce that reflects all racial/ethnic groups and genders, in proportion to their availability in the relevant civilian labor force.

The EEO conducts underrepresentation analysis by race, ethnicity and gender, as defined by the occupational categories within each department. An occupational category is a broad grouping of job classes that require similar levels of skill and training. The EEO compares the County's workforce to local labor market data, which is compiled by the United States Census Bureau using the Equal Employment Opportunity Tabulation (EEO Tabulation).

The EEO Tabulation serves as a benchmark for comparing the gender and racial composition of an organization's workforce. The analysis is based on the difference between the percentage of employees in a particular job category (classified by race, national origin, and sex) in the organization's workforce, and the percentage of workers in the same job category in the relevant labor market, similarly classified by race, national origin, and sex.

Once each department's workforce has been analyzed, the EEO assists in developing departmental plans. This includes researching best practices, compiling and analyzing data, and designing, scheduling, and conducting training sessions to create comprehensive and effective plans. A successful EEO Plan is not based on quotas but reflects a commitment to equal employment opportunity, self-analysis, transparency, and identifying and removing barriers.

As of December 31, 2023, Contra Costa County employed 9,642 individuals. Each department with an underrepresentation of 10% or more in gender and race/ethnicity categories is required to create a strategic outreach and recruitment plan to address the identified deficiencies in each occupational group.

In April 2014, the Human Resources (HR) Department convened a Recruitment Opportunities Work Group, which included representatives from the Human Resources Department, the Office of the County Counsel, and the Office of Equal Employment Opportunity (EEO). The County Administrator tasked this group with developing a post-Consent Decree framework to

ensure that the County's workforce reflects the demographics of the communities it serves. Outreach efforts were established to explore new and innovative ways to reach individuals underrepresented in the County's workforce. The goal is to provide equal employment opportunities to all qualified individuals seeking employment with the County and its special districts governed by the Board of Supervisors.

On July 1, 2015, the County implemented its outreach and recruitment plans for Fiscal Year (FY) 2015-2016. The plans aim to promote equity and inclusion across the County's workforce. County departments were instructed to conduct strategic outreach and recruitment efforts designed specifically to reach qualified underrepresented groups among the constituents the County serves.

METHODOLOGY

To identify underrepresentation within each department, the EEO Officer annually compares the County's workforce data to the availability of qualified individuals aged 16 or older in the local labor market. The County's workforce data, as referenced in this report, is derived from employment records stored in the Human Resources PeopleSoft database. The local labor market data is compiled by the 2014-2018 United States Census Bureau using the Equal Employment Opportunity Tabulation (EEO Tabulation), which serves as a benchmark for comparing the gender and racial composition of an organization's workforce.

The EEO Tabulation is sponsored by four federal agencies: the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM). The most recent EEO Tabulation was released on March 1, 2021, and examines labor force diversity using Census data. It is produced for federal, state, and local government agencies responsible for monitoring employment practices and enforcing civil rights laws in the workforce.

The current reporting format uses statistical data to determine underrepresentation within each County department. The EEO conducted utilization analysis by race and gender, as defined by the occupational categories within each department. Occupational categories are broad groupings of job classes that require similar levels of skill and training. These categories, as listed in the report, were obtained by cross-referencing data from the U.S. Census Bureau, the Department of Labor, and the Equal Employment Opportunity Commission. Below is a list of the occupational categories and definitions used in the analysis for this EEO Plan:

- **Officials/Managers** – Occupations in which employees set broad policies, exercise overall responsibility for the execution of these policies, or direct individual departments. This category includes titles such as department heads, directors, deputy directors, etc.
- **Professionals** – Occupations, which require specialized and theoretical knowledge,

which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: accountants, personnel and labor relations workers, police and fire captains, and lieutenants.

- **Technicians** – Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or equivalent on-the-job training. Includes: computer programmers and operators, drafters, survey and mapping technicians, radio operators, technicians, police and fire sergeants, inspectors, and first-line supervisors.
- **Protective Services: Sworn** – Occupations in which sworn workers are entrusted with public safety, security, and protection from destructive forces. Includes: police officers, firefighters.
- **Protective Services: Non-sworn** – Occupations in which workers aid, guide, or protection in a specific area. Includes: animal control workers, crossing guards, lifeguards, and other protective service workers.
- **Administrative Support** – Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information, and other paperwork required in an office. Includes: customer service, payroll clerks, meter readers, dispatchers, secretaries, receptionists, etc.
- **Skilled Craft** – Occupations in which workers perform duties that require manual skill, and a thorough knowledge of the processes involved in the work which is acquired through on-the-job training and experience or apprenticeship or other formal training programs. Includes: mechanics, equipment operators, highway maintenance workers, first-line supervisors of mechanics, and other skilled craftspeople.
- **Service Maintenance** – Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene, or safety of the public or contribute to the upkeep and care of buildings, facilities, or grounds of public property. Includes: groundskeepers, sewer workers, garage laborers, and custodial persons.

TOTAL COUNTY WORKFORCE

As of December 31, 2023, the County employed 9,642 individuals. Representation rates, presented as percentages, serve as indicators of whether a particular racial/ethnic or gender group is represented at a level comparable to its presence in the local labor market. Once underrepresentation is identified, departments provide steps to increase the applicant flow of diverse, qualified individuals from the underrepresented group(s) through outreach. The County's job classes are determined by Human Resources (HR) and assigned to an occupational category based on the United States Census Bureau's definitions.

The analysis relies on a simple calculation: the percentage of employees in the County's

workforce within a specific job category, cross-classified by race, ethnicity, and sex, is compared to the percentage of workers in the same job category within the relevant labor market, also cross-classified by race, ethnicity, and sex. For example, if 20 percent of the County's Professionals job category consists of Asian males, but 40 percent of the relevant labor market's Professionals category is made up of Asian males, the County would be underusing Asian males in this job category by 20 percent. Below is the data chart for the County's gender employment demographics as of December 31, 2020, which reveals the analysis and underrepresentation discussed above.

Departments are required to target outreach efforts based on areas where underrepresentation has been identified. Each racial/ethnic and gender category is analyzed separately, and departments must focus their outreach on all groups with low representation. As the County's EEO Officer, I am responsible for conducting outreach to community-based organizations (CBOs) to attract underrepresented groups to the County's workforce through ongoing marketing and recruitment efforts.

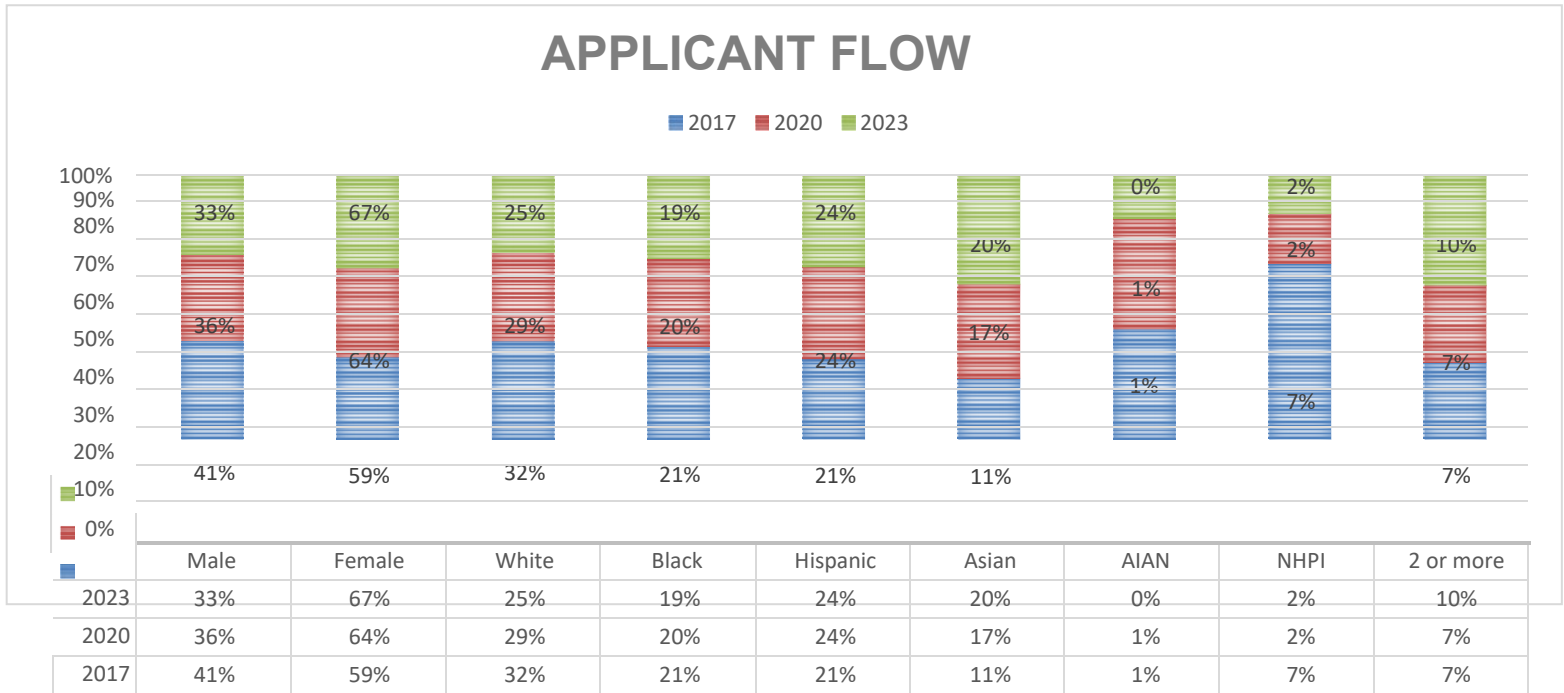
Departmental outreach plans are attached to this report and involve systematic data collection to support conclusions. Data collection is a structured process of gathering observations or measurements to analyze insights accurately, using standard validated techniques. Each department and its workforce undergo the same process to determine underrepresentation.

This report provides insights into the County's workforce and offers a comprehensive snapshot of underrepresentation, including an analysis of the following areas:

- I. Applicant Flow Data
- II. New Hire Data
- III. Promotional Data
- IV. Separations

I. APPLICANT FLOW DATA

Applicant flow data analysis is an important component of outreach that helps the County determine the success of its outreach programs. Applicant flow analyzes selection rate adjustments for a particular job and is used for record-keeping and statistical purposes. Employers are to allow applicants to participate or decline to submit the supplemental classification information, which identifies gender, race, or ethnicity. If an individual declines to self-identify, his/her reporting data will not be included in the final tally.



There were 27,262 applications received in 2017, which resulted in 15,986 females and 11,276 males who applied. There were 27,483 applications received in 2020, which resulted in 17,672 females and 9811 males who applied. There were 27,079 applications received in 2023, which resulted in 18,826 females and 9,363 males applying for vacancies. The data reveals the following:

Increase in Total Applications:

- Over the three years (2017, 2020, and 2023), the total number of applications remained relatively stable, with slight fluctuations.

Increase in Female Applicants:

- The number of female applicants increased steadily over time. This represents a consistent upward trend in female participation. In contrast, the number of male applicants declined each year.
- White applicants:** A significant decline of 7 percentage points occurred between 2017 and 2023.
- Black applicants:** A slight decrease of 2 percentage points was observed during the same period.
- Hispanic applicants:** A steady increase of 3 percentage points.
- Asian applicants:** A substantial increase of 9 percentage points occurred from 2017 to 2022.
- NHPI and AIAN applicants:** Both groups experienced decreases of 5 and 1 percentage

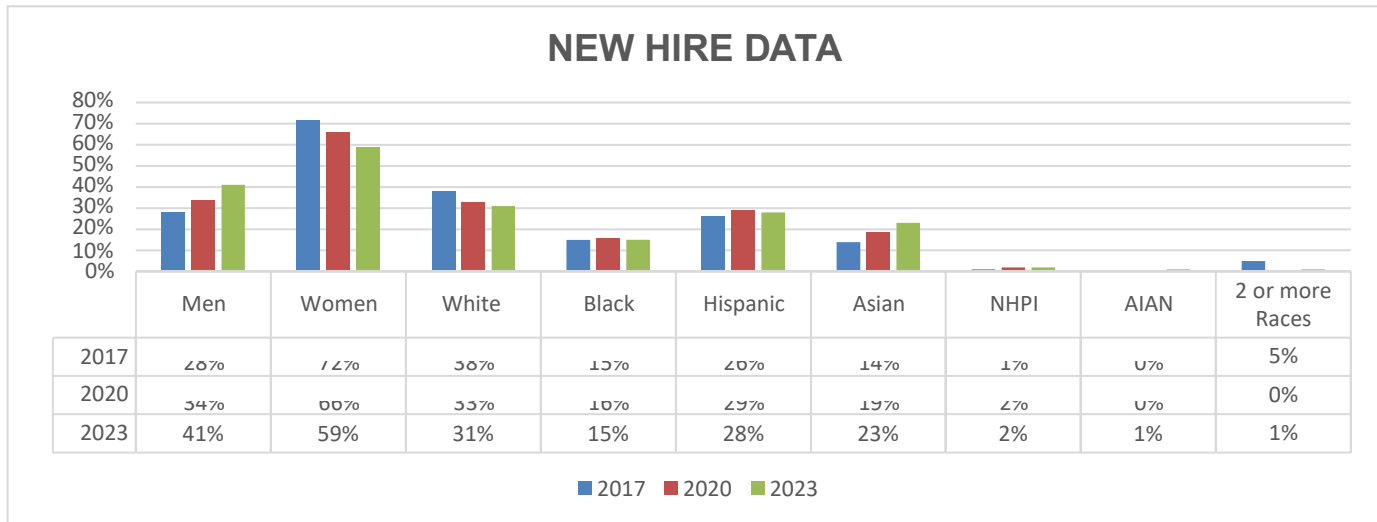
points, respectively, from 2017 to 2022.

- **Two or More Races applicants:** This category saw a 3-percentage point increase during the same period.

II. NEW HIRE DATA

The County encourages job applicants, new hires, and employees to self-identify their gender and race/ethnicity to assist with voluntary diversity and inclusion initiatives. The County's self-identification program provides valuable data that can be used to inform outreach efforts and ensure that we are reaching a diverse pool of candidates. Based on the results of those who self-identify, EEO can review the gender and racial/ethnic data provided and make informed decisions about our outreach.

- In 2017, a total of 790 people were hired. 565 females were hired compared to 225 males.
- In 2020, a total of 879 people were hired. 580 females were hired compared to 299 males.
- In 2023, a total of 839 people were hired. 495 females were hired compared to 344 males.



This data outlines changes in hiring trends from 2017 to 2023. Here's a breakdown of key observations:

- **Gender:**
Male hiring **increased** by 13 percentage points.
Female hiring **decreased** by 13 percentage points.
- **Race/Ethnicity:**
White employee hiring **decreased** by 7 percentage points.
Black employee hiring **remained steady**.
Hispanic employee hiring **increased** by 2 percentage points.
Asian employee hiring **increased** by 9 percentage points.
NHPI employee hiring **increased** by 1 percentage point.
AIAN employee hiring **increased** by 1 percentage point.
Two or more races hiring decreased by 4 percentage points.

This suggests a shift towards more diversity in the workforce, with increases in hiring for various ethnic groups, especially Asian employees, while the gender balance shifted towards hiring more males over females.

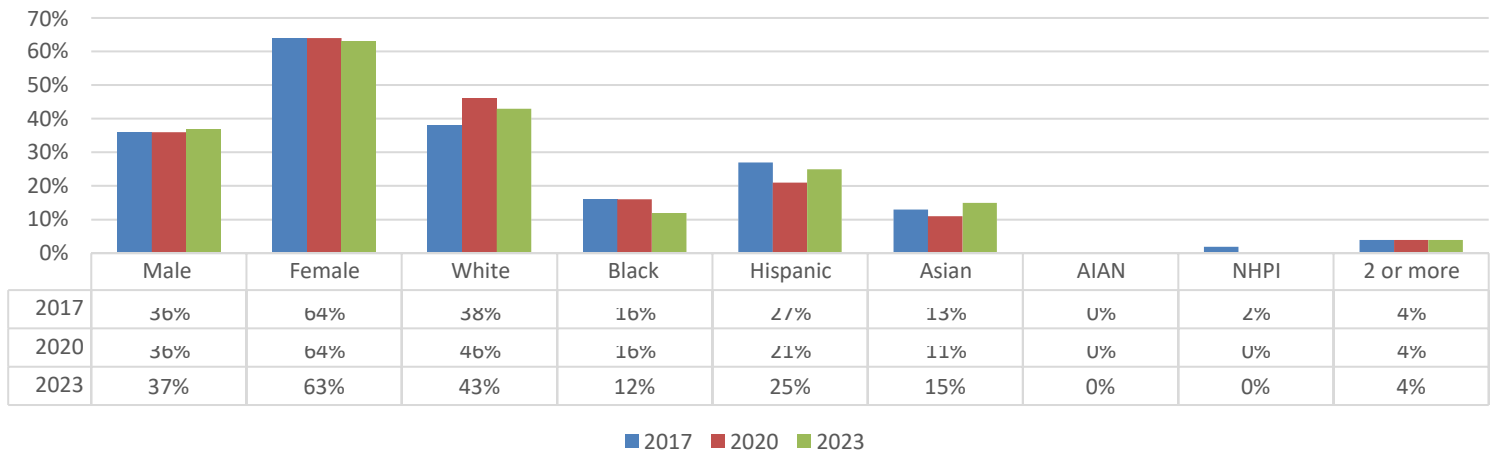
III. PROMOTIONS

To be eligible for promotions within the County:

- **Probationary or Permanent Status:** Applicants must have either probationary or regular permanent status in the County by the final filing date of the recruitment.
- **Promotional Examinations:** Only those who meet this requirement will be allowed to participate in promotional examinations.

This policy ensures that only employees who have attained a certain level of stability and commitment within the County are considered for promotions.

Promotions by Gender, Race and Ethnicity



Trends in Promotions (2017-2023):

- Female promotions have been consistently higher than male promotions across all three years, though there was a slight decrease in 2023 compared to 2020.
- Male promotions increased slightly from 36% in 2017 to 37% in 2023.

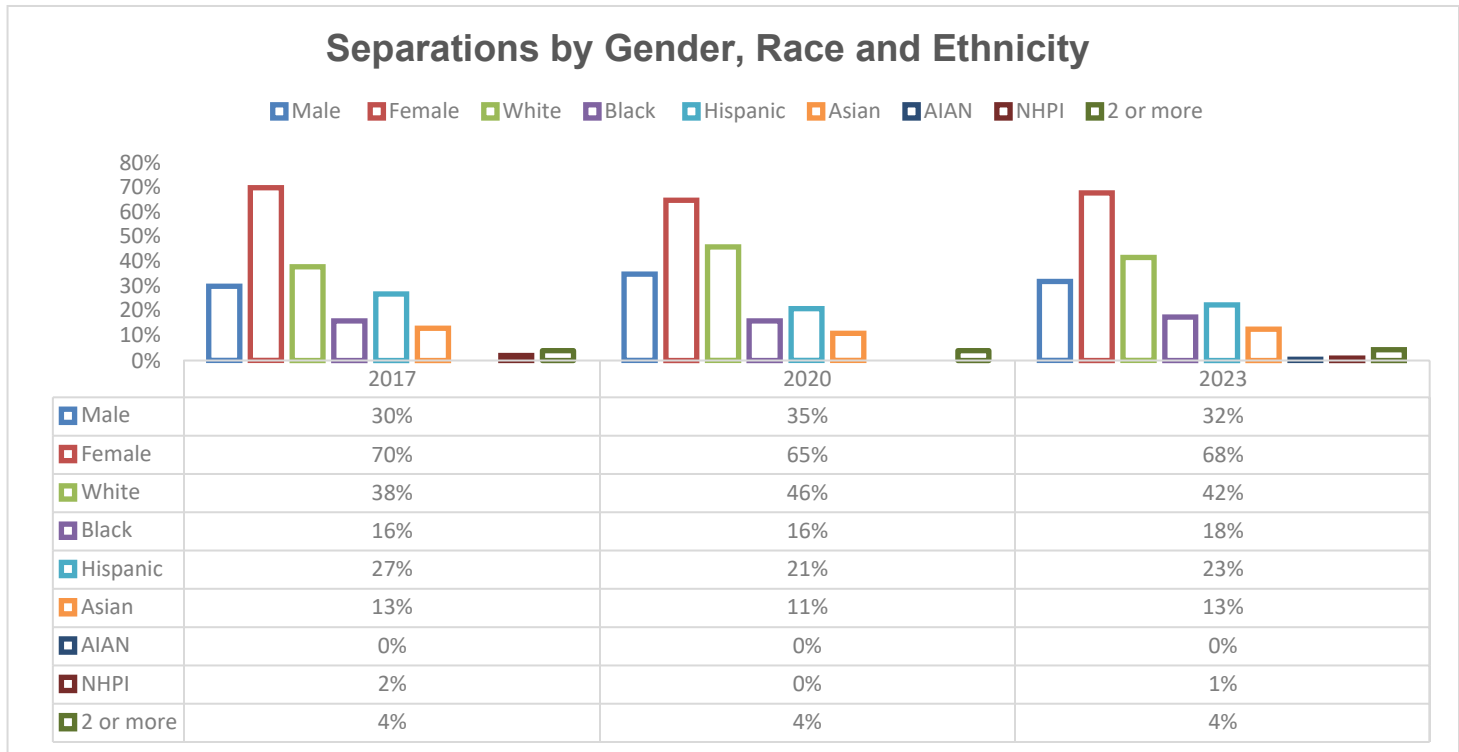
Race/Ethnicity-based Promotions (2017-2023):

- **White** promotions increased by **5 percentage points**.
- **Black** promotions decreased by **4 percentage points**.
- **Hispanic** promotions decreased by **2 percentage points**.
- **Asian** promotions increased by **2 percentage points**.
- **American Indian or Alaska Native (AIAN)** promotions decreased by **1 percentage point**.
- **Native Hawaiian or Pacific Islander (NHPI)** promotions decreased by **2 percentage points**.
- **Two or More Races** promotions remained **steady**.

The data shows an overall consistency in gender-based promotion trends, with females receiving the most promotions across the years. However, there are notable shifts in race/ethnicity-based promotions, including a rise in promotions for White and Asian employees, but decreases for Black, Hispanic, AIAN, and NHPI employees.

IV. SEPARATIONS

Separations include both voluntary and involuntary resignations. Voluntary employment terminations are initiated solely by the employee while involuntary terminations are initiated solely by the employer and are usually due to negative behavior, poor performance, layoff, etc. EEO reviewed the voluntary and involuntary resignations for calendar years 2017, 2020, and 2023.



Gender-based Separation Trends (2017-2023):

- The rate of **female** separations **decreased** by 2 percentage points.
- The rate of **male** separations **increased** by 2 percentage points.

Race/Ethnicity-based Separation Trends (2017-2023):

- **White** employee separations **increased** by 4 percentage points.
- **Black** employee separations **increased** by 2 percentage points.
- **Hispanic** employee separations **decreased** by 4 percentage points.
- **Asian** employee separations **remained steady**.
- **American Indian or Alaska Native (AIAN)** employee separations **remained steady**.
- **Native Hawaiian or Pacific Islander (NHPI)** employee separations **decreased** by 1 percentage point.
- Separations of employees identifying as **Two or More Races** **remained steady**.

Separation Rates

- Gender trends indicate a slight shift, with more males being terminated and fewer females.
- There were notable racial shifts, with increases in terminations among White and Black employees, a decrease among Hispanics, and stability in Asian and Two or More Races categories

CONCLUSION

The data presented in this report offers valuable insights for County stakeholders, managers, employees, and the public regarding the County's ongoing outreach and recruitment efforts. While there has been progress toward achieving workforce equity, certain areas still require attention. One key area is the equitable distribution of jobs across gender and race/ethnicity.

The data reveals that the County's workforce has a significantly higher proportion of **female** employees compared to the general population. This imbalance indicates a potential area of focus for achieving more gender parity within the workforce.

	Males	Females	Total	Percentage of Workforce
White	1591	2071	3662	38%
Black	386	1084	1470	15%
Hispanic	603	1584	2187	23%
Asian	543	1104	1647	17%
NHPI	46	83	129	1%
AIAN	18	32	50	1%
2 or more races	170	327	497	5%
Total	3357	6285	9642	100%

- **Disparity in Representation:** The County's workforce is predominantly people of color (62%), yet white employees are disproportionately represented in hiring and promotion decisions.
- **Continued Need for Enhanced Outreach:** The County recognizes the need for more targeted outreach efforts to address underrepresentation.
- **Focus on Diversity and Inclusion:** The County emphasizes the importance of creating a welcoming and inclusive work environment.

Recommendations:

Based on the data and analysis, the County could further enhance its EEO efforts by:

1. **Diversify Hiring Committees:** Ensure hiring committees reflect the diversity of the County's population to minimize unconscious biases.
2. **Implement Mentoring Programs:** Establish mentorship programs to provide support and guidance to employees from underrepresented groups.
3. **Review Compensation Practices:** Regularly review compensation practices to ensure they are equitable and do not disproportionately disadvantage certain groups.
4. **Conduct Implicit Bias Training:** Continue to provide implicit bias training to all employees to help them recognize and address unconscious biases.
5. **Expand Partnership Network:** Seek partnerships with organizations that serve underrepresented communities in fields relevant to the County's workforce.
6. **Track Employee Satisfaction:** Regularly assess employee satisfaction to identify areas where improvements can be made to foster a more inclusive environment.

Additional Considerations:

- **Data Analysis:** Continue to analyze workforce data to identify emerging trends and adjust strategies accordingly.
 - **Employee Feedback:** Seek feedback from employees to gain insights into their experiences and identify areas for improvement.
 - **Cultural Competency Training:** Consider providing cultural competency training to employees to help them understand and appreciate diverse perspectives.

By implementing these recommendations, the County can continue making significant progress toward achieving a more equitable and inclusive workplace.

**CONTRA COSTA COUNTY
2023 OUTREACH AND RECRUITMENT DATA
9642 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ¹	Male (%)	Female (%)
Officials and Administrators			
County Workforce	380	33	67
Census Data	X	58/57 ²	42/43
Underrepresentation	X	-25/-24	X
Professionals			
County Workforce	3934	30	70
Census Data	X	47/49	53/51
Underrepresentation	X	-17/-19	X
Technicians			
County Workforce	1082	43	57
Census Data	X	51/55	49/45
Underrepresentation	X	-8/-12	X
Administrative Support			
County Workforce	2779	17	83
Census Data	X	38/38	62/62
Underrepresentation	X	-21/-21	X
Service Maintenance			
County Workforce	349	65	35
Census Data	X	57/59	43/41
Underrepresentation	X	X	-8/-11
Skilled Craft			
County Workforce	84	96	4
Census Data	X	94/91	6/9
Underrepresentation	X	X	-2/-5
Protective Services (Sworn)			
County Workforce	828	83	17
Census Data	X	77/82	23/18
Underrepresentation	X	X	-6/-1
Protective Services (Non-Sworn)			
County Workforce	206	65	35
Census Data	X	58/58	42/42
Underrepresentation	X	X	-7/-7

¹ The total number of people who had worked for the County at least one day during the 2023 calendar year.

² These numbers are broken into two separate categories. The first number represents the Census data for eligible people who reside in Contra Costa County. The second number represents the Census data for eligible people who reside in the state of California

**CONTRA COSTA COUNTY
2023 OUTREACH AND RECRUITMENT DATA
9642 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ^[3]	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian / Pacific Islander (%)	American Indian/ Alaska Native (%)	Two or More Races (%)
Officials and Administrators							
County Workforce	53	17	13	12	0	0	5
Census Data	60/55	6/5	13/19	17/17	0/0	0/0	4/3
Underrepresentation	-7/-2	X/X	X/-6	-5/-5	X/X	X/X	X/X
Professionals							
County Workforce	38	14	17	22	1	1	7
Census Data	55/51	6/5	11/17	23/23	0/0	0/0	4/3
Underrepresentation	-17/-13	X/X	X/X	-1/-1	X/X	X/X	X/X
Technicians							
County Workforce	35	13	21	23	2	1	5
Census Data	42/30	9/5	26/45	19/17	0/0	0/0	4/2
Underrepresentation	-7/-5	X/X	-5/-24	X/X	X/X	X/X	X/X
Administrative Support							
County Workforce	33	18	31	12	2	0	4
Census Data	47/24	10/4	22/24	16/8	1/0	0/0	4/2
Underrepresentation	-14/X	X/X	X/X	-4/X	X/X	X/X	X/X
Service Maintenance							
County Workforce	21	18	39	18	1	1	2
Census Data	28/24	10/5	43/56	13/11	1/0	0/0	5/2
Underrepresentation	-7/-3	X/X	-4/-15	X/X	X/X	X/X	-3/-3
Skilled Craft							
County Workforce	60	7	19	10	1	1	2
Census Data	41/34	6/3	41/54	8/8	0/0	0/0	4/2
Underrepresentation	X/X	X/X	-22/-39	X/X	X/X	X/X	-2/X
Protective Services (Sworn)							
County Workforce	58	9	23	5	1	0	4
Census Data	44/40	20/14	17/35	11/7	1/1	0/1	6/1
Underrepresentation	X/X	-11/-5	X/-12	-6/-2	X/X	X/-1	-2/X
Protective Services (Non-Sworn)							
County Workforce	36	26	24	8	3	1	2
Census Data	39/45	12/10	33/31	8/9	5/0	0/1	3/3
Underrepresentation	-3/-9	X/X	-9/-7	X/-1	-2/X	X/X	-1/-1

[3] The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably



CONTRA COSTA COUNTY DEPARTMENT OF AGRICULTURE, WEIGHTS & MEASURES OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the County's workforce statistical data indicate the following:

- Females are underrepresented in Officials and Administrators and Technician positions
- Males are underrepresented in Administrative Support positions
- Blacks are underrepresented in Administrative Support positions
- Hispanics are underrepresented in Officials and Administrators, Administrative Support, and Service Maintenance positions
- Asians are underrepresented in Officials and Administrators, Professional, Technician, and Administrative Support positions

Many of the positions in our department require California State licensure to meet the minimum qualifications. These positions include Agricultural Biologist II, Agricultural Biologist/W&M Inspector III, Agricultural Deputy Commissioners, Deputy Sealer of Weights and Measures, and Department Administrators. When we recruit for positions that require state licensing, a job announcement is sent to all qualified and licensed individuals in the state of California. This ensures that we are reaching the broadest qualified candidate pool possible. The California Department of Food and Agriculture County Liaison provides the department with a list of qualified individuals once we notify them of vacant positions.

For Biologist I and Weights & Measures Inspector I positions, incumbents do not require possession of a state license. However, incumbents are given nine months to obtain one state license as a requirement of employment. For these positions, we will outreach with Community Colleges and Universities. For job positions where state licensing is not required, we focus outreach efforts within the community.

Objective: Increase the applicant pool of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Department of Agriculture, Weights and Measures.

Message: The Department of Agriculture/Weights and Measures will target outreach efforts to websites that serve underrepresented groups. We will email these organizations vacancy announcements within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

Tools: The Department of Agriculture/Weights and Measures will disseminate recruitment opportunities to the public through our website and to local community colleges and universities to increase awareness of the Department of Agriculture/Weights and Measures and provide information of qualifications for employment with our department. We will continue to utilize websites geared towards helping underrepresented people find employment when possible. When hiring for licensed positions, the department obtains a statewide contact list of all licensees and ensures that everyone who is qualified receives notification of the job opening with instruction on how to apply.

Message Distribution

STRATEGY	ELEMENT	TASKS
Research employment websites and register to join the online community.	Internet/Computer	Coordinate with Human Resources to publish recruitments on Womenforhire.com, Tradeswomen.org, and Diversity.com
Increase awareness about the different positions in our department. This will be achieved by describing the job qualifications for vacant positions and how to attain those qualifications.	Internet/Computer	Keep information updated for job qualifications, job descriptions, and licensing information to our department's website.
Target all underrepresented classes that possess a state inspector/biologist license, weights and measures inspector license, Deputy license, Sealer of W&M license and Agricultural Commissioner license	Personal contact	Mail or email all job announcements to all qualified individuals to expand the opportunity for qualified individuals.

Network with local Community Colleges and Universities to increase the applicant pool and explain the Department of Agriculture, Weights and Measures recruitment mission and goals.	Personal contact/publications	Develop content that highlights the department's purpose, goals and employment opportunities. Reach out to Academic Career Advisors and Alumni Relations at Cal State East Bay, UC Davis, Cal State San Luis Obispo.
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Contact: Matthew Slattengren
Agricultural Commissioner/Sealer of Weights and Measures
Matt.Slattengren@ag.cccounty.us



ANIMAL SERVICES OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce that reflects the communities we serve. As of December 31, 2023, the Animal Services Department's statistical data indicates the following:

- Increase of 6 employees overall for the department.
- Percentage of male Officials and Administrators decreased from -25% to -38% underrepresented.
- Percentage of female Professionals is no longer underrepresented. Males are -5% underrepresented.
- Percentage of male Technicians increased from -9% to -3% underrepresented.
- Administrative Support is at -32% for males.
- Small changes in the Demographics of Service Management:
 - Males are underrepresented at -17%.
 - Percentage of White employees changed from fully represented to -8% underrepresented.
 - Percentage of Hispanic employees increased from -6% to -3%.
 - The percentage of 2 or more races increased from -5% to fully represented.

The Animal Services Department also presented under-representation in the following categories:

- African Americans are underrepresented in the below categories.
 - Officials and Administrators at -6%.
 - Professionals at -6%.
 - Technicians at -5%.
 - Administrative Support at -6%.
 - Services Maintenance at -10%.
- Asians are underrepresented in the below categories.
 - Officials and Administrators at -17%.

- Professionals at -23%.
- Technicians at -19%.
- Administrative Support at -16%.
- Hispanics are underrepresented in the below categories.
 - Service Maintenance at -3%.
- Native Hawaiian/ Pacific Islanders are underrepresented in the below categories.
 - Service Maintenance at -1%.
- Whites are underrepresented in the below categories.
 - Service Maintenance at -8%.

Objective: Increase outreach to the local minority workforce population, specifically for underrepresented areas within the Animal Service Department divisions. The Animal Services Department will continue to create positive and sustainable partnerships with the local Community College District and Community-Based Organizations (CBOs) to ensure that the department informs the community about department vacancies.

Message: The Animal Services Department will continue actively partnering with the community by establishing strong relationships with County and community vocational programs regarding all department career opportunities. The Department strives to continue outreach and engaging with the local community to enhance and promote a diversified workforce.

- Tools:**
- Continually update the Animal Services website.
 - Utilize Animal Services and County Social Media websites.
 - Attend and participate in local job and community events.
 - Distribute department brochures and literature.

Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in community events and job fairs.	Outreach & Engagement	<p>ASD will re-engage in 2024/25 by participating in local community events that target underserved populations.</p> <p><u>Community Events:</u></p> <ul style="list-style-type: none"> • Bark in the Park, Brentwood, CA • Safety Fairs, County Wide • Road Runner Run Club, Pleasant Hill, CA • Veteran's Stand Down, Antioch, CA

		<ul style="list-style-type: none"> • and other scheduled community events posted on the Department's website • National Night Out • AKC Woofstock Dog Show Vallejo • Coffee With a Cop • Safety days at local, and regional events • Sunshine Rotary, San Ramon/Danville • Concord Library Cat Adoption • CTK School Classroom Presentation • Buena Vista Elementary Teacher Wellness Day • Joybound Around Town, Walnut Creek • Oakley Library Exploration Station • County Block Party, Concord • Orinda Library Smitten Kitten • Brentwood Library Exploration Station • Walnut Creek Arts & Rec Pride Parade • Paws & People: Fostering Futures, Los Medanos College • Hops & Creek Adoptions Event • Pleasant Hill Fourth of July 5K Race and Parade • Pups & Pints Adoptions Event • El Sobrante Library Pet Adoption Town Hall • Pittsburg National Night Out • Martinez National Night Out • Key Realty Adoption Event • Crocket Police Advisory Council • West County Microchip Clinic • McGuire Harley Davidson Adoptions • East County Microchip Clinic • Central County Microchip Clinic <p><u>Job Fairs & Presentations:</u></p> <ul style="list-style-type: none"> • Contra Costa County Workforce Development Board Job Fairs • Contra Costa Colleges EOP program presentations • Napa Valley College Criminal Justice Training Center • South Bay Regional Public Safety Training Consortium • Contra Costa County Law Enforcement Training Center • Santa Rosa Junior College • San Joaquin Valley College • Carrington College • Other local service agencies in Northern California
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Establish competitive salaries for hard-to-fill Animal Services classifications.	Economic	The Animal Services Department (ASD) will implement an external and internal competitive salary study for our Animal Services Medical and Field Services division classifications in 2023-2024 to increase recruitment and retention.
Distribute NEW ASD brochures and employment opportunities for outreach and recruitment to minorities.	Recruitment	<p>The Animal Services Department (ASD) will collaborate on employment recruitment with local community-based organizations and agencies. ASD has continuously promoted employment opportunities in these organizations.</p> <p><u>Community-Based Organizations:</u></p> <ul style="list-style-type: none"> • Workforce Development Board: East Bay Works Offices • Contra Costa Community College District
Register and post Animal Services Department vacancies online to reach a broad section of minorities.	Electronic	<p>Animal Services has also expanded its employment recruitment efforts through social media:</p> <ul style="list-style-type: none"> • Facebook • Instagram • LinkedIn <p>Register and post vacancies on large job recruitment websites through the Contra Costa Human Resources Department:</p> <ul style="list-style-type: none"> • Indeed • Humane Society • Cal for Animals • Association for Animal Welfare Advancement

Contact: Kara Galindo, Interim Chief of Administrative Services I
kara.galindo@asd.cccounty.us



OFFICE OF THE ASSESSOR OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2023, the Office of the Assessor's workforce statistical data indicate the following:

- Males are underrepresented in Officials and Administrators, Technician, and Administrative Support positions.
- Hispanics and Asians are underrepresented in Official and Administrator positions.
- Hispanics are underrepresented in Technician positions.

Objective: Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community-Based Organizations, Professional Groups, and online recruitment sites that serve the populations listed above.

Message: The Office of the Assessor will conduct strategic outreach efforts to community organizations, professional groups, and online websites that serve populations where we have underrepresentation. We will electronically send these organizations open vacancies within the department. This proactive measure will help create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

Tools:

- Community-based organizations
- Local colleges and universities
- Distribute to various applicable professional groups
- Post job vacancies on websites

Message Distribution

STRATEGY	ELEMENT	TASKS
Reach out to community-based organizations that serve a local and diverse population	Personal Contact/Announcement Distribution	Connect with: <ul style="list-style-type: none"> Men and Women of Purpose Shelter, Inc.
Utilize job search websites to reach a broader pool of applicants interested in employment in the public sector	Electronic Publication	Post job vacancies on indeed.com , bayareajobfinder.com ; and/or governmentjobs.com
Utilize online networks to reach the Hispanic and Asian communities	Electronic Publication	Post job vacancies on the National Association of Asian American Professionals (NAAAP), the Association of Latino Professionals for America (ALPFA), and the United Latino Job Bank websites.
Connect with California Community Colleges and Adult Schools	Personal Contact/Electronic Publication	Reach out to local colleges (such as DVC, Los Medanos, Cal State East Bay, and Contra Costa College, Contra Costa Adult Education) to post job vacancies. Extend outreach to other colleges by posting on the Uloop website.
Work with subject matter experts to connect with professional groups to target individuals interested in Official and Administrator, Technician, and Administrative Support positions	Electronic Publication	Distribute announcements to applicable professional groups (such as the California State Association of Counties and California Assessors' Association) and distribute to other County Assessor's Offices in the State.
Utilize county resources and websites	Electronic Publication	Publish on the Assessor's Office website.

Contact: Danielle Gomez – Departmental Human Resources
Analyst II danielle.gomez@assr.cccounty.us



**OFFICE OF THE AUDITOR-CONTROLLER
OUTREACH AND RECRUITMENT PLAN
FY 2024-2025**

Issue: The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the Office of the Auditor-Controller workforce statistical data indicates the following:

- Males are underrepresented in Professional positions by 24%
- Males are underrepresented in Administrative Support positions by 26%.
- In the Officials and Administrators, the underrepresentation is: Whites 10%, Blacks 6%, Hispanics 13%, and Asians 17%.
- Whites are underrepresented in Professional positions by 32%.
- Whites are underrepresented in Administrative Support positions by 16%.

Objective: Work with Human Resources to Increase the applicant flow of underrepresented groups within our Office by encouraging underrepresented classes to apply for vacant positions. Help Human Resources create diversified applicant pools to fill vacancies with the Office through increased outreach.

Message: The Office of the Auditor-Controller will continue to work with the Human Resources Department to strengthen its outreach efforts. The Auditor-Controller's Office is committed to conducting strategic and targeted outreach to meet both the county and department outreach goals, as determined by the Office of Equal Employment Opportunity. The Office will continue to conduct strategic outreach efforts to community-based organizations, professional groups, and online websites that serve those populations where we have underrepresentation.

Tools:

- Community Organizations such as the Chamber of Commerce
- Professional websites such as the California Auditor-Controller's State Association, California State Association of Counties (CSAC).
- Recruiting websites such as ZipRecruiter, Monster, and Indeed.
- Local junior colleges and universities

Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with professional organizations to reach out to the underrepresented groups of the office and apply for Professional and Administrative Support positions within the Office.	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, Cal State East Bay, and local high schools
Attend job and career fairs geared towards helping the underrepresented groups of the office find employment both in Professional and Administrative Support positions.	Personal Contact	Work with Human Resources to attend at least 2 job and career fairs during the fiscal year
Partner with community based organizations who the underrepresented groups of the office and who are interested in working in Administrative Support positions.	Personal Contact	Partner with the Office of EEO to reach our specific audience
Post job notices to the State Association of County Auditor's website	Publication/Print Media/Electronic	When notified of job announcements post to website
Post job notices to the California State Association of Counties (CSAC) website	Publication/Print Media/Electronic	When notified of job announcements post to website
Notify Walnut Creek, Lafayette, Orinda Chambers of Commerce and request they post job announcements	Publication/Print Media/Electronic	When notified of job announcements email
Email job vacancies to local colleges and universities and to career counselors within the local college and university system	Publication/Print Media/Electronic	When notified of job announcements email
Implement an Internship Program	Personal Contract	Develop an internship program to attract college students interested in a career in public accounting/auditing

Contact: Bob Campbell. Auditor-Controller Contra Costa County
Bob.Campbell@ac.cccounty.us



CHILD SUPPORT SERVICES OUTREACH AND RECRUITMENT PLAN 2024-2025

- Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce that reflects the communities we serve. As of December 31, 2023, the Department of Child Support Services is under-represented in males in the Officials and Administrators and Administrative Support categories. There is an under-representation in females in the Technician's job category. Asians are underrepresented in the Official and Administrators, Professionals, and Technicians job category. Additionally, there is an underrepresentation of the White population in the Technicians job category.
- Objective:** Increase the visibility of males within the workforce. Increase the visibility of females in the Technician workforce. Target Asian, Black, Hispanic, and White populations to mitigate current trends of underrepresentation. The Department will work to more broadly market and promote job vacancies.
- Message:** The Department will utilize social media and online resources to reach a broad candidate pool. The Department will increase the scope of its marketing in the community to create a more diverse applicant pool of qualified candidates.
- Tools:**
- YOUTUBE Video
 - Social Media
 - Community Outreach
 - Job Fairs
 - Digital Billboard Advertising
 - Remote Testing
 - Child Support Director's Association
 - Western Intergovernmental Child Support Engagement Council

Message Distribution

STRATEGY	ELEMENT	TASKS
Use employee testimonial video and post to the Department's webpage	Electronic Media	Link the YOUTUBE video of incumbent employees in the underrepresented groups, explaining the duties of the open positions to the County HR webpage job posting to the Department's webpage.
Utilize social media to expand exposure of open job opportunities	Electronic Media	Post link to open job opportunities on the Department's Facebook page. Continually monitor to address potential candidate feedback
Conduct outreach to local community groups, targeting groups specific Asian, Hispanic and African American populations.	Electronic Media	Build community partnerships and provide electronic job postings for distribution during open recruitment periods. Will target Shelter, Inc and local Salvation Army chapter for male and African American outreach, Asian Business League of San Francisco for Asian outreach, Monument Impact for Hispanic outreach.
Create brochure which explains the department of Child Support Services' outreach and recruitment mission and goals	Publication Print Media	Partner with the County Workforce Development Board to distribute brochures to local job fairs and local job centers
Coordinate digital billboard advertising with open recruitments	Advertising	Post job opportunities via digital billboards in Contra Costa County; utilize marketing materials that specifically target males of current under-represented groups.
Use job examinations that can be administered remotely and reach a wider group of candidates.	Remote Testing	Create examinations that can be done by candidates from home or in their local area, to reach a broader candidate pool.
Child Support Director's Association (CSDA) and Western Intergovernmental Child Support Engagement Council (WICSEC)	Advertising	Post job opportunities with CSDA and WICSEC to reach child support professionals throughout California and the United States, targeting a larger audience for job postings.

Contact: Matthew Brega, Chief Assistant Director/Supervising Attorney 925-313-4401



CLERK-RECORDER-ELECTIONS DEPARTMENT OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Clerk-Recorder-Elections Department remains committed to maintaining a diverse and inclusive workforce reflective of the communities we serve. As of December 31, 2023, the County's workforce statistical data indicate the following for the Clerk-Recorder-Elections Department:

- Males are underrepresented in Officials and Administrators positions.
- Hispanics are underrepresented in Officials and Administrators positions.
- Asians are underrepresented in Technician positions.
- Hispanics are underrepresented in Technician positions.
- Caucasians are underrepresented in Administrative Support positions.

Objective: Connect with organizations that serve the underrepresented in our workforce and share employment opportunities with the overlap of underrepresented groups to generate a more representative pool of applicants for upcoming recruitments. Investigate potential avenues for advertising job opportunities and recruitments with underrepresented categories.

Message: On behalf of the Clerk-Recorder-Elections Department, the Human Resources unit will conduct strategic outreach efforts to community-based organizations, professional groups, and online websites that serve those populations where we may be underrepresented. These organizations will be provided information about open vacancies within the department. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

Tools: - Community-based organizations

- Local job fairs and career days
- Local colleges and universities groups find employment
- Create and distribute informational brochures

Message Distribution

STRATEGY	ELEMENT	TASKS
Identify organizations that promote job opportunities for minority groups within the County. Apprise said groups when requesting new eligible lists are created for underrepresented job classes.	Personal Contact	Identify job resource entities in the county working to support minority groups seeking employment and apprise said groups of opportunities to apply for recruitment to underrepresented job classes.
Inquire with the County Human Resources Department about potential advertisement opportunities used by other departments for circulating employment opportunities with Asian and Hispanic communities.	Advertisement	Identify local community minority groups that assist these groups with identifying employment opportunities.
Advertise at local job fairs, colleges, and universities within the County.	Advertisement	Increase applicant flow for recruitment by participating with local institutions.
Partner with community-based organizations that serve Asian and Hispanic communities and directly notify them of upcoming recruitments for Technician positions.	Personal Contact	Partner with the Salvation Army, Men and Women of Purpose, and Community Churches to reach our specific audiences. Identify additional community-based organizations for candidate outreach purposes.

Contact: Tyler Stull, Administrative Services Assistant III, 925-335-7997
tyler.stull@cr.cccounty.us



CONSERVATION AND DEVELOPMENT OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors and the Department of Conservation and Development (DCD) remain committed to maintaining a diverse and inclusive workforce that is reflective of the communities served.

Pursuant to the County's 2023 workforce statistical data, DCD is currently underrepresented in the following categories:

- Females are underrepresented in Technician and Service Maintenance positions.
- Males are underrepresented in Administrative Support positions.
- Whites are underrepresented in Professional positions.
- Whites, Hispanics/Latinos, and Asians are underrepresented in Service Maintenance positions.

Based on this data, the following are notable statistical changes from fiscal years 2022 to 2023:

- Changes in female representation in the following categories:
 - Officials and Administrative decreased from fully represented to -4%
 - Professionals increased from -10% to -5%
 - Technicians decreased from -12% to -15%
 - Minimal changes across all sections in terms of demographics.

Objective: For DCD's future recruitments, it is the department's objective to increase the number of eligible applicants received from the currently identified underrepresented groups within their workforce.

Outreach: To help achieve this objective, DCD will continue to conduct strategic outreach that includes utilizing educational and professional networks, job-posting websites, and other internet-based resources that specifically serve the populations currently underrepresented within DCD's workforce. In addition, all recruitments will continue to be shared with all existing staff to pass on additional referrals, which should help further extend DCD's outreach.

Prospective Resources & Tools:

- Professional Networks and Organizations
- Local colleges and universities
- Trade/Vocational programs
- Existing staff (Internal References)
- Job-posting websites
- Social Media
- Job fairs
- County Human Resources & County Equal Employment Opportunity Office
- Other similar/comparable public agencies
- Internship/Externship program
- Websites and internet resources that assist women find employment in Technician and Service/Maintenance positions
- Websites and internet resources that assist men find employment in Administrative Support positions
- Websites and internet resources that assist White candidates find employment in Professional positions
- Websites and internet resources that assist Whites, Hispanics/Latinos, and Asian candidates find employment in Service Maintenance position

Plan:

Strategy for Category	Resources/Tools	Tasks & Action Items
<p>Technicians & Service Maintenance: DCD currently has several vacant positions in this category. DCD recognizes an ongoing need to increase female and minority representation in its Building Inspector, Plan Checker, and Planning Technician classifications</p> <p>Overall DCD Staffing</p> <ul style="list-style-type: none"> - To attract a wider pool of candidates, DCD will continue to research and explore various available recruitment channels. Specifically, the department will focus on how to better utilize available social media platforms, job-posting websites, and diversity-focused organizations. 	<ul style="list-style-type: none"> - Existing staff - Keep existing staff engaged in the recruitment process and ongoing efforts to diversify the workforce - Personal outreach/contact - Use available and effective tools to help further disseminate recruitment opportunities. Evaluate overall effectiveness of tools and adjust efforts accordingly. - Seek guidance and recommendations from within the County(subject-matter experts and other departments) regarding available resources - Colleges & Universities– For appropriate classifications, target candidates from local educational institutions. - Trade/Vocational programs - For appropriate classifications, target candidates from local vocational institutions - Professional networks & organizations – Research available networks for targeted demographics and career paths. - Establish internship/externship opportunities - Assess internal recruitment and on-boarding processes (e.g. composition of interview panels) 	<p>Discuss with existing staff how to increase diversity in these classifications.</p> <p>Continue to research and seek referrals for viable and cost-effective internet platforms. Once identified we will utilize these resources to help expand their outreach for all future recruitment</p> <ul style="list-style-type: none"> - WorkplaceDiversity.com (pay site) - Diversity.com (pay site) - DiversityJobs.com (pay site) - blackcareernetwork.com (pay site) - Hispanic/Latino Professional Association (pay site) - National Association of Asian American Professionals (pay site) - Tradeswomen.org - Women-into-construction.org (pay site) - National Association of Women in Construction (NAWIC) (pay site) - Handshake (focus on college students, recent graduates) - Zip Recruiter (provided through County Central HR)

DCD Contacts:

- Deidra Dingman, Deputy Director (Business & Information Services - deidra.dingman@dcd.cccounty.us)
- Alvan Mangalindan, HR Officer - alvan.mangalindan@dcd.cccounty.us



COUNTY ADMINISTRATOR'S OFFICE OUTREACH AND RECRUITMENT PLAN 2024-2025

- ISSUE:** The Board of Supervisors remains committed to maintaining a diverse and an inclusive workforce that is reflective of the communities that we serve. As of December 31, 2023, the County Administration agency shows an increase of 27 employees and the demographics of the overall agency workforce indicates the following:
- Males are underrepresented in Officials/Administrators and Administrative Support roles
 - Females are underrepresented in Technician roles
 - Hispanics are underrepresented in Administrative Support and Skilled Craft roles

This workforce underrepresentation data includes data for the following departments within the County Administrator's agency: Clerk of the Board; CCTV; the Department of Information Technology, including the Telecommunications division; Law and Justice Systems; and the Administrative Office of the County Administrator, including the Labor Relations unit.

OBJECTIVE: Increase the applicant flow of underrepresented groups by continuing to expand recruitment efforts geographically including targeted outreach to professional groups with underrepresented memberships/following.

MESSAGE: The CAO will conduct strategic outreach to organizations, including educational and professional groups, and websites that serve diverse populations. In partnership with the Human Resources Department, open vacancies will be sent electronically to these organizations, as well as to other County departments and local government entities to promote a more diverse applicant pool of qualified applicants

Since 2023, the County Administration agency has examined its organizational structure and classification requisites to diversify career development opportunities within its officials/administrators, professional staff, and administrative support classifications. One component of this effort expanded experience minimum qualifications to garner internal opportunities within our County's diverse workforce.

The areas of underrepresentation from 2022 to 2023 have changed as follows:

- Percentage of White employees from -10% to -7%
- Percentage of Hispanic employees from -15% to -4%
- Changes in the Demographics of Administrative Support:
 - Percentage of Hispanic employees decreased from -12% to -18%
 - Percentage of Asian employees increased from -16% to -2%

Message Distribution

STRATEGY	ELEMENT	TASKS
Conduct targeted outreach to local and community-based organizations, diverse professional organizations and public sector associations to seek underrepresented candidates.	Internet	<p>Ensure outreach efforts target the underrepresentation classifications and include:</p> <ul style="list-style-type: none"> • Community-based organizations such as the California Diversity Council and the Workforce Development Board of Contra Costa County; • Race and ethnicity-focused organizations such as the National Association of Asian American Professionals, Association of Latino Professionals for America, Chicana/Latina Foundation, and National Organization of Blacks in Government, as well as explore new job posting sites such as Diversity Tech; • Gender-specific associations, including those that may bring candidate interest from a wide range of backgrounds and perspectives, including sexual orientation.
Conduct national and underrepresented category targeted outreach as needed to fill Officials and Administrator positions.	Internet	Continue partnering with external consultants for Officials and Administrators positions to maintain diverse outreach efforts at a national level and with organizations/associations that target specific underrepresented classifications.
Partner with Human Resources to ensure recruitment qualification assessments and examinations incorporate diversity, equity and inclusive tools.	Internet / In-person meetings	Maintain open communication with the Human Resources Department of our recruiting strategy, particularly when recruiting for positions noted with underrepresentation

<p>Select hiring committees that reflect the county's diverse population and underrepresented groups, and who are committed to supporting a diverse, equitable and inclusive workforce.</p>	<p>Email / In-person communications</p>	<p>Inform hiring managers of this EEO Outreach and Recruitment Plan.</p> <p>Support hiring managers in identifying interview and hiring practices that are equitable and inclusive.</p> <p>Encourage diverse hiring committees and panels, including the participation of management staff from underrepresented groups.</p>
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Contact: Enid Mendoza, Senior Deputy County Administrator
enid.mendoza@cao.cccounty.us



COUNTY COUNSEL OUTREACH AND RECRUITMENT PLAN 2024-2025

- Issue:** The data chart prepared by the County's Equal Opportunity Officer indicates that, when 48 full-time employees³ in the County Counsel's Office are compared with the working population of Contra Costa County, the County Counsel's Office is statistically under-represented in the following demographic categories:
- Hispanics, Asians, and men are under-represented in the Officials and Administrators classifications.
 - Asians and men are under-represented in the Professionals classification.
 - Whites and males are under-represented in the Administrative Support positions
- This office's plan addresses only non-clerical recruitments. Clerical outreach and recruitments are countywide and are not conducted by this office.
- Objective:** The department will continue to identify and extend outreach efforts with Hispanic and Asian legal associations, law school career centers, and similar agencies to keep them apprised of job vacancies within our office.
- Message:** The Office of the County Counsel's outreach and marketing plan remains concentrated on creating a diverse and qualified applicant pool of candidates from which we fill the vacant positions. All open recruitments within the department are noticed by numerous organizations during the recruitment period. These measures are intended to expand the reach to diverse applicant pools of qualified candidates that reflect the demographics of the Contra Costa County workforce.
- Tools:** Enhance the communication methods of job vacancies with our under-represented groups by expanding the postings of job vacancies with Human Resources, online job boards, law school career centers, Public Services Employment services, and professional organizations. Expressing a desire to hire individuals from diverse backgrounds in recruiting notices and coordinating with the EEO's staff to expand this office's outreach information to community-based organizations. Ensuring the subject matter experts evaluate the

³ Demographic information was not provided for 8 full-time employees in the County Counsel's Office.

applications reflect the diversity within the office and of the under-represented categories.

Message Distribution

STRATEGY	ELEMENT	TASKS
Announce vacancies, via links, on the County Counsel webpage that will provide notices of current job announcements and instructions for future job-related notifications	Website Electronic Internet	Maintain “Job Description” and “FAQ” links on the County Counsel website provide current information. Utilize internal word-of-mouth
Utilize County Counsel’s outreach brochure to explain the Office’s recruitment missions and goals	Publication Print Media	Make available job postings and outreach brochures to the targeted under-represented group’s recruitment centers
Link the Equal Employment Opportunity homepage to the County Counsel’s homepage	Internet	Increase the County Counsel’s exposure to the community to promote the goals of diversity, inclusion, and equality in the workplace
Announce vacancies to law school career centers and professional organizations	Electronic	Target the under-represented group’s law school career centers, bar associations, and Legal Assistant programs
Coordinate distribution of County Counsel Outreach brochure with the EEO’s Office for their ongoing CBO partnerships and marketing efforts	Publication Print Media Personal Contact	Partner with organizations who serve under-represented populations and programs that support workforce diversity
Further expand recruitment efforts to reach the underrepresented community	Internet	Partner with Human Resources to market job vacancies that target the underrepresented classifications via websites such as EASTBAY Works, Workforce Development Board, One Stop, Foundation List - a national nonprofit job board, and Asian and Hispanic Chambers of Commerce

Contact: Wanda R. McAdoo, Administrative Services Officer
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DISTRICT ATTORNEY OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2023, the District Attorney's (DA) workforce statistical data indicates the following:

- Males are underrepresented in Administrative Support positions.
- Females are underrepresented in Technician positions.
- Hispanics are underrepresented in Official and Administrators, and Technician positions.
- Asians are underrepresented in Professional, Technician, and Administrative Support positions.
- Whites are underrepresented in Official and Administrator, and Administrative Support positions.

Below are the DA workforce statistical changes from December 31, 2022, to December 31, 2023:

- Increase of 13 employees in the department overall.
- Percentage of female Technicians increased from -37% to -33%.
- Percentage of male Administrative Support increased from -25% to -23%.
- Changes in the Demographics of Officials and Administrators:
 - Percentage of White employees decreased from -4% to -20%.
 - Percentage of Asian employees increased from -6% to fully represented.

Objective: Increase the applicant flow of underrepresented groups within our workforce by conducting outreach and recruitment efforts with many varied groups and organizations that serve these groups.

Message: The DA will conduct strategic and targeted outreach efforts to community and faith-based organizations and online websites that serve people of underrepresented demographics. We will electronically send these organizations all open vacancies within the department during the fiscal

year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

Tools: Community/faith-based organizations, local job fairs and career days, local colleges and universities, and websites geared towards helping people of underrepresented demographics find employment. Create and distribute informational brochures.

Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in job fairs at Law Schools around the state.	Personal Contact	Participate in reviewing resumes, and mock hiring interviews. The recruitment committee will actively seek out and offer to participate/ interview at job fairs sponsored by organizations that identify with diverse populations.
Participation in mock trial programs	Personal Contact	Prosecutors volunteer to participate in high school mock trial programs in underrepresented communities to promote interest in criminal prosecution careers.
Outreach to diverse Law School organizations	Personal Contact	Speaking to law school classes. The recruiting committee will actively seek opportunities to speak to law school clubs and organizations whose members consist of individuals from diverse backgrounds to discuss a career path. Examples of groups the committee has reached out to include: <ul style="list-style-type: none"> • Armenian Law Student Association • Vietnamese American Law Society • Pilipino American Law Society • La Raza Law Students Association • Korean American Law Student Association • Black Law Students Associations • Asian Pacific American Law Student Association

Post job vacancies on websites and in publications geared toward Hispanics, Asians, females and males.	Publication/Print Media	Determine which publications will assist us in meeting out Hispanic recruiting goals and express our desire to hire individuals from diverse backgrounds in recruiting notices. We have contacted SF La Raza Lawyers, East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County to ask them to send out to their members' job postings.
Outreach to Minority Bar Associations	Personal Contact	<p>Notify Minority Bar Associations of employment opportunities and participate in Panel Discussions on Criminal Law issues. Outreach to the three local Bay Area Minority Bar Associations that serve Hispanic attorneys: SF La Raza Lawyers, East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County. In addition, the Minority Bar Coalition (MBC) which is a coalition of bar organizations that are committed to serving all attorneys from minority groups. Direct outreach to the following:</p> <ul style="list-style-type: none"> • Asian Pacific Bar Association - Silicon Valley • Asian American Bar Association • Charles Houston Bar Association • Bay Area Black Prosecutors Association • San Francisco La Raza Lawyers • Asian American Prosecutors Association • Filipino Bar Association of Northern California • Black Women Lawyers Association of Northern California • East Bay La Raza Lawyers Association • Korean American Bar Association

		<p>of Northern California</p> <ul style="list-style-type: none"> • La Raza Lawyers of Santa Clara County • South Asian Bar Association of Northern California • Vietnamese American Bar Association of Northern California
Outreach to Career Development Office (COO) at Law Schools and other colleges and organizations	Personal Contact	Alumni from the Recruiting Team reached out CDO's expressing our interest in attracting a more diverse applicant pool. La Raza Law Students Association serves Hispanic students. We will be attempting to reach out to all the La Raza organizations on local school campuses.
Post job vacancies on websites and publications focused on serving diverse populations	Publication/ Print Media	Notify Opening Doors, International Rescue Committee, Narika, RYSE Youth Center, Family Justice Centers (West and Central), Center for the Pacific Asian Family, Mujeres Unidas Y Activas, Korean Family American Services, Asian Pacific Islander Legal Outreach, Asian Americans for Community Involvement.
Post job vacancies on websites and publications focused on women in law enforcement.	Publication/ Print Media	Determine which organizations might assist us in recruiting sworn female law enforcement personnel and express the Office's desire to increase the number of female Senior Inspectors.
Post job vacancies on websites and publications focused on law enforcement professionals with an emphasis on bilingual personnel.	Publication/ Print Media	Determine which organizations might assist us in recruiting sworn law enforcement personnel and express the Office's desire to increase the number of bilingual Senior Inspectors.

Contact: Monica Carlisle, Chief of Administrative Services (925) 957-2234
monica.carlisle@contracostada.org



FIRE PROTECTION DISTRICT OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Contra Costa County Fire Protection District (District) remains committed to maintaining a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2023, the County's workforce statistical data indicate the following:

- Females are underrepresented in roles such as Officials and Administrators, Professional, Technical, Sworn and Non-sworn Protective Services, and Service Maintenance jobs.
- Hispanics are underrepresented in roles like Technicians, Skilled Craft, and Service Maintenance positions.
- Blacks are underrepresented in Service Maintenance, and both Sworn and (Non-Sworn) Protective Services positions.
- Asians are underrepresented in Officials and Administrators, Professionals, and Technician positions.

Objective: Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to community-based organizations, professional groups and online recruitment sites that serve the populations listed above.

Message: The district is hiring a full-time Outreach Coordinator in the next few months. One of the goals will be to oversee the district's outreach efforts.

The district will continue to conduct strategic outreach efforts to community-based organizations, professional groups, and online websites that serve those populations where we have underrepresentation. We will send these organizations open vacancies within the district during the fiscal year. In addition, we will continue to promote careers in the Fire Service by collaborating with middle through high schools, and community colleges with

a diverse student population. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for District vacancies.

Tools: The district continues to work to diversify the pool of eligible applications. Our outreach is targeted toward high schools, community colleges, and universities. We will continue to expand job opportunities for temporary paid positions by hiring District Aides who are current students enrolled in Fire Science Associate's Degree programs from the local community colleges or recent high school and college graduates who have an interest in a career in the fire service. These temporary job opportunities provide candidates with direct experience performing non-professional administrative support behind the scenes of a fire department so they can prepare for a career in the fire service.

As of April 4, 2024, the District is in its fifth season of hiring Fire Control Workers for the seasonal wildland mitigation program. This program is targeted toward current District Aides and recent graduates of EMT certificates or associate degrees in Fire Science programs from local community colleges. The seasonal program runs annually from May through October. The program is designed to give candidates direct experience performing wildland firefighting to prepare for a career as a firefighter.

The District sent several female firefighters to attend and mentor girls ages 14-18 in the Golden State Women in the Fire Service event on October 7, 2023. The goal of the camp is to empower girls to gain hands-on experience. The girls received training with firefighting tools and equipment, basic first Aid, and CPR, and learned about career opportunities in the fire service.

The District participated in the following job fairs in FY 2023-2024:

Event	Date
Concord High School	10/18/23
Los Medanos College	10/25/23
Rio Vista High School	11/08/23
Contra Costa College Career Day	04/03/24
Clayton Valley High School	03/28/23
Mt. Diablo High School	04/22/24
Ygnacio Valley High School	04/23/24

FCTC-Livermore	04/06/24
Deer Valley High School	04/10/24
Los Medanos College	04/30/24

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping our underrepresented find employment.	Personal Contact	The district will focus on recruiting female, Asian, and Hispanic candidates to distribute information about the District's opportunities and vacancies.
Partner with community-based organizations that serve females, Asians, and Hispanics who are interested in working in all the classifications within the Fire Service and Support Services fields	Personal Contact	Collaborate with organizations to increase females in fire service and statewide organizations such as the CAL-JAC program.
Research employment websites and register to join the online community.	Internet/ Computer	Register with websites such as womenforhire.com and careerwomen.com to reach women who are interested in the Fire Service
Outreach to community-based organizations and schools to promote a Fire Explorer program for high school students	Personal Contact/ Social Media	Provide a unique opportunity to work alongside our fire suppression professionals
Outreach to candidates to offer practice written tests for Firefighter applicants	Personal Contact	CAL Joint Apprenticeship Committee
Outreach to diverse CBOs and academic organizations, Post job vacancies, and publications focused on serving diverse populations	Personal Contact/Social Media/Publication	The Recruitment and Outreach team will continue actively seeking opportunities to speak to academic organizations whose members consist of individuals with diverse backgrounds to discuss career paths in the Fire Service. Examples of the groups the team has reached out to

		<p>include:</p> <ul style="list-style-type: none"> • IAFF, Local 1230 • IABPF - International Association of Black Professional Firefighters • CA Community Colleges • EMS Paramedic Trade Schools • EMT programs • iWomen (International Association of Women in Fire) • NAHF – International Association of Hispanic Firefighters • NAHFF-National Association of Hispanic Firefighters
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Contact: Holly Trieu, HR Analyst, Equal Employment Opportunity Coordinator
htrie@cccfd.org



HEALTH SERVICES OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: As of December 31, 2023, Contra Costa Health Services' under-representation statistical data of the following:

- Males are underrepresented in Officials and Administrators, Professionals, Technicians, Administrative Support Services, and Protective Services Non-Sworn positions.
- White employees are underrepresented in Officials and Administrators, Professionals, Technicians, Administrative Support Services, and Service Maintenance positions.
- Whites, Blacks, and Males in Protective Services Non-Sworn positions.

The Health Services Department has nine divisions providing health care and emergency response services to the residents of Contra Costa County. Most professional classifications are held by women. Per data from the United States Department of Labor, there is a disproportionate number of women in certain professions such as Registered Nurses, Social Workers, Medical and Health Services Managers, Counselors, and Human Resources Managers.

The Department conducts recruitments for Health Services classifications and strives to reach a diverse applicant pool by utilizing the County's Outreach Mailing List consistently in addition to posting our job announcements online to popular websites such as governmentjobs.com, LinkedIn, indeed, Craigslist, and distributing to health-focused professional associations and other targeted professional organizations, and community agencies. The department posts job announcements on Handshake, an online tool and resource for employers to post entry-level, paraprofessional, and professional job announcements targeted to students and alumni of participating community colleges and universities across the United States.

Objective: Increase the applicant pool of males, White, and Black candidates who meet the minimum qualifications and maintain a diverse workforce within the Health Services Department.

Message: The Department will continue to utilize the County's list of community and faith-based organizations and work with SPIN Recruitment Agency by posting our job announcements to popular websites such as Indeed, LinkedIn, professional organizations, and associations, and expand to non-traditional sites. In addition, we participate in local job/career fairs and collaborate with our division managers to look for innovative ways to attract qualified candidates from affiliated organizations, local colleges, and universities.

Tools: Community and faith-based organizations
Websites geared toward Males, Blacks, and Whites
Publications geared toward Males, Blacks, and Whites
Local job/career fairs
Colleges and Universities
Professional Organizations

Message Distribution

STRATEGY	ELEMENT	TASKS
Utilize the County's community/faith-based organization list	Print Media/Internet	Continue to send job announcements through General Services to ALL community and faith-based organizations
Expand outreach to focused websites and organizations	Internet/Electronic	Continue to work with SPIN Advertising Agency to identify websites and organizations focused toward underrepresented categories and post job announcements online
Expand outreach to publications	Print/Publication	Work with SPIN Advertising Agency to identify publications focused on underrepresented categories and post job announcements
Attend local job and career fairs.	Personal Contact	Attend job fairs to distribute information on the department's vacancies and connect to candidates in person

Expand outreach to colleges and universities	Internet/Computer/Personal Contact	Work with Division Managers who have affiliations with local colleges/universities such as UC Davis, UC Berkeley, UCSF, Kaiser Allied Health, etc.
Expand outreach to professional organizations	Internet/Computer/Personal Contact	Work closely with Hiring Managers who have affiliations with professional organizations and send job announcements electronically

Contact: Mary Jane De Jesus-Saepharn (925) 957-5275
mdejesus@cchealth.org



HUMAN RESOURCES OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the Human Resources Department statistical data for gender and ethnicity underrepresentation is listed below:

Male

- Professionals - 21%
- Administrative Support - 22%

White

- Officials and Administrators - 10%
- Administrative Support - 31%

Hispanic

- Officials and Administrators - 13%

Objective: Increase outreach to underrepresented candidates for positions within the Human Resources Department.

Message: The department will continue to develop and utilize innovative recruitment tools to attract a diverse applicant pool of qualified candidates, such as identifying career fairs/expos where the department can make personal connections and provide employment resources for continuing and graduating students, creating alternative paths to qualify for positions beyond the typical educational requirements, and through partnerships with our Office of Racial Equity and Social Justice.

Tools: Our current recruitment strategies include the distribution of all County job opportunities to a vast number of community and faith-based organizations, colleges, cities, and employment placement services.

We plan to expand our outreach to in-person and virtual career/job fairs where we can interact and provide information to prospective candidates on employment opportunities within Human Resources and Contra Costa County.

We are also working to develop alternate paths for candidates who may have lived experiences to qualify for positions they previously were ineligible for. This is being developed through market research and input from our partners in the Office of Racial Equity and Social Justice.

Message Distribution

STRATEGY	ELEMENT	TASKS
Identify career/job fairs to increase exposure and develop connections within the community	Internet/off-site events	Advertise employment opportunities on targeted websites and at local career/job fairs that will reach underrepresented candidates
Develop alternate paths for applicants to qualify for open positions	In-person	Work internally with departments on alternate routes for underrepresented applicants and underserved communities to develop job requirements that address experiences and education that may not be the typical route to qualify for County positions.
Partner with the Office of Racial Equity and Social Justice	In-person/Online	Collaborate with staff to determine alternative partnership and outreach opportunities targeted towards underrepresented classes

Contact: Nicole Bilich, Human Resources Department at (925)655-2179
Nicole.Bilich@hrd.cccounty.us



LIBRARY OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce that is reflective of the communities that we serve.

According to the December 31, 2023, Contra Costa County Outreach and Recruitment Data Report, males are under-represented in the Library Department by the following percentage in the four (4) occupational categories noted below:

- Officials and Administrators: 33%
- Professionals: 28%
- Technicians: 16%
- Administrative Support: 12%

In addition, demographics by race and ethnicity show an underrepresentation of Asians by 17% in the Officials and Administrators occupational category, an underrepresentation of Asians by 20% in the Professionals occupational category, and an underrepresentation of Asians by 13% in the Technicians occupational category.

Objective: Ensure that the library workforce reflects the diversity of the County by continuing to diversify staff in all Library work units while increasing the presence of males and Asians within the workforce.

The library currently meets this objective in the following areas:

- Demographics by race and ethnicity in the Administrative Support Occupational Category.

Message: In addition to the Library Outreach and Recruitment Plan, Contra Costa County Library's Leadership and Human Resources partner with the Equity, Diversity, and Inclusion Committee with an intentional, ongoing

effort to ensure that diverse groups and individuals fully participate in all aspects of our library's work, including decision-making processes. These groups' diversity includes, but are not limited to, age, ethnicity, class, gender, physical abilities/qualities, race, sexual orientation, religious status, gender expression, educational background, geographical location, income, marital/relationship status, parental status, and work experiences. The library has also increased our focus on implicit bias and anti-racism training for staff and other initiatives to make libraries safe and welcoming spaces for all.

Equity means recognizing that we do not all start from the same place and must acknowledge and adjust imbalances. This is our goal.

Measurement: The library will conduct an annual review of applicants and employees hired externally and promoted from within.

Tools:

- Social Media
- Attend local job fairs and career days
- Attend local community-based events
- Partner with community groups geared towards helping males find employment
- Publications geared toward Asians
- Informational bookmarks, brochures and short videos
- Partnerships with like-minded education facilities
- Survey our current employees for additional relevant associations to advertise to/partner with to address racial and other inequities in our services

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job fairs and career days that serve a large ethnically diverse population.	Personal Contact	Set up class presentations, working job fairs, and workshops at high school, colleges, and universities in areas with greater Asian populations.
Partner and connect with universities and local Community Colleges as well	Print Media Personal Contact by HR	Reach out to Academic Career Advisors and Alumni Relations to explain the department's goal of increasing the pool of qualified candidates; send informational

as local High Schools to increase the applicant pool.	Personal Contact by outreach librarians	letters local High Schools and Community Colleges. Develop and leverage partnerships to reach new library candidates.
Register and post job vacancies online to reach a broader section of Asian populations.	Electronic	Register and post job vacancies on websites that serve Asian populations such as National Association of Asian American Professional (NAAAP) jobs.naaap.org, Asian Career Network acareers.net and Mitratch Circa Diversity Jobs asianhires.com
Utilize social media to show potential applicants what it is like to work at the Library and expand exposure of open job opportunities. Build our following and brand recognition.	Electronic Media text, photos, graphics and videos.	Work with Media Production Technician to create new content, images, and short promotional videos to post on social media. Post links of open job opportunities on the Department's Facebook, Instagram, and LinkedIn pages. Email group administrators of Library branch Facebook pages, EDI, and Champions for Library Change Committee members to post upcoming and open job opportunities on social media sites.
Continue to create and distribute promotional bookmarks, brochures, and how-to documents explaining hiring process and outreach objective for each external recruitment.	Publication/Print Media	Research and find physical community job boards and places to leave recruiting documents. Expand signage and communications to include more languages that reflect the community.

Contact: Kiana McFarland, Human Resources Analyst II
Kiana.McFarland@library.cccounty.us



PROBATION OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the Probation Department's statistical data indicates the following:

- Females are underrepresented in Technical and Service Maintenance positions.
- Males are underrepresented in Officials and Administrators, Administrative Support, and Protective Service (Sworn) positions.
- White employees are underrepresented in Officials and Administrators, Professionals, Service Maintenance, Protective Services (Sworn), and Protective Services (non-Sworn).
- Hispanic employees are underrepresented in Technicians and Service Maintenance.
- Asian employees are underrepresented in Professionals and Technicians.

Objective: Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to educational and vocational training service providers, professional organizations, and online recruitment and employment resource sites that serve the populations listed above.

Message: The Office of EEO, Probation and Human Resources will conduct strategic outreach efforts with the groups and organizations identified above and online websites that serve those populations where we have underrepresentation. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

Tools: Local job fairs and career days

- Intentional advertising campaigns
- Local Adult Education and vocational training programs
- Local colleges and universities
- Websites geared toward helping underrepresented populations find employment
- Informational Brochures
- Social Media Sources
- Chief Probation Officers of California (CPOC) Website

Message Distribution

STRATEGY	ELEMENT	TASKS
Outreach to diverse colleges and universities with criminal justice and corrections-related degree programs	Personal Contact	Continue to partner with local colleges such as DVC, Los Medanos, Sac State, San Francisco State and Cal State East Bay Universities to make presentations in classes and provide organized tours of facilities for students.
Outreach to diverse Adult Education and vocational training programs with technical and administrative support skill development programs	Personal Contact	<p>Continue professional relationships and partnerships with local education programs such as the five regional Adult Education centers, and the Contra Costa County Office of Education.</p> <p>In the past year, Probation Department participated in the following outreach/community events:</p> <p>Special Olympics; Annual Contra Costa County Spring Job Fair; Resource Fair at Antioch Mall; Antioch Juneteenth; Wardboy Project; Community Recourse Health Fair; 2nd Annual Welcome Home Reentry Community Resource Fair and Block Party; National Night Out; and Richmond WORKS Career Fair.</p>
Increase ease of communicating employment opportunities, minimum qualifications for hire, and applicant processes through printed resource material	Publication/ Print Media	<p>Continue to hand out recruitment fliers to be disseminated by staff when they encounter potential job applicants.</p> <p>Remain active in outreach efforts such as job fairs and give out swag with Contra Costa County Probation logos and QR codes linking to our job posts.</p>

Utilize digital advertisement to display intentional recruitment messaging in highly travelled highways throughout Contra Costa and the surrounding Bay Area	Employment recruitment	Contract with local company to create an intentional recruitment campaign via digital billboards.
Use employment websites focused on the underrepresented populations	Internet/Computer	Register with websites such as http://www.opportunityjunction.org/ http://www.eastbayworks.com/cccounty/ https://www.cpoc.org/employment-opportunities handshake@mail.joinhandshake.com to post vacancies and open recruitments
Attend job and career fairs focused on the underrepresented populations	Personal Contact	Attend at least three job and career fairs during the fiscal year sponsored by organizations that identify with diverse populations

Contact: Marina Kisseleva-Cercione
marina.kisseleva-cercione@prob.cccounty.us



PUBLIC DEFENDER OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the Office of the Public Defender workforce statistical data indicates the following:

- Males are underrepresented in Officials and Administrators, Professionals, and Administrative Support positions.
- Whites are underrepresented in Administrative Support positions.
- Asians are underrepresented in Professionals and Administrative Support positions.

Objectives: Increase the applicant flow of underrepresented groups within the Public Defender's Office workforce by conducting specific outreach and targeted recruitment efforts to community and/or faith-based organizations, professional groups, and online recruitment sites that serve the populations listed above.

Message: The Department will continue to conduct strategic and targeted outreach efforts to traditionally underrepresented racial minorities, to create a more diverse applicant pool of qualified candidates to apply for vacant positions.

Tools: We will continue to increase the pool of eligible applicants for positions in the department by targeting outreach to local colleges, universities and law schools with our above objectives in mind.

Accomplishments:

To maintain the diversity of our workforce, the Department Head has formed a diversity committee that actively recruits minority attorneys and graduate law clerk applicants from an array of law schools. The Department strives to promote diversity and achieve gender balance in the graduate law clerk pool, as this group is a significant source of applicants for entry-level attorney positions. Although the workforce of this Department represents only a small portion of the County's overall

workforce, because of the significant diversity in our client population, we are uniquely focused and committed to achieving the County EEO outreach and recruitment targets.

Message Distribution

STRATEGY	ELEMENT	TASKS
Network with Universities such as Cal State East Bay, UCLA, USC, UC Davis, San Francisco State, University of San Francisco Golden Gate Univ. and local Community Colleges as well as local high schools to increase the applicant pool and explain the Office of the Public Defender's outreach and recruitment mission and goals.	Publication Print Media	Reach out to Academic Career Advisors and Alumni Relations to explain the department's goal of increasing the pool of qualified males; send informational letters local High Schools and Community Colleges.
Attend local job and diversity fairs at UC Law San Francisco; Cal State East Bay; UC Davis; San Francisco State; University of San Francisco; and Golden Gate University	Personal Contact	Attend and provide flyers that can be distributed at job and diversity fairs; explain department goals to attain diversity and gender-balance in the workforce, with a particular emphasis in outreach to male and Asian applicants.
Email job vacancies to local colleges, universities and law schools to reach a greater applicant pool, such as DVC and Los Medanos, UC Berkeley, etc.	Electronic	Send job announcements of vacancies via email including our goals of attracting a diverse and gender balanced workforce.

Contact: Erica Ellis, Chief of Administrative Services I, 925-608-9693
Erica.Ellis@pd.cccounty.us



PUBLIC WORKS DEPARTMENT OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities we serve. As of December 31, 2023, the Public Works Department statistical data indicates the following:

- Women are underrepresented in Technicians and Service Maintenance positions.
- Whites are underrepresented in Professional positions.
- Hispanics are underrepresented in Skilled Craft Worker positions.
- Asians are underrepresented in Technician positions.

Objective: Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and targeted recruitment efforts to community and faith-based organizations, professional groups, and online recruitment sites that serve the populations listed above.

Message: The Public Works Department will conduct strategic and targeted recruitment efforts to create a more diverse applicant pool of qualified candidates for vacant positions. We will electronically send these organizations recruitment information for all open positions within the department during the fiscal year. This targeted recruitment method will help to create a more diverse applicant pool of qualified candidates to apply for Public Works positions.

Tools:

- Post all recruitments to social media platforms
- Work with Workforce Development Board within the Employment and Humans Services Department
- Local job fairs and career days
- Colleges, universities, and local Adult Education
- Professional Associations

- Diversity Websites that cater to our target audiences
- Create and distribute informational brochures

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochure that explains the Public Works department outreach and recruitment mission and goals.	Publication and Print Media	Send brochures to CBOs such as Rubicon, St. Vincent de Paul of Alameda and Contra Costa Counties, Job Train, and Green Job Corps. Brochures will also be distributed at job and career fairs, as well as conferences and seminars.
Attend job and career fairs that serve women and people of color	Personal Contact	Attend at least 2 job fairs hosted by colleges, universities, community-based organizations and professional organizations that serve women and people of color.
Post job vacancies online to reach Public Works target audience.	Electronic	Post job opportunities on social media and on diversity websites and that target job seekers in the department's underrepresented groups
Develop relationships with organizations that have apprentice and training programs for trades occupations	Personal contact	Collaborate with local CBOs, apprenticeship, and training programs for trades occupations (i.e. Green Job Corps, Treasure Island Job Corps, and Job Train), to assist the department in identifying a diverse pool of candidates that may be interested in applying for Public Works positions.
Develop relationships with colleges, trade schools and universities to participate in job fairs and advertise job opportunities.	Personal contact	Partner with community colleges, trade schools and California universities to attend their sponsored job fairs and post on their job boards (i.e. Contra Costa Community Colleges, Universal Technical Institute, IBT Tech, UCs and CSUs)
Ensure that oral board and interview panels reflect the diversity of the candidate pool	Personal contact	When contacting potential oral board raters and identifying interview panel members, ensure that there is appropriate diversity on the panels.

Contact: Adrienne Todd, Chief of Administrative Services
Adrienne.Todd@pw.cccounty.us



SHERIFF-CORONER OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the Office of the Sheriff's workforce statistical data indicates the following:

- Asians are underrepresented in Professional and Technical positions.
- Blacks are underrepresented in Service Maintenance and Protective Services (Sworn) positions.
- Hispanics are underrepresented in Technician, and Protective Services (Non-Sworn) positions.
- Females are underrepresented in Officials and Administrators, Professional, Technical, and Service Maintenance positions.
- Males are underrepresented in Administrative Support positions.

Objective: Increase the recruitment efforts to these underrepresented groups by conducting focused outreach efforts to community organizations, professional groups and online recruitment sites that serve these underrepresented populations.

Message: The Office will conduct strategic and targeted outreach efforts to these underrepresented groups to create a more diverse applicant pool of qualified candidates to apply for and be successful in sworn and civilian positions within the law enforcement community.

Tools: Websites geared toward a diverse group of job seekers interested in working for a law enforcement agency
Community Events and Organizations
Local Job Fairs and Career Days

Local Colleges and Universities
 Local Sporting Events
 Military Base Recruitment Events
 Radio Advertisements
 Billboards
 Public Transportation Advertisements and Vehicle Wraps
 Incorporate non-sworn job opportunities into our robust sworn recruitment efforts

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochures, flyers, posters, billboards, Public Transportation Wraps, and Radio Ads, that demonstrate the diverse workforce of the Office of the Sheriff. To include the non-sworn positions that support the mission of law enforcement.	Publication Print Media Websites Radio Advertisements Sporting Event Ads	Distribute brochures throughout local and statewide colleges, universities, military bases and East Bay Works. Place advertisements on the SO Law Enforcement Training Center Website, Facebook, Twitter, Claycord.com, State of CA. Deputy Sheriff Association Websites, CA POST Website. Create Radio Ads for local radio station. Create Videos to play at Sporting Events Video Boards.
Attend job fairs and career days that serve a large ethnically diverse population	Online Conference Websites Personal Contact	Set up class presentations, working job fairs, and workshops at Asian and female-dominated high school, colleges, and universities.
Increase exposure in the local communities served by participating in local and community events.	Online Conferences Websites Personal Contact	Participate in community recruiting events, attend community festivals, and local sporting events

Contact: Jad Keileh, Chief of Management Services
jkeil001@so.cccounty.us



OFFICE OF TREASURER-TAX COLLECTOR OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, reflective of the communities that we serve. As of December 31, 2023, the county's workforce statistical data for the Treasurer-Tax Collector's Office indicates the following under-representation:

- Increase of 3 employees in the department overall.
- Percentage of male employees remain stagnant as Officials & Administrators and Administrative Support.
- Percentage of male representation as Professionals increased from -18% to -11%, while the representation as Technicians decreased from -18% to -26%.
- As Professionals, the percentage of white employees increased from -26% to -17%, but Asian employees decreased from -9% to -11%.
- In the Administrative Support area, the percentage of white employees decreased from -22% to -32%. Even Hispanic employee representation decreased from -5% to -7%.
- All others remain the same since 2022.

Objective: To increase the applicant flow of underrepresented groups within our workforce by requesting the Human Resources Department conduct specific outreach and recruitment efforts to Community-Based Organizations (CBO), professional organizations, and online recruitment sites that include a large representation of these groups.

Message: We request the Human Resources Department to conduct strategic outreach efforts to CBO's, professional organizations, and online websites that serve the underrepresented groups in our office. We request that the Department electronically share open vacancies with these organizations during our department's outreach efforts. We anticipate these proactive measures will help to increase the representation rate in the applicant pool of qualified candidates.

Tools:

- Community-based and professional organizations
- Local job fairs and career days
- Local colleges and universities
- Websites geared towards recruiting White males to Officials and Administrators and Administrative Support positions
- Websites geared towards recruiting White and Asian males to Professional positions
- Websites geared to recruit Hispanic and Asian males to Technician positions

Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with Community-Based Organizations that serve large populations of males who work in the following positions: Officials and Administrators, Technical, and Administrative Support	Personal Contact/E-mail/ and by mail.	Collaborate with CBOs and professional organizations by sending them announcements of vacancies via e-mail or by mail.
HRD attends job and career fairs that involve large turnouts of White males seeking employment in Officials & Administrators \and Administrative Support positions, and White and Asian males seeking employment in Professional positions.	Personal Contact	HRD attends job and career fairs during the fiscal year, focusing on recruiting males for Official & Administrative opportunities and males for Professional opportunities when distributing information about the department's vacancies.
E-mail job vacancies to local community colleges and universities to reach a larger applicant pool.	Personal Contact/Electronic	HRD to send job announcements of vacancies via e-mail to local colleges such as DVC, Los Medanos, and Cal State East Bay.

Partner with professional organizations to reach underrepresented groups within our workforce	Personal Contact/Electronic	Register and post job vacancies on websites such as California State Association of Counties (CSAC) www.counties.org/ , www.californiacitynews.org/ ; Asian America Multi-Technology Association www.aamasv.com/ , Association of Latino Professionals For America (ALPFA) www.alpfa.org/ , Government Investment Officers Association (GIOA) https://www.gioa.us/jobs/ (e-mail information to jen.felger@gioa.us); California State Association of Counties (CSAC) https://www.counties.org/public-sector-job-opportunities , and www.idealists.org
Research employment websites and register to join the online community	Internet/Computer Personal Contact/ Outreach and Engagement	Register and post job vacancies on websites such as www.indeed.com , www.sfbay.craigslist.org , www.bayareacareer.com/bay_area.php and www.Linkedin.com

Contact: Ronda Boler, Executive Secretary
Ronda.Boler@tax.cccounty.us



VETERANS SERVICES OUTREACH AND RECRUITMENT PLAN 2024-2025

Issue: As of December 31, 2023, the Veterans Service Department's statistical data reflects an underrepresentation of the following:

- Women – 42% Officials and Administrators, 36% in Professionals and Administrative Support 12%.
- Officials and Administrator positions are under-represented in the following populations: Black, Hispanic, Asian, and two or more races.
- Professional positions are under-represented in the Asian population.
- Administrative Support positions are under-represented in the following populations: Black and Hispanic.

Objective: Increase the visibility of White, Black, Hispanic, Asian, and Women within the workforce. The department will create and nurture partnerships with Community-Based Organizations (CBOs) to ensure we keep them informed about job vacancies and other resources within the County.

Message: The Department will conduct strategic and targeted outreach efforts to White, Black, Hispanic, Asian, and Women to create a more diverse applicant pool of qualified candidates to apply for vacant positions.

Tools: Create and distribute informational brochures to CBOs

Attend and participate in local job and diversity fairs

Post job vacancies on websites geared toward the White, Asian, Hispanic, Black, and Women populations.

Message Distribution

STRATEGY	ELEMENT	TASKS
Create a brochure which explains the Veterans Service Department's outreach and recruitment mission and goals	Publication Print Media	Mail brochures to CBOs that serve the White, Black, Hispanic, Asian, and Women populations so they can share with their clientele. Brochures will also be distributed at job and diversity fairs; events that we will attend.
Mail employment recruitment for current Veterans Service Department vacancies to CBOs	Personal Contact	Collaborate with The Young Republicans, The Shiva Murugan Temple, National Association of Black Veterans, API Cultural Center, Bay Area Women's Center, and ASNC Young Professionals Group to encourage their applications for employment opportunities.
Register and post job vacancies online to reach a broad section of Asian, Hispanic, Black, and Women populations	Electronic	Register and post job vacancies on websites that serve White, Asian, Hispanic, Black, and Women populations such as: https://www.acareers.net/ http://www.blackcareernetwork.c om http://www.workplace-dynamics.com http://bayareawomenscouncil.org / https://latcareers.com

Contact: Carol Prell, Equal Employment Opportunity Coordinator
Carol@vs.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4274

Agenda Date: 12/16/2024

Agenda #: 3.

EQUITY COMMITTEE

Meeting Date: December 16, 2024

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

Submitted For: Equity Committee

Department: Public Works

Referral No:

Referral Name: Small Business Enterprise and Local Business Preference Program Report - January through June 2024

Presenter: Cynthia Shehorn, Procurement Services Manager

Contact: Cynthia Shehorn, Procurement Services Manager, cindy.shehorn@pw.cccounty.us
<<mailto:cindy.shehorn@pw.cccounty.us>>

Referral History:

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.

Referral Update:

Cynthia Shehorn, Procurement Services Manager, will provide summary findings for the Small Business Enterprise and Local Business Preference Program Report - January through June 2024. Summary findings are included in Attachment B.

Recommendation(s)/Next Step(s):

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

Fiscal Impact (if any):

N/A

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

January - June 2024

	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

Reporting Period:

January - June 2024

	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%	

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

January - June 2024

	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%	

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

January - June 2024

	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 Public Works Department

Warren Lai, Director
Deputy Directors
Stephen Kowalewski, Chief
Allison Knapp
Sarah Price
Carrie Ricci
Joe Yee

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.

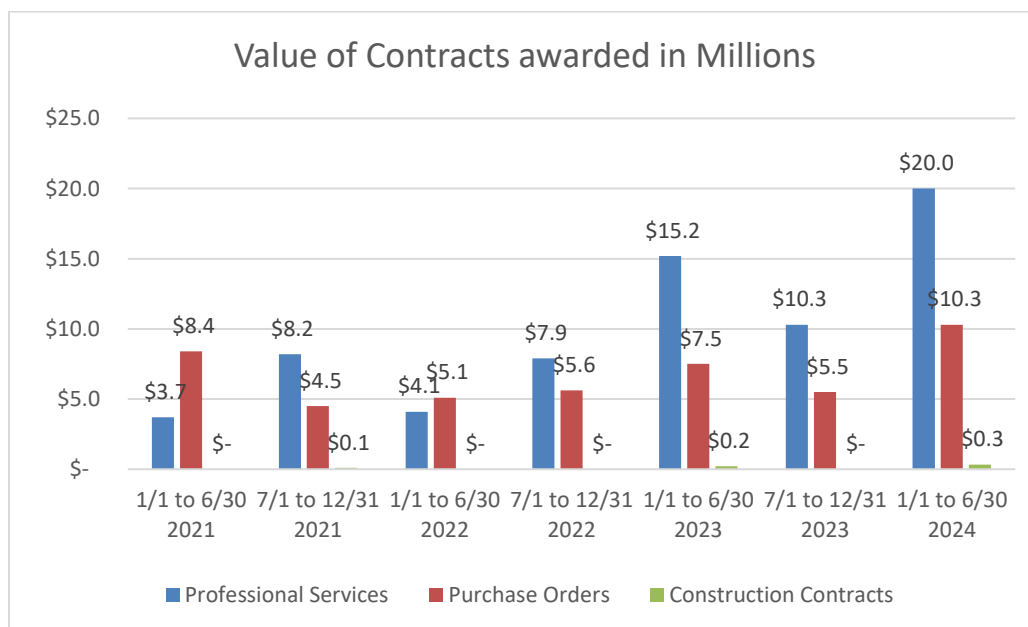
The Equity Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board regarding program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending December 2023. Attachment 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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4270

Agenda Date: 12/16/2024

Agenda #: 4.

EQUITY COMMITTEE

Meeting Date: December 16, 2024

Subject: Racial Justice Oversight Body Interviews

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: Racial Justice Oversight Body Interviews

Presenter: Peter Kim

Contact: Peter Kim, peter.kim@oresj.cccounty.us <<mailto:peter.kim@oresj.cccounty.us>>

Referral History:

The Racial Justice Oversight Body (RJOB or Body) was established by the Contra Costa County Board of Supervisors to oversee the implementation of the recommendations made by the Racial Justice Task Force, and accepted, as specified, by the Board of Supervisors. RJOB members consist of Ex-Officio members who serve during their terms of office or appointment. Members of the Body appointed by the Board of Supervisors-i.e., Public Entity Members, Community-Based Members, and Alternate Community-Based Members -shall have two-year terms beginning on the date of appointment by the Board. The Equity Committee interviews RJOB applicants and makes recommendations for formal appointments to the Board of Supervisors.

Referral Update:

There are twelve applicants for the community-based representative seats, including six incumbent members. Equity Committee will interview applicants.

Recommendation(s)/Next Step(s):

INTERVIEW candidates Chala Bonner, Gigi Crowder, Ronell Ellis, Ricky Godfrey, Naomi Lewis-Mauricio, Stephanie Medley, Shantell Owens, Anthony Randolph, Cheryl Sudduth, Melvin Willis, and Marya Wright for the Racial Justice Oversight Body's community-representative seats, and RECOMMEND RJOB appointments for the Board of Supervisors' approval.

Fiscal Impact (if any):

N/A

Racial Justice Oversight Body - Applicant Summary for Community Representative Seats 1-10

**Incumbent Member*

	First	Last	District	Residence City	Work Location	Member Seats	Current Employer	Recent Volunteer Activity/Affiliation	Experience/Interest
1	*Chala	Bonner	Out of County	Out of County	Richmond	4 (also qualifies for 1,2,5,6,7)	The Safe Return Project	Current member of Racial Justice Oversight Body (CBO Representative, Seat 2) and recently voted RJOB Co-Chair / Chair of Data Subcommittee. She attended 5 out of 5 RJOB Quarterly meetings within the last 2 years. Former member of CCC Community Advisory Board, in which she served 3 years and termed out in 2022.	Lived in Contra Costa most of her life and recently moved to San Joaquin County because due to affordability for she and her family. Ms. Bonner continues to work in Contra Costa County and is committed to continue to advocate for change in the communities she grew up in. She has served on the Racial Justice Steering committee and co-leads the Racial Justice Coalition. This work is very important to her because she is a formerly incarcerated black woman that wants to make sure that formerly incarcerated people have a voice at the table.
2	*Gigi	Crowder	3	Antioch	All Districts	8	NAMI Contra Costa, Executive Director	Current member of the Racial Justice Oversight Body (CBO Representative, Seat 8); Member of Measure X CAB; homeless services volunteer; current Chair of the Statewide Mental Health and Spirituality Initiative; Founding Chair of the Alameda County African American Health and Wellness Committee; Volunteer Consultant to the Miles Hall Foundation in Walnut Creek. She attended 5 out of 5 RJOB Quarterly meetings within the last two years.	Interested in ensuring Measure X funds are allocated in a manner consistent with reimagining public safety and improving health outcomes for all. Interested in prioritizing and redefining safety while promoting community and belonging for all residents, and sharing ideas around key resources and community defined practices that promote equity and reduce the glaring disparities we see in the criminal justice system.
3	*Ronell	Ellis	5	Antioch	Antioch	6 (also qualifies for 3,4,5,7)	HealthRIGHT 360	Current member of Racial Justice Oversight Body (CBO Representative, Seat 4) and recently voted RJOB Chair of Community Engagement & Funding (CEF) Subcommittee; former member of Racial Justice Task Force; Cease Fire; Omega Boys Club; Deer Valley Youth Football; Oakland Probation Department; San Francisco Juvenile Probation Department. He attended 5 out of 5 RJOB Quarterly meetings within the last two years.	Mr. Ellis is confident that his personal experience as a person involved in the State and local incarceration institutions, along with his formal education in the discipline of Criminology allows him to have a diverse contribution to the board. He is concerned about the public and the community, therefore is willing to commit his efforts to help this board serve the community in a capacity that will be beneficial to all who reside in this county. He is interested in seeing that Justice is equitable and that all people of this county have an even playing field. He was formerly incarcerated for over 15 years at all levels of institutions, County, CDC & Federal. San Francisco County Superior Court Certified Expunged Criminal Record; California State Superior Court Certificate of Rehabilitation; Currently awaiting a Governor's approval for a Pardon; B.A. Degree in Criminology; 28 years of experience working in the current field of Reentry counseling at all levels, CDC, County Jail & Public; 18 year resident of Contra Costa County.
4	Ricky	Godfrey	4	Concord	Contra Costa County	3,4,5,6,7,9	N/A	Ricky engages with the community and volunteered for Critical Thinkers, Inc., where he advocated for youth reform.	As the Director of Inside Outreach Prison-From-The-Inside-Out, he advocated for prison reform and the rehabilitation of incarcerated individuals. He organized and led outreach programs that provided counseling, guidance, and support for inmates transitioning back into society. Additionally, he collaborated closely with board members and community stakeholders to implement effective reintegration strategies. He developed initiatives focused on self-improvement, accountability, and positive life changes for incarcerated populations. He also spearheaded workshops and seminars on emotional intelligence, conflict management, and personal growth. In his role as a Mentor (Juvenile Intervention) for 1HundredYearsEnterprise, he served as a credible messenger and role model for incarcerated youths. He mentored young people within juvenile detention facilities, helping them make better life decisions and steering them away from violence, drugs, and crime. He coordinated with correctional staff and other mentors to create rehabilitation programs centered on education, self-esteem, and entrepreneurship. He assisted in developing initiatives that promote positive behavior change and self-empowerment.

5	Naomi	Lewis - Mauricio	2	Alamo	Alamo	9 (recommended Alternate Seat)	Rio Malone	National Diversity Equity and Inclusion Council- Kaiser Permanente Millennial Business; Resource Council- Kaiser Permanente African American Business Resource Council- Kaiser Permanente; Parent Teacher Association- Rancho Romero Elementary School Site Council; Rancho Romero Elementary Executive Leadership Team	She is a Strategic program management leader with demonstrated experience architecting, overseeing, and implementing change management and process improvement initiatives. Her current entrepreneurial venture enhances program management skills and strategic planning capabilities which leads to efficient operations. She possesses a mentor's approach to leadership that aligns team strengths to project goals. Currently serves as PTA Executive Vice President; sits on the School Site Council; and serve on the Executive Leadership Team all at Rancho Romero Elementary. She has extensive experience volunteering both in and outside of the school.
6	*Stephanie	Medley	1	El Sobrante	Richmond	5	RYSE Center	Racial Justice Oversight Body (CBO Representative, Seat 9) and current, Chair of Diversion Subcommittee; Juvenile Justice Coordinating Council (former); JJCC-DJJ subcommittee (current); DA initiated Reimagine Youth Justice meetings (current; Racial Justice Task Force (2017-2018); Youth Justice Initiative Steering Committee (2016-2018); AB 109 Community Advisory Board (2013-2016). She attended 4 out of 5 RJOB Quarterly meetings within the last two years.	Ms. Medley was born and raised in Richmond and have seen firsthand how community has been deeply impacted by mass incarceration. While she has not experienced incarceration, she has had many friends and family members that were impacted as youth and adults; both of her brothers experienced incarceration. The barriers she has seen involving friends, family, and youth she works with, can and have in fact had long lasting impacts on their lives. Ensuring that the county utilizes smart, fiscally responsible and community-centered healing and equitable strategies to provide the necessary support for youth and adults in the system is her passion and why she would like to continue serving on the Racial Justice Oversight Body. She has been a staff member of the RYSE Center since 2012 and serve as their Director of Education & Justice. She leads program development and advocacy and cultivates cross-sector collaborations to address the needs of youth & young adults impacted by education, economic, and criminal & legal systems. She is passionate about supporting the development and coordination of youth-friendly and culturally appropriate policies, practices, and supports and work to create avenues for young people to navigate their own liberation and transform systems. She has sat on many justice focused advisory boards in the county to support justice reform. She has also participated in the county's partnership between RYSE, the DA, and Impact Justice to implement Contra Costa County's first pre-charge diversion program.
7	Shantell	Owens	3	Brentwood	Antioch	5,6,7,8 or Alternate Seat	Genesis Church	NA	Shantell is a Pastor, a Real Estate Professional, a Certified Trauma Healing Specialist, and a Revenue Consultant. Additionally, she is a dedicated community advocate. Her organization offers various programs aimed at supporting those who are justice-impacted or have been most affected in our county. Shantell has been a community member since 1973 and has worked in real estate for 25 years. She has also been a successful business owner for 22 years, a faith leader for 25 years, a youth advocate for 18 years, and a community advocate for the same duration. Shantell serves as the director of a county-funded youth program called Think Big, which provides tutoring and mentorship to BIPOC youth in Antioch. Furthermore, she is a mental health advocate and a faith leader at Genesis Church, where she actively offers healing support and addresses issues related to food insecurity and homelessness. Shantell has a deep love for her community.
8	Anthony	Randolph	Out of County	Rio Viata	Antioch - 3	8 or Alternate Seat	Grace Bible Fellowship of Antioch	NA	He is a small business owner who has over 25 years of business management experience in upper-level management. He is passionate about using his work background, skills and experiences to foster better relationships with all races, genders and other demographics to better exist in an equitable fashion. He works at Grace Bible Fellowship of Antioch staff and sits on Grace Arms' Board of Directors, where he championed major events like Martin Luther King Jr. Day and Juneteenth. He has been a leader in the nonprofit world for the last five years and has also served as a juror for the U.S. District Court for over a year.
9	*Cheryl	Sudduth	1	El Sobrante	NA	7 (also qualifies for 1,2)	NA	Current member of the Racial Justice Oversight Body (CBO Representative, Seat 7). She attended 4 out of 5 RJOB Quarterly meetings within the last two years.	Ms. Sudduth has been involved with the Racial Justice Coalition & the work of the subsequent Task Force since inception. She has played an integral role in ensuring the final recommendations reflect the needs of the greater community & would like to work towards ensuring the implementation follows the spirit of the recommendations. As a trained mediator & negotiator, multicultural & multilingual, as well as one heavily involved in many different community groups throughout the county, she believes she can represent multiple perspectives while maintaining focus on the purpose of the advisory body.

10	*Melvin	Willis	1	Richmond	Countywide	2	Alliance of Californians for Community Empowerment (ACCE)	City of Richmond councilmember; previously served on Richmond Planning Commission, the Raise up Richmond Coalition, Housing Now, Richmond Progressive Alliance, Richmond Environmental Justice Coalition, currently serves on the Contra Costa County Racial Justice Coalition, and many other coalitions that focus on Racial and Economic Justice. Current member of the Racial Justice Oversight Body (CBO Representative, Seat 1). He attended 3 out of 5 RJOB Quarterly meetings within the last two years.	Currently Mr. Willis is City Councilmember in Richmond and a community organizer. A rising concern for him in Richmond and Contra Costa County has been the need for more resources for youth programs and services. He wants to serve on the commission to make sure that community concerns are being represented and prioritized while implementing strategies. Over the last four years as a community organizer, he has worked on issues related to youth and criminal justice reform.
11	Marya	Wright	1	Richmond	District 1	5, 6, 7, 10 or Alternate Seat	Wright Community Services LLC	Nationally distinguished Black social worker, published author, researcher, consultant, educator and facilitator. Striving to empower system-involved families through awareness, services and education while also providing consultation, training, and system specific facilitation to the agencies that services these communities.	Dr. Wright is CEO/President of Wright Community Services LLC and serves as an university faculty member/educator in courses related to racial justice, social work, and sociology. Dr. Wright supervises MSW student interns, provides court services for dependency investigations, is a qualified expert witness in child welfare best practices, has provided services for Alameda County Parent Counsel Panel, Contra Costa County Social Worker Attorney Support Panel, CCC Public Defender's Office, Federal Criminal courts, LA County Expert Witness Pabel, SF City and County Juvenile Dependency Court Attorney Panel and their Criminal Defense Attorney Panel. She trains and facilitates professional development and community empowerment services. She is deeply committed to youth and families involved in the criminal legal system.

*Chala	Bonner
*Gigi	Crowder
*Ronell	Ellis
*Stephanie	Medley
*Melvin	Willis
*Cheryl	Sudduth

Racial Justice Oversight Body Seats

- *Four (4) Ex-Officio Members:*
 - ✓ The Sheriff or his designee;
 - ✓ The Chief Probation Officer or her designee;
 - ✓ The Public Defender or her designee;
 - ✓ The District Attorney or her designee;
- *Five (5) Other Appointed Members:*
 - ✓ A representative from the Superior Court, as a non-voting member;
 - ✓ A representative from a local law enforcement agency, nominated by the Contra Costa County Police Chiefs' Association;
 - ✓ A representative from the Contra Costa County Office of Education;
 - ✓ A representative from a Local School District;
 - ✓ A representative from Contra Costa County Health Services Department;
- *Ten (10) community-based representatives selected and appointed by the Board of Supervisors:*
 - ✓ Two (2) members of the Contra Costa Racial Justice Coalition;
 - ✓ Two (2) individuals with prior personal criminal or juvenile justice system involvement;
 - ✓ Two (2) representatives from community-based organizations that work with justice-involved populations, any age;
 - ✓ One (1) representative from a community-based organization that works with justice-involved youth
 - ✓ One (1) representative from a faith-based organization;
 - ✓ One (1) representative that is either a school age young person, or from a community-based organization who provides services to school age youth.
 - ✓ One (1) representative is either an individual living with a self-disclosed behavioral health condition, or a family member of an individual living with a behavioral health condition, or from a community-based organization serving individuals living with behavioral health challenges, or a community-based/private licensed/certified behavioral health clinician/practitioner.
- *Four (4) Alternate community-based representatives selected and appointed by the Board of Supervisors -- Must meet any one of the ten (10) qualifications of a community-based representative*

Application Form

Profile

Gigi R Crowder
First Name Middle Initial Last Name

[Redacted] Suite or Apt

[Redacted] CA [Redacted]
City State Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 3

NAMI Contra Costa Executive Director
Employer Job Title

Length of Employment

6 years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

All

How long have you lived or worked in Contra Costa County?

21 years

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Gigi Crowder

Have you ever attended a meeting of the advisory board for which you are applying?

☒ Yes ☐ No

If Yes, how many meetings have you attended?

22

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of California, Berkeley

Degree Type / Course of Study / Major

BA Psychology

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses**Other Training A**

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I have been a home owner and tax payer in Contra Costa County since May 2002 and have a vested interest in ensuring the funds raised from this sales tax are allocated in a manner consistent with reimagining public safety and improving health outcomes for all. I have a keen understanding of how appropriately utilizing these new financial resources, through cost effective methods with community input can result in a better quality of life that could allow for more economic opportunities for all residents. I understand that when services and programs are not made available where they are most needed it results in greater cost down the line for all. I think we have an obligation to wisely use these additional dollars to address long standing inequities that put a drain on our system. I want to work with individuals who love this county as much as I do to create a county that meets the needs of all by prioritizing and redefining safety while promoting community and belonging for all citizens. I want to share my ideas around key resources and community defined practices we can use to promote and utilize to promote equity and reduce the glaring disparities we see in the criminal justice system. My over 30 years in the mental health field equips me with the skills and knowledge needed to approach challenges using an appreciative inquiry, strength based, and solutions focused application. I am great at looking at root causes and applying compassionate approaches that allow for positive outcomes.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have over 30 years in social services, specifically mental health managerial positions. I am therefore well informed about the fact too often individuals living with mental illnesses are criminalized and incarcerated when they have unaddressed trauma and live with untreated mental health diagnosis. I served as the Ethnic Services Manager for Alameda County Behavioral Health Services and worked alongside Nationally Recognized Subject Matter Experts exploring racial biases that lead to disparities and misdiagnosis etc for those most harmed due to systemic racism. I'm hopeful my background as a Champion for Change as an Advocate can be used to improve outcomes as it has across the State by serving in a Clergy, Family member and Professional role utilizing my lived experience to train others and promote community defined strategies that produce promising outcomes.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☒ Yes ☐ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

Measure X CAB

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

Measure X CAB

List any volunteer or community experience, including any advisory boards on which you have served.

I served as the Chair of the Social Justice Advisory Committee for the California Behavioral Health Directors of California for 4 years. 2012 to 2016 I have several volunteering obligations that I have committed to in an effort to improve safety in this county. I volunteer and utilize my own resources by supporting work lifesaving work in faith based and non profits campaigns to end homelessness and support those living with mental illness. I volunteer more than 8 hours a week feeding those who are living with a mental illness and unsheltered in Antioch. I am the current Chair of the Statewide Mental Health and Spirituality Initiative. 2014- present I was the Founding Chair of the Alameda County African American Health and Wellness Committee that manages 2 million dollars annually to reduce behavioral health disparities in Alameda County. 2013 -2016. Co- Chair of the Contra Costa County Behavioral Health Care Partnership. I have served on numerous non profit boards as Treasurer, Secretary and President. I am currently supporting the Miles Hall Foundation based in Walnut Creek as a Volunteer Consultant. I train Prison Chaplains and other Faith and Spiritual Leaders about mental illness and the importance of understanding how they can best support and advocate for those impacted.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

I am the Executive Director of NAMI Contra Costa County and responsible for administering deliverables through a contract with the Behavioral Health Department. I have no personal contract with the county.

Please Agree with the Following Statement

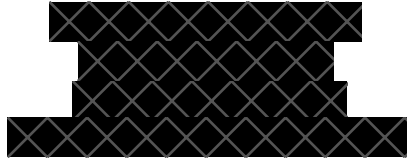
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☒ I Agree

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 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Gigi R. Crowder, L. E.



CAREER OBJECTIVE:

My desire is to continue to serve as a highly qualified Executive Director using my vast leadership skills to offer development support, technical assistance, strategic planning and capacity building to a non-profit agency, or other grass root entities that promote culturally responsive community identified practices to improve outcomes for those impacted by mental illness. I hope to use my skills and knowledge to embrace wellness and recovery models to transform systems and support the empowerment of all people seeking to improve the quality of their lives.

EDUCATION:

June 1985 University of California, Berkeley, B.A., Psychology

September 1990 American College of Sports Medicine, Certification, Personal Fitness Training

EMPLOYMENT HISTORY:

January 2017- Present

Executive Director - National Alliance of Mental Illness Contra Costa, NAMI CC Pleasant Hill CA. Lead Executive managing day to day operations with a core of Volunteers and Board Members. Duties include managing the budget, fund development and representing NAMI CC as its primary leader.

September 2015 – March 2017

Fund Developer/ Grant Writer – National Alliance of Mental Illness Contra Costa, NAMI CC Pleasant Hill CA. Responsible for identifying private and public funding opportunities and developing successful proposals to receive funds for a non- profit advocacy agency committed to reduce mental health and reentry stigma and supporting those the live with mental health challenges and their families.

January 2010 – Present

Master Trainer and Co- Creator of Mental Health Friendly Communities a comprehensive faith-based stigma reduction curriculum designed for advancing efforts to address and eliminate health disparities for all ethnic and cultural communities. Successfully implemented in eight California counties to

specifically improve outcomes in the African American Community through a contract with CalMHSA's Each Mind Matters Campaign.

July 2009 - Present

Principle- GRC Consulting, Antioch, CA

Offering support and technical assistance to non-profit agencies, faith centers and other grass roots organizations. Work with Leadership to build their infrastructure and capacity to work with governmental agencies while carrying forward their identified vision and values needed to achieve their mission and goals. Organizational development coaching to support the building of effective, proactive boards, design and creation of strategic plans. Fund development support to position entities to respond successfully to public, private and governmental procurement processes and funding opportunities.

May 2007- September 2016

Ethnic Services Manager – Alameda County Behavioral Health Care Services, Oakland CA.

Responsible for insuring services delivery is culturally effective and responsive. Work includes working collaboratively with historically unserved /underserved communities, inappropriately served communities, families, and consumers to promote inclusion and reduce disparities. Core responsibility is focusing on reducing health disparities for unserved, underserved and inappropriately served communities by identifying community defined approaches that best meets their needs.

January 2003 - 2007

Program Specialist - Alameda County Behavioral Health Care Services, Oakland CA. Responsible for monitoring contracts with both mental health and alcohol and other drugs service providers, in the role of a liaison, provide support to management for special projects, provide ancillary resources for SACPA providers, provide supervision and support to Medicare Part D resource staff, provide technical assistance to consumer operated programs.

September 1999 - December 2002

Founding Director of Employment Program – Bay Area Community Services, Oakland CA.

Supervised a staff of 12; which included Job Developers and Job Coaches for an employment program that provided employment supports to individuals with severe psychiatric disabilities throughout Alameda County. Responsibilities included monitoring a contract with the State Dept. of Rehabilitation, hiring staff, training staff, facilitating employment groups working with other CBOs, benefits counseling, fund development, managing the program's budget, preparing program for CARF accreditation.

June 1992 – September 1999

Transitional Employment Program Coordinator – Bay Area Community Services, Oakland CA.

Provided employment and other daily living skills services to adults with severe psychiatric disabilities in a full day psycho-social rehabilitation program. Duties included development of meaningful work in the community for program participants, assisting consumers with removing barriers to employment,

working with employers to develop supportive work environments, job coaching, facilitating of job seeking groups, providing vocational training in food service, clerical, janitorial and landscaping. Responsibilities included Medi-Cal charting and billing. Participated in utilization reviews and other requirements of Alameda County BHCS.

August 1990 – June 1992

Job Developer / Volunteer Coordinator – Catholic Charities of San Francisco, San Francisco CA. Served in the role of an employment counselor and volunteer coordinator for a transitional residential program for homeless youth. Responsibilities included identifying and removing barriers to employment, assisting with development of appropriate employment opportunities. Provided support to individuals and groups of volunteers who connected with the residents to help them reach their goals.

May 1988 – February 1990

Job Developer – Rubicon Programs Inc., Richmond CA. Primarily responsible for development of employment opportunities for adults with various barriers to employment for a rehabilitative program. Facilitated weekly job readiness classes, identified, and removed barriers to employment, worked closely with State Department of Rehabilitation Counselors, provided benefit counseling, served as a consumer and family member advocate.

ADDITIONAL EXPERIENCE

Certified as a foster parent in Alameda and Contra Costa Counties.

Coordinator of a faith based mentoring program for adolescent at risk girls.

Service on the Board of Director for several non-profit agencies.

Served as lead researcher and coordinator for a utilization study addressing the mental health disparity that exist for the African American Community in Alameda County.

Cultural Competency Trainer/CBMCS and other tools.

Honors/Positions

Inducted into the Alameda County Women Hall of Fame, 2002

Recipient of the 2016 NAMI CA Cultural Competency Community Leader Award

Current Chair of the California Mental Health and Spirituality Initiative.

References provided upon request.



Contra
Costa
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Last Name

Street

ode

umber to reach you)

Resident of Supervisorial District:

EDUCATION

Check appropriate box if you possess one of the following:

☐ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☐ Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am including my resume with this application:

Please check one:

☐ Yes

☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☐ Yes

☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☐ No

List any volunteer and community experience, including any boards on which you have served.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☐ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☐ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

Date:

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

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8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Application Form

Profile

Ricky

First Name

D

Middle Initial

Godfrey

Last Name

Home Address

Suite or Apt

City

CA

State

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

None Selected

Employer

Job Title

Length of Employment

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ G.E.D. Certificate

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

As a person who was sent to prison for a crime that I did not commit, and given the fact that the Richmond Cowboys were essential participants in the injustice meted out against me, I believe that I am the perfect example of someone who should be on this committee, board or commission. Also, given the history of racial bias against people of color within the community of Richmond California, it's imperative that I join in with others who may have been affected by racial bias so that not only do we reverse the discrimination, but also see that those practicing such are held accountable and true justice is served. This is why I would like to serve on this board.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

--- Ricky Godfrey 5388 Clayton Rd. Concord, CA 94521 925-503-9805
Rickygodfrey49@gmail.com --- Education, Vocation, and Certifications General Education Diploma (G.E.D.) Solano Community College | 2000-2004 Certified Paralegal and Certified Criminal Law Blackstone Career Institute | 2011 & 2021 --- Core Strengths and Skills Strong communication and public speaking skills Leadership and team collaboration Credible and trustworthy mentor in prison and juvenile reform Conflict resolution and negotiation Dependable, reliable, and punctual Compassionate listening with an emphasis on empathy Effectual writing and documentation skills --- Professional Experience 1. Director of Inside Outreach Prison-From-The-Inside-Out | Present Advocate for prison reform and rehabilitation of incarcerated individuals. Organize and lead outreach programs to provide counseling, guidance, and support for inmates transitioning back into society. Work closely with board members and community stakeholders to implement effective reintegration strategies. Develop initiatives for self-improvement, accountability, and positive life changes in incarcerated populations. Spearhead workshops and seminars on emotional intelligence, conflict management, and personal growth. 2. Mentor (Juvenile Intervention) 1HundredYearsEnterprise | Present Serve as a credible messenger and role model for incarcerated youths. Mentor young offenders within juvenile detention facilities, providing guidance on making better life decisions and steering them away from violence, drugs, and crime. Coordinate with correctional staff and other mentors to create rehabilitation programs focused on education, self-esteem, and entrepreneurship. Assist in the development of initiatives that promote positive behavior change and self-empowerment. 3. Housekeeping Janitor March Creek Apartment Brentwood | Present Clean and sanitize floors, furniture, and equipment. Collect and empty waste baskets. Maintain and repair furniture and equipment as needed. Follow safety procedures to ensure a clean and safe environment. 4. Housekeeping Janitor Community Housing Development Corporation | Present Perform cleaning duties, including sweeping, mopping, and dusting. Clean furniture, fixtures, and windows. Ensure a safe and healthy environment for residents and staff. --- Community Engagement and Volunteerism Critical Thinkers, Inc.: Advocate for youth reform and personal accountability Prison-From-The-Inside-Out: Prison outreach and mentorship 1HundredYearsEnterprise: Juvenile hall intervention programs ---

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☒ Yes ☐ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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Application Form

Profile

Naomi

First Name

Middle Initial

Lewis-Mauricio

Last Name

Home Address

Suite or Apt

City

CA

State

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

None Selected

Employer

Job Title

Length of Employment

Do you work in Contra Costa County?

☐ Yes ☐ No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Ad Hoc African American Holistic Wellness Hub Steering Committee: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Newman University

Degree Type / Course of Study / Major

MBA

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

San Francisco State University

Degree Type / Course of Study / Major

BA Psychology

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

All the boards/commissions I've expressed interest in I have a personal connection to. I'm passionate about issues affecting those in my community of Alamo, issues affecting minorities and POCs along with women's rights issues and diversity equity and inclusion. I believe I would add a unique and well rounded perspective to each one of these commissions and also think that my personal and professional experience would be a value add to the commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please see the attached resume. In addition to my professional experience I'm also currently serving as PTA Executive Vice President, I sit on the School Site Council, and serve on the Executive Leadership Team all at Rancho Romero Elementary. I have extensive experience volunteering both in and outside of the school and take great pride in the fact that I'm able to give back to my community.

Upload a Resume

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If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

National Diversity Equity and Inclusion Council- Kaiser Permanente Millennial Business Resource Council- Kaiser Permanente African American Business Resource Council- Kaiser Permanente Parent Teacher Association- Rancho Romero Elementary School Site Council - Rancho Romero Elementary Executive Leadership Team - Rancho Romero Elementary RREF Gala Committee- Rancho Romero Elementary

Conflict of Interest and Certification

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If Yes, please identify the nature of the relationship:

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☒ I Agree

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Naomi Lewis-Mauricio

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Naomi Mauricio

Strategic program management leader with demonstrated experience architecting, overseeing, and implementing change management and process improvement initiatives. Current entrepreneurial venture enhances program management skills and strategic planning capabilities which leads to efficient operations. Possesses a mentor's approach to leadership that aligns team strengths to project goals.

Areas of Expertise

- System Implementation
- Quality
- Project Management
- Compliance
- Strategic Planning
- Organizational Development
- Diversity and Inclusion
- Healthcare
- Process Improvement

Career Experience

Rio Malone, Alamo, CA

2022 – Present

Project Manager and Founder

Launched event management and interior design business from scratch. Partner with client stakeholders including businesses and Chambers of Commerce to conceptualize, plan, and execute corporate fundraisers, events, and luncheons. Develop project budgets, timelines, and oversee daily project logistics.

Key Accomplishments:

- **Conceptualized and executed event for NAHREP** for a new board of directors kickoff event for 300 people and developed 100% of décor for the event (table setups, signage, backdrops).
- **Grew business growth** from a family and friends side business to managing 2+ events per month.

Kaiser Permanente, Oakland, CA

2012 – 2022

Program Manager (2016 – 2022)

Led a team of 4 for the implementation of an automated tool for various sales channels. Liaised cross functionally across multiple executive teams to manage and execute project funding process, develop custom reporting, oversight of program deliverables, and overall program communications.

Key Accomplishments:

- **Architected and implemented a multi-year PMO strategy** for internal leadership.
- **Spearheaded a change management process** for migrating from a legacy platform to an automated one resulting in increased membership growth, reduced processing errors, faster go-to-market strategies, and alignment with corporate approach.
- **Consolidated multiple processes**, expedited requests processing, and end-to-end automation with the implementation of an automated tool for various sales channels.
- **Designed and implemented customized diversity and inclusion trainings** rolled out to departments across Northern California region.
- **Improved staffing processes** for the Commercial Large Group with the creation and implementation of an innovative data-driven staffing model.
- **Founded the department's DEI group** after being a Northern California Lead for the larger national affinity group.
- **Standardized sales competencies** which increased overall productivity nationally.
- **Served on the Project Management Advisory Committee** responsible for establishing standardized project management competencies across the department leading to improved staff alignment, evaluations, and training.

Project Manager (2012 – 2016)

Facilitated the project launch of a healthcare exchange marketplace retail storefronts to support members enrolling on the healthcare exchange while maintaining compliance with state and federal guidelines. Created new roles to support project infrastructure, developed training and strategy, and established project management KPIs and success metrics.

Project Manager Key Accomplishments:

- **Retired legacy technology systems** and migrated frontline membership and enrollment staff to a singular national enrollment system which reduced errors by 80% and increased turnaround times.

- **Ensured 100% alignment and transition support** with the creation of a comprehensive training and onboarding program.
- **Established a comprehensive recruitment and onboarding protocol** for Northern California which increased membership for a key targeted demographic.

Blue Shield of California, San Francisco, CA

2011 – 2012

Project Manager

Led provider communications and transition planning for the ICD10 code migration. Managed a cross functional team of 2 in collaboration with executive leadership to ensure compliance was met and communications to physician partners and ancillary providers were timely and accurate.

Key Accomplishments:

- **Created comprehensive training** materials and communications collateral to ensure a seamless transition.
- **Sat on Project Management Advisory Committee** that spanned the organization with the goal of streamlining project management fundamentals.

Additional Experience

Blue Cross and Blue Shield of Kansas, Account Specialist, Wichita, KS

2009 – 2011

Urban League of Kansas, Account Executive, Wichita, KS

2007 – 2009

Education

Master of Business Administration

Newman University

Bachelor of Arts, Industrial and Organizational Psychology

San Francisco State University

Project Management Certification (PMP), Anticipated October 2024

Technical Skills

Visio, Microsoft Project, Microsoft Office Suite (Word, Excel, PowerPoint, Teams)

Application Form

Profile

Shantell

First Name

Owens

Middle Initial

Last Name

Home Address

Suite or Apt

City

CA

State

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 3

Genesis Church

Employer

Executive Director & Co-Pastor

Job Title

Length of Employment

10yrs

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

District 5

How long have you lived or worked in Contra Costa County?

50yrs

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Faith Leader working with Justice Impacted Individuals

Have you ever attended a meeting of the advisory board for which you are applying?

☒ Yes ☐ No

If Yes, how many meetings have you attended?

several by zoom & 2 in person

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☒ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Real Estate Sales

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Trauma Healing Specialist

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

I am a Pastor, Real Estate Professional, Certified Trauma Healing Specialist and Revenue Consultant; but also a community advocate. We have several programs in our organization that serve those that are justice impacted and most harmed in our county. My husband and I are also business owners/franchises in Contra Costa County

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I believe I can contribute a fresh perspective to the board to to the changing climate of our community. I am the director of a County Funded youth program called Think Big, which provides tutoring and mentorship to BIPOC youth in Antioch. In addition I'm a mental health advocate and faith leader of Genesis Church, I am active in not only providing healing support, but also work actively to fight food insecurity and homelessness. I would love the opportunity to contribute my expertise and experience to the board. I believe that my lived experiences and heart for the county would be an asset to the team. I love my community.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Community Member since 1973 Real Estate Professional 25yrs Successful Business Owner 22yrs Faith Leader 25yrs Youth Advocate 18yrs Community Advocate 18yrs

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

We received a grant from CCC Behavioral Health to launch a tutoring and mentorship program for youth in Antioch BIPOC community

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Anthony Randolph
First Name Middle Initial Last Name

[Redacted] Suite or Apt
Home Address
[Redacted] CA
City State Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ N/A - Out of County

Grace Bible Fellowship of Antioch Program Director
Employer Job Title

Length of Employment

7

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

3

How long have you lived or worked in Contra Costa County?

15

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

USF

Degree Type / Course of Study / Major

BA

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

It is a passion of my to use my work back ground, skills and experiences to foster better relationships with all races, genders and other demographics to better exist in an equitable fashion. Having business management experience in upper level management for over 25 years, having my own small business, serving at Grace Bible Fellowship of Antioch staff, on Grace Arms Board of Directors, Championed major events like Martin Luther King Jr Day & Juneteenth and a leader in the non profit world for the last 5 years. Lastly, I have served on juror for the U.S. District Count for over a year.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

see resume

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

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 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

CHANGE/PROGAM/PROJECT MANAGEMENT OFFICE

Over 26 years of managerial experience and strategic program/project management leadership within varied vertical industries, including Healthcare, Insurance and IT organizations. Strong business management expertise and knowledge to lead technical project/program management professionals. Emphasis on development of strong customer relationships and expert knowledge of program/project life-cycle phases from project initiation through project closure. Through knowledge in Change Management practices and experiences implementing enterprise wide change initiatives. Adapt in managing Program Management Office (PMO) organizations and excel in the ability to operate in diverse stressful environments. Results driven by emphasizing conceptual skills, inspiring teams with critical strategic and innovating thinking, risk taking and risk mitigation.

STRENGTHS

- **Strategic Thinking:** Lead the transformation of regional business direction from telephony to convergence technology enterprises. Provided direct leadership of regional development and operational strategy. Interacted daily with senior management in support of corporate goals. Conducted project planning and reporting. Purposed operational forecasts. Assisted upper management with preparation of regional and capital budgets. Hired, trained and managed regional staff. Restructured installation business from top to bottom.
- **Risk Management:** Developed project management installation methodology monitoring Project Managers projects through the identification of risk factors and mitigation practices that lowered cost overruns by 29%.
- **Results Orientation:** Increased key corporate utilization capacity indicator from 78% productive time to 85% from prior fiscal year results. Drove the Installation Satisfaction return rate from fourth region to first place from a rate of 2% to 38% over a half year fiscal term.
- **Innovation through Quality Control:** Organized a system assurance process that provided critical steps that focused on the right jobs to help mitigate risk and deliver high customer satisfaction. Reduced overall cost overruns by 8%. Drove positive customer satisfaction responses to 96% and increased the installation 90 day cycle time to 98%.
- **Change Management:** Led or took part in several enterprise wide change initiatives, including video to web base organization, hardware to software platform, and complete overhaul of service delivery organizations.

PROFESSIONAL EXPERIENCE

Grace Bible/Grace Arms Fellowship of Antioch - Antioch, CA:

Program Director/Board Member –

8/2015 - Present

Directs staff with major events working with a team of ministries and support teams. Manage all IT/Computer systems, Security alarm systems, website development, and all Media aspects including streaming apps and social media. On the Grace Arms Board I coordinated Grants and fund raising efforts, and participate in Non-Profit strategic board development.

Key Business Results:

- Researched and implemented a new cloud based phone system that supports 25 users.
- Launched new online church system that includes online members from across the United States.
- Re-negotiated IT contracts saving \$28,590 per year.
- Successfully negotiated contracts with non-profit organizations & small business organizations.

Technical Environment:

- Program Management, Operations Management, Incorporating spirituality into business Non-Profit World, Web Design, Video Editing, Advanced MS Suite Knowledge (Excel, Word, PowerPoint, and MS Projects), Streaming and Audio Visual Media platforms.

ARAND Video Services – Pittsburg, CA; Small Business & Family Video Productions:

Owner/Operator/Program Manager –

5/08 - Present

Developed business for providing professional filming, photo and technical video project management. Maintain strategic planning and decision making for evolving website base technologies. Educate and train staff in the utilization of programs such as Adobe Suite of products, MS Office products including MS Projects, and Visio. Chief vendor contract negotiator for business operations including implementations and project management.

Key Business Results:

- Researched and developed an extensive business plan and financial objectives for starting a video production small business organization.

- Successfully launched business for providing professional filming, photo and video productions services.
- Maintain strategic planning and decision making for evolving and change to website base technologies.
- Successfully negotiated contracts with non-profit organizations & small business organizations.

Technical Environment:

- Change Management, Program Management, Operations Management, Strong PM Environmental Knowledge, Web Design, Video Editing, Advanced MS Suite Knowledge (Excel, Word, PowerPoint, and MS Projects)

Siemens – San Jose, CA- 11+ years Managerial Experience with increasing responsibility follows:

Regional (PMO) Project Manager Office (Full Time)

1/06 – 6/08

Lead the transformation of regional business direction from telephony to convergence technology enterprises. Provided direct leadership of regional development and operational strategy. Interacted daily with senior management in support of corporate goals; conducted project planning and reporting; proposed operational forecasts; assisted upper management with preparation of regional and capital budgets; hired, trained and managed regional staff, and restructured installation business from top to bottom.

Key Business Results:

- Developed project management installation methodology; monitoring PM projects through the identification of risk factors and mitigation practices that lowered cost overruns by 29%.

Page -2- Anthony Randolph, Phone: [REDACTED] E-mail: [REDACTED]

- Increased key corporate utilization capacity indicator from 78% productive time to 85% from previous fiscal year. Drove Installation Satisfaction return rate from last to 1st place (*a rate of 2% to 38% over a half year fiscal term*).
- Organized system assurance process which provided critical steps, focused on the right jobs, mitigated risk and delivered high customer satisfaction. Reduced overall cost overruns by 8%, drove positive customer satisfaction responses to 96%, and increased the installation 90 day cycle time to 98%.

Technical Environment:

- Strong (PMO) Project Office Knowledge, Healthcare Project Management including Kaiser Experience, Advanced MS Suite Knowledge (Excel, Word, PowerPoint, and MS Projects)

Regional Operations Program Manager (Full Time)

5/01 – 1/06

Managed 22 service Customer Engineers in the delivery of telecommunication and data services in the San Francisco Bay area. Provided regular reporting of customer support/field service activities and business performance metrics to senior management on specific initiatives and assignments. Provided after-hour rosters and support for customer support and field service functions necessary to support the business. Directed product improvements and service delivery model advancements.

Key Business Results:

- Restructured Service Delivery Model by introduced ITIL terminology and changed the culture of Customer Engineers from basic telephony switch services to software driven IT model. This reduced the TCO of the service delivery business while realigning 2nd/3rd level delivery support models.
- Created business case to develop a plan to provide hands on VOIP & Data Networking training. This plan was created as an option to provide another alternative to e-learning for the Customer Engineers in my territory. This program was adopted and successfully integrated into the VOIP corporate transition training curriculum.
- Created thorough career development, behavior and technical training plans which focused on core corporate beliefs, performance competencies and technical skills. This improved the overall performance scores for the entire team from an average total score of 84 to 95 for fiscal year 2004/2005.

Technical Environment:

- Strong (PMO) Project Office Knowledge, Healthcare Project Management including Kaiser Experience, Advanced MS Suite Knowledge (Excel, Word, PowerPoint, and MS Projects)

Enterprise Customer Program Manager (Full Time)

3/97 – 5/01

Accountable for the Service and Operation functions for top 100 International accounts. Managed service escalations, determined strategic account direction & interfaced with a wide variety of organizational divisions, International and domestic locations. Drove key customer initiatives which influenced sales, service & customers revenue projections.

Key Business Results:

- Established a consulting change base business initiative which ultimately influenced service business partners to overcome escalations and bureaucracy. Plan was adopted nationwide and resulted in increasing overall top 100 accounts uptime from 89% to 97% FY 2000 to 2001.

- Introduced new marketing tune-up service concept which emphasized on having customer's telecom systems fine-tuned to reduce their operating cost. This was achieved by cleaning up unused ports, maximizing software design techniques, eliminated security risks and costly operating expenses. Increased MAC revenue by 8%.

Technical Environment:

- Strong (PMO) Project Office Knowledge, Healthcare Project Management including Kaiser Experience, Advanced MS Suite Knowledge (Excel, Word, PowerPoint, and MS Projects)

EDUCATION: University of San Francisco, San Francisco, CA. BS Degree in Organizational Behavior with emphasis on Change Management.

Managerial & Technical Training Skills:

- Management & Leadership Skills, Strategic Management, Analyzing Strategic Options, Customer Relationship Management, Implementing CRM, Process Management, Understanding Change Management, Managing High Performers, Create a Retention Strategy, HIPAA Overview, Financial Management & Budgeting Essentials, California State Insurance Licensed (Expired), Operations Management Tools, International Business & Cultural Politics, Management Skills Development, Small Business Administration. IT & Telecommunication VOIP concepts, Voice over IP Essentials, ITIL Infrastructure Training, Data Network Security Systems, DataCommunications I & II, Understanding ACDs and Call Center Technologies, MS Project, MS office (Word, Excel, PowerPoint, Access)

Application Form

Profile

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I have been involved with the Racial Justice Coalition & the work of the subsequent Task Force since inception. I've played an integral role in ensuring the final recommendations reflect the needs of our greater community & would like to work towards ensuring the implementation follows the spirit of the recommendations. As a trained mediator & negotiator, multicultural & multilingual, as well as one heavily involved in many different community groups throughout the county, I believe I can represent multiple perspectives while maintaining focus on the purpose of the advisory body.

This application is used for all boards and commissions

Cheryl

First Name

Sudduth

Middle Initial

Last Name

ma res

Home Address

Suite or Apt

City

CA

State

Postal Code

Primary Phone

Employer

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

None Selected

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Unit of IL

Name of College Attended

Cellular & Molecular Biology and Biochemistry

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

[CSudduth_res_18km2.pdf](#)

Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ Other

Racial Justice Task Force meeting

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I understand that this form is a public document and is subject to the California Public Records Act.

☒ I Agree



Summary of Professional Skills

Detail-oriented Contracting Director with extensive experience in local, state, federal, international public/private/commercial contracting & governance. Chief negotiator, evaluator, drafter of wide range of contracts; manage P&Ls; supervise contract specialists & project managers. Valid government clearances.

*Project Management | Negotiations | Strategic Oversight | Business Development | Leadership & Team Building | Market Insights | Facilitation & Mediation
Compliance | Budget Management | Public Relations | Legal Acumen | Research & Development | Development | Client & Community Outreach*

Professional Contracts & Project Management Experience

- SME & chief resource for all aspects of contract interpretation & administration; senior-level cradle-to-grave contract administration: drafted, negotiated, closed, administered nearly \$500M private, public sector & commercial contracts; preparation, finalization, analysis and administration. Provided leadership, management & oversight of all aspects of entire contract operations process and all regulatory compliance program requirements throughout contract life cycle for private, commercial, public sector (*GSA, USCG, Dept. of the Navy, Dept. of the Army, IRS, SSA, CBP, USDA, FDA, DOD, DOI, FPS, & DHS*) contracts: negotiations, drafting, pre-award & post-award functions, procurement, close-outs, terminations, & administer full range of standard & complex software, hardware, systems, materials, consulting, communications, & services agreements plus other transactions.
- Created new procedures to reduce contracting processing incl. preapproved contract clauses directory to streamline negotiations, checklists to aid in contract review, contract summary sheets and calendar tickler forms to increase efficiencies.
- Directed oversight of real property contract division: drafting, negotiating, closing, administering \$15M-450M in merger & acquisitions, lease management, professional services, and construction of client-owned property or renovated leased property incl. overseeing/conducting due diligence research; defining & documenting project scope; working with architects, construction project managers and the facility engineering team to define, design, plan construction or renovation/alteration and any subsequent scope changes; work with project managers on any additional changes to project scopes or operational plans, any needed maintenance or repair; sourcing materials & resources; vetting vendors; negotiating & administering contracts & leases; preparing documentation; developing timetables and processes for completion; defining inspection criteria, quality assurance and quality surveillance programs; tracking progress and handling any construction or project issues; establishing project evaluation criteria; managing timely delivery of property and services as contracted and inspecting final buildings to ensure final specs and quality standards are met as defined.
- Managed procurement administration: created bid announcements, reviewed/selected LTPA bids suitable to budget & timeline, prepared award letters, purchase agreements, contracts, leases to acquire most cost-effective services & terms; compare prices, discounts, delivery dates, materials & pricing, labor costs, overhead, handling charges, negotiate prices & services, vendor/subcontractor vetting, oversee adherence to contract flow-down provisions.
- Negotiated agency-wide vendor supplies agreements, resulting in monthly incentives for early payments of up to 7.25% & annual savings of 22%.
- Defined, researched, interpreted, & framed complex issues; reviewed contractual & regulatory data; assessed-prioritized-monitored-addressed potential challenges and risks; evaluated alternate solutions; provided clear, concise, insightful contractual analyses & presentations to executive management and outside counsel; recommended feasible actions; developed timetables & processes for completion.
- Project Manager: regularly oversaw, planned, scheduled & organized work of division & program staff incl. flow of activity to accomplish strategic objectives, meet deadlines, stay within budget, exchange information, meet contract specifications & departmental policy. Established priorities, allocated resources & provided appropriate support through project life cycle, incl. utilizing CRM, ERP & other dashboard systems and government proprietary tracking programs to manage performance & resources.
- Developed annual division operating budget for exec review & approval; reviewed & approved financial reports, contracts, budget change requests, & no-cost extensions; closely monitored spending to ensure budgets tracked with approved financial plan & periodically discussed with managers; coordinated integral business components (*purchasing, contracts, construction*); kept all internal/external stakeholders apprised of ongoing project statuses.
- Implemented new cross-departmental management training system, identifying opportunities for managers of different departments to learn new skills and to diversify thought leadership & skills capabilities across agency.
- Worked with HR, Project Teams, Marketing & Client Services to ensure compliance with Sec. 508-Accessibility Standards for Documents. Conducted needs assessment, instructional curriculum design, training materials, tools & resources; developed & facilitated ADA Documentation Remediation Training (*in multiple languages*) following web content accessibility guidelines (*WCAG*) Level AA/AAA or ISO (*International Organization for Standardization*) specificity for various document types - *Adobe PDFs(.pdf), Adobe InDesign(.indd), Microsoft Word(.doc, .docx), Microsoft Excel(.xls, .xlsx), Microsoft PowerPoint(.ppt, .pptx)*. Developed detailed best practices guides for future reference.
- Discovered additional revenue opportunities that increased revenues over \$1.6M annually. Oversaw work of outside agencies, consultants & vendors; worked with sales & operations managers/project managers to develop business proposals & prepare specs & RFPs; coordinated in-house & consultant input for proposal docs; provided management oversight of new opportunities.
- Community Engagement: Advance and communicate organization's mission via effective marketing and public relations. Lead community partner and agency communication efforts inc. strategy planning, developing print media and marketing collateral, media relations, website/electronic communications, crisis communications, & printed materials/publications/photography. Increase engagement of community members through designing & executing marketing campaigns, contests, & other initiatives. Grow existing partner/client base, maintain current relationships & build strategic relationships between organization & local community, non-profit agencies, schools, & government offices. Act as employee advocate.
- Events Management: planned annual *disAbility* Awareness Month activities and Employee recognition Awards events; organized annual/semi-annual training and recognition events for community partners; coordinated special events related to learning, community engagement, and other opportunities for stakeholders, including workshops, panels, site visits, or other programs; collaborated with project managers and community partners on Service & Leadership, MLK Week, *disAbility* Week/Month recognition; annual training & achievements conference planning team member & forum participant; mySiebel News team liaison & legal/contracts group intranet administrator; international delegate at worldwide training & industry events.

Professional Compliance Officer Experience

- Planned and oversaw regulatory program by devising and implementing appropriate strategies for compliance and creating the structures, systems, competencies and monitoring activities to meet requirements; set priorities, determined goals and planned changes; worked directly with managers to communicate, educate and facilitate team productivity, efficiency and proficiency.
- Developed a single quality compliance group with defined standards; implemented specific quality & performance metrics in adherence to applicable contract/organizational policies and procedures, regulatory requirements, external laws and accreditation standards. Managed implementation of adopted national/international performance & quality standards (*ISO 9001, CARF, LEAN, AbilityOne, Goodwill Int'l*) & quality checks.
- Created inspection criteria & checklists to reduce work/prep time & aid staff in noticing errors quicker, improving quality control by 45%.
- Produced quantitative reports/dashboards to measure effectiveness of compliance programs & training; tracked risk mgt issues; summarized cases.

- Coordinated with project managers, contractors and vendors to conduct proper EIRs & ensure all regulatory requirements, incl. all environmental and social impact concerns are defined, properly addressed & documented.
- Worked with advocacy organizations, federal, state & local regulators to ensure each project plan incl. sustainability, recycling measures, water efficiencies, renewable resources, and energy efficiency; & preserved any required historical building features.
- Performed routine & targeted internal audits, monitored reviews to identify trends in potential compliance & privacy risks, recommended corrective action plans as needed. Maintained well-organized, auditable regulatory files. Provided external audit support, coordination, & trend analysis.
- Facilitated & participated in collective bargaining + mediation. Oversaw complaint resolution & grievance processes & procedures, incl. investigated bargaining/non-bargaining unit grievances, interviewing employees, developing & recommending appropriate resolutions & corrective actions, advising managers on communications approaches, documentation, dispute resolution. Conducted grievance hearings.
- Served as AA/EEO Officer, directly conducted or assisted staff with review and investigations of charges of unfair labor practices and employment discrimination claims, incl. assisted in responding to requests to NLRB, EEOC, & State regulatory agency investigations and hearings.
- Advised, trained and provided specific direction to managers to ensure compliance with policies and practices governing workplace rules and conduct, plus applicable laws, regulations and best practices.
- Created culture for learning & continuous improvement: needs assessment, instructional design; developed & disseminated training materials, trainer development, delivery; provide tools & resources for quality, performance management & measurement; train/re-train managers & site supervisors.
- Maintained regulatory intelligence through research, continuing education, regulatory seminars, conferences & meetings to stay abreast of new/emerging regulations. Monitored & maintained up-to-date knowledge of federal, state & applicable international employment laws, pending legislation reported in federal register, updated OIG work plans, revised accreditation standards, & monitored advancements in privacy rights & compliance technologies to determine level & need for inclusion in current policies & procedures/SOPs. Utilized statistical aggregation & analyses, proactive & purposeful communications, and training & monitoring activities to identify, implemented & disseminated best practices.

M₂E₂ Consulting Inc. ~ Principal Consultant, Contracts and Compliance ~ 01.2005-

- Contracts Drafting, Negotiation and Analysis; Contracts & Records Management; Compliance oversight & Regulatory Affairs management. Serve as SME providing expert Technical and Research Assistance (*local, state/federal/industry*).
- Define framework, strategies, and deployment plans for contract management. Administer contract review and approval process utilizing global document management system. Liaise with Legal and Procurement leaders to develop contract templates for major spend categories and an approved clauses & standard agreements templates library for contingent use by contracting staff.
- Develop and direct implementation of strategic goals and objectives, policies, procedures and standards.
- Conduct/analyze gap analyses and evaluations for executive team and other stakeholders incl. local/state/federal entities and other agencies.
- Develop training programs; design training, educational & communications tools & collateral materials for staff, executives, stakeholders & public.
- Provide ongoing execution and management of process & business excellence initiatives utilizing certified, industry-wide best practices (LEAN, TCM, & ISO 9001), aligned with PMI & PMBOK, to provide cradle-to-grave contract management.
- Oversee Procurement & Property Asset Management incl. contract negotiations & administration. Develop, maintain & execute policies, procedures & systems; ensure scalability of processes & systems. Develop best cost-value sourcing processes in coordination with int/ext business partners. Vendor/Supplier vetting. Effect sound QA/QS programs.
- Chief Labor Negotiator: assist in contract bargaining; finalize post-negotiation docs; provide guidance through grievance & arbitration process.
- Directed development of capital improvement plan budgets for approval, as well as monitored implementation of adopted budgets.
- Oversee Real Property transactions: due diligence; M&A; leases; defining & documenting project scope; sourcing; vetting; negotiations; documentation prep; developing timetables; defining inspection criteria, QA/QSP; tracking progress; handling construction/project issues; establishing project eval criteria; managing timely delivery of property/services & final inspections; ensuring proper & timely payment receipts.
- Conduct manager and staff training and provide guidance on building safe, inclusive environments for all workers incl. sexual harassment/AB1825, EEO, DOL, FMLA, ADAAA, OSHA and workplace safety, policies & compliance matters,
- Community Engagement, Social Equity and Justice: issues chiefly related to job & wage equity, housing security, food justice and access, inclusive community development, leadership development, inclusive public safety, and other issues, while employing true community engagement and empowerment especially that which is committed to building power for communities of color, low-income people, immigrants, and other marginalized people. Build and strengthen relationships with other local community-based organizations. Collaborate with existing community groups, leaders and community members to develop and execute community-based initiatives/campaigns which help to build community power, with a particular focus on housing, community wellness, civil & immigrant rights, food & environmental (clean air & water) justice, and public safety interventions (in a non-punitive, inclusive way). Expand and strengthen grassroots coalition base via recruiting volunteers and developing community leaders. Supervise and mentor leaders. Facilitate leadership classes to educate community on social justice issues; serve as moderator and forum participant. Conduct community outreach and information sharing and engage community in meetings, town halls, listening sessions to determine needs and concerns. Develop and implement specific political and organizing strategies for each campaign. Research, compile, analyze, interpret and summarize complex, information then determine reasonable alternatives and conclusions as well as recommendations for actions/inactions. Advocate policy positions at public forums, City Hall, County Board Administration meetings, and State Legislative sessions. Meet with local, county and state elected officials to discuss community issues and advocate needs.

Goodwill Industries, Inc. / Calidad Industries, Inc., an AbilityOne - affiliated CRP) ~ Senior Director, Contracts & Compliance ~ 02.2003-12.2016

- Contracts Negotiation & Management: cradle to grave, providing leadership to 12-15 project managers & site supervisors. SME & chief resource. Interpreted & analyzed contract terms and potential impacts to Agency incl. translation of issues and proposed alternative contract language/terms.
- Procurement, purchasing, global source selection, RFI/RFP preparation, evaluation, negotiation and issuance, and subcontracting vendor management utilizing standard & customized SRM, ERP and CRM systems.
- Contractor, subcontractor, and vendor compliance: periodic audits and field investigations to confirm compliance with applicable laws, regulations & related policies incl. flow-down terms & conditions, prevailing wage (*SCA/WDR/DBA*) policies and other labor regulations.
- Experienced Labor Negotiator: lead contract bargaining; finalize post-negotiation documents; train and coach managers on supporting union-represented workers; provide guidance through grievance & arbitration process.
- Budget Management: annual budget preparation and revenue projection analyses, quarterly P&L planning and budget management. Conduct periodic audits to ensure compliance with financial regulations. Prepare risk assessments. Advise project team of impact of operational decisions on P&L.
- Regulatory and Contract Compliance Research: reviewed, interpreted, applied and monitored requirements under FLSA, SCA, AbilityOne, DOL, DBRA, FAR, DOD, SOX, OFAC, GLBA, EEO, ADA, FMLA, EDD, KYC, cost-ben analyses, LOCs, Patriot Act, Reg. E, HIPAA and HITECH.

- Quality Management: developed, designed and managed implementation of quality and performance metrics applicable to contract/organizational policies, regulatory requirements, external laws, adopted int'l quality and accreditation standards (*CARF, ISO 9001, AbilityOne, Goodwill Int'l*). Produced quantitative reports/dashboards measuring effectiveness of compliance programs & training; tracked issues & summarized mgt efforts.
- Management Staff Coaching and Guidance: labor and employee relations practices, performance improvement, contract interpretation & administration, developing and implementing strategic initiatives, safety administration, and emerging workforce issues.
- Personnel Compliance: EEO Officer for AbilityOne workforce. Resident SME on laws governing equal employment and fair, consistent treatment of employees. Handled regulatory filings, inquiries, audits, investigations. Facilitated satisfactory resolutions to grievances. Assisted HR with document production to regulatory agencies, investigations. Trained managers and staff and provided guidance on building safe, inclusive environments for all workers (*sexual harassment/ AB1825, EEO, DOL, FMLA, ADAAA, OSHA, EHS, and workplace safety*).
- Suggested then helped implement personnel realignment so key individuals communicated critical information & instructions in real-time updates.
- *disAbility* and AbilityOne Program oversight: HR compliance systems and processes to ensure compliance with regulatory requirements.
- Increased direct labor ratio from 67% to 83% over five years, using intentional direct hiring efforts and enhanced worker training.
- Directed hiring & retention to increase Wounded Warriors & Veterans w/ *disAbilities* participants, increasing hires by 19.5% FFY14 -> FFY17.
- Chair agency's Quality Work Environment (*QWE*) task force working directly with workers with significant *disAbilities* to determine most effective ways to help workers be more efficient & productive, leading to increased wages and greater opportunities for advancement and/or competitive employment outside of the agency. Annually, identify & train select workers with significant *disAbilities* to participate on task force, learn self-advocacy & leadership skills, and attend annual conferences in Washington DC, Los Angeles, Dallas and Sacramento.

Siebel Systems, Inc. (now Oracle Corp.) ~ Sr. Contracts Negotiator ~ 11.1998 – 01.2003

- Senior-level cradle-to-grave contract management incl. drafted, negotiated, closed, administered \$450M of large standard and complex, non-standard software license and professional services agreements and related contractual collateral.
- Worked with senior corporate counsel to establish real property division incl. negotiating & administering real estate contracts for company-owned property & acquisitions, lease management, defined inspections & QA programs. Assisted senior corporate counsel in handling all M&A transactions for real and intellectual property incl. EDD & KYC.
- Worked directly with project team to define project scope, develop timetables and processes for completion, track progress and management issues (*incl. QA & inspection reports or complaints*), evaluation criteria, summarize case management efforts utilizing standard and customized systems (*Siebel, PeopleSoft, SAP, Oracle, Salesforce*), manage and inspect timely delivery of property and services as contracted and proper payments received.
- Created training & negotiation tools (standard contract templates, contract playbooks and clauses repository) for sales, operations & legal team.
- Interpreted & analyzed contract terms & potential impacts to company incl. translation of issues & proposal of alt. language or other resolution(s).
- Developed and delivered on-site contract negotiation training to contracts/sales personnel throughout No. America, So. America, EMEA, and Australia; worked with local legal staff and consultants to create localized versions of agreements, contract manuals, & training materials (*verse in 8 languages*); created user-friendly contract manuals, detailed 'playbooks' and 'best practices guides' for training legal support and sales staff.
- Annual training & achievements conference planning team member and forum participant; mySiebel News team liaison & legal/contracts group intranet administrator; International delegate at worldwide training & industry events.

Sony Signatures Inc. (a division of Sony Pictures Entertainment and Sony Software) ~ Mgr. Contracts/Negotiator ~ 08.1994 – 01.1999

- Managed negotiation & contracting process for standard to complex, public/private sector merchandising license & services agreements, statements of work, amendments, technology, real property, non-disclosures, contractors, distributors, & vendors under tight deadlines with limited direction.
- Interpreted and analyzed contract terms and potential impacts to company incl. translation of issues and proposal of alt. contract language/terms.
- Created, reviewed, updated standard contract templates, playbooks, clauses repository and contract summary sheets.
- Worked with corporate counsel/general counsel on real property transactions incl. due diligence research on international real estate purchases and tax implications, defining & documenting project scope, construction issues & vendor vetting, negotiating contracts & property leases, defining inspection criteria & quality surveillance programs, prep docs, managing property inspections of final building deliveries to ensure final specs met.
- Coordinated tracking & verification activities; communicated with implementation licensees to detail reporting requirements & ensure quarterly reports were submitted accurately and timely. Created & supervised maintenance of databases. Developed & implemented quality pre- & post-contract systems to automate & streamline contract process; proactively monitored compliance for 300+ agts, incl. 2,000+ contracts shared database.
- Assisted with creation, design, testing, & maintenance of Royalty Management System & Lotus Notes. Developed & delivered on-site training to contracts/artist relations personnel in No. America, So. America, EMEA & Australia. Served as U.S. Customs liaison & aided in enforcement of IP rights incl. prep of cease & desist letters and reports of violating companies & products and those involved in detentions and seizures.

Professional Education & Training

- University of Illinois, Urbana-Champaign, Bachelor of Science, Cellular & Molecular Biology/Biochemistry
- Continuing Education, Contracting and Compliance: Virginia Commonwealth University, Defense Acquisition Univ. (DAWIA), NCMA, Strayer Univ.
 - Member, National Contract Management Association (NCMA), Government Contract Management certification, in progress
- Member, International Association for Contract & Commercial Management (IACCM), Certified Contract Management Expert (CCME), in progress
 - Member, American Contract Compliance Association (ACCA), Certification in progress
- Specialized: Contracts Management, Contract Claims Management, FAR Administration, Strategies in Contracts Negotiation, Managing Cost Contracts, Cost Contract Accounting Principles, Research & Contracting Strategies, GSA Contracting Basics, Internal Quality Assurance, Art of Negotiation, Fed Compliance, HIPAA, Stark, False Claims Act, Problem Solving & Decision Making, Sexual Harassment AB1825 (Trainer), EEO Officer, ADA & *disAbility* Awareness (Trainer), Leadership (Trainer).

Professional Awards & Accomplishments

- **Goodwill** 'President's & Chairman's Awards' for outstanding job performance 2003-15.
- **Goodwill** Qualified Trainer in contract compliance, EEO & ADA regulations, management principles, organizational behavior, project management, organizational development, change management, succession planning, strategic planning, personnel management.
- **Goodwill** Community recognition for 'Opening Doors and Building Opportunities for Persons with Disabilities' 2003-16.
- **Siebel** 'President's Award' for outstanding job performance (1 of 10 annual recipients from ~9,000 employees) 1998-2002.
- **Siebel** Legal/Contracts group international 'MVP' staff trainer and coach, 1999-2002.
- **Sony** 'Spotlight Award' for 'Clearly Outstanding Job Performance' (1 of 25 annual recipients of all US employees) 1995-98.
- **Working Mother Magazine** "Mother of the Year" 2005-06, "Workplace Maverick" 2005-06.
- **Oakland Tribune & Contra Costa Times** "Person of Influence" 2006-08, "Community Involvement Award" 2006-08, 11-14, 16-17.
- **City of Albany & Albany Unified School District** "Volunteer of the Year" 2009/10, **Boys & Girls Club** "Valuable Volunteer".

Application Form

Profile

Melvin

First Name

L

Middle Initial

Willis

Last Name

Home Address

Suite or Apt

City

CA

State

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 1

Alliance of Californians for
Community Empowerment

Employer

Community Organizer

Job Title

Length of Employment

11 years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

Primary District 1. However, depending on the nature of my work I do work all over Contra Costa.

How long have you lived or worked in Contra Costa County?

Life long Resident

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Racial Justice Oversight Body Seat 2

Have you ever attended a meeting of the advisory board for which you are applying?

☒ Yes ☐ No

If Yes, how many meetings have you attended?

1 Oversight Body meeting, 1 subcommittee meeting, and 5 meetings when the RJOB was known as The Racial Justice Taskforce.

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☒ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☒ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☒ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☒ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☒ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I am a City Councilmember in Richmond and a community organizers. A rising concern in Richmond and Contra Costa County has been the need for more resources for youth programs and services. I want to serve on the commission to make sure that community concerns are being represented and prioritized while implementing strategies through commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

For the past seven years I have worked as a community organizer with the community group ACCE (Alliance of Californians for Community Empowerment). In that capacity over the last four years I worked on issues related to youth and criminal justice reform. Over the last two years I served on the Richmond City Council.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☐ Yes ☒ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☐ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

I have served on a number of boards, commissions, and coalitions over the past seven years. I am currently a Richmond City Councilmember. I have served on the Richmond Planning Commission, the Raise up Richmond Coalition, Housing Now, Richmond Progressive Alliance, Richmond Environmental Justice Coalition, Contra Costa County Racial Justice Coalition, and many other coalitions that focus on Racial and Economic Justice.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Marya

First Name

Wright

Middle Initial

Last Name

Home Address

Suite or Apt

City

CA

State

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 1

Wright Community Services LLC

Employer

Founder / CEO

Job Title

Length of Employment

6 years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

1

How long have you lived or worked in Contra Costa County?

3 years

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

San Diego State University

Degree Type / Course of Study / Major

Bachelor / Social Work

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Cal State East Bay

Degree Type / Course of Study / Major

Masters / Social Work

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

University of Southern California

Degree Type / Course of Study / Major

Doctorate / Social Work

Degree Awarded?

☒ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I am applying for the Economic Opportunity Council and Racial Justice Oversight Body because I believe my expertise and passion for community service align well with the missions of these advisory boards. As a Doctor of Social Work, entrepreneur, and community advocate, I am deeply invested in ensuring equity, access, and justice within our systems, particularly for marginalized communities.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please view my CV attached to this application.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

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 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Dr. Marya Wright
Founder & CEO



SUMMARY

Nationally distinguished Black social worker, published author, researcher, consultant, educator, and facilitator. Striving to empower system-involved families through awareness, services, and education while also providing consultation, training, and system specific facilitation to the agencies that services these communities.

EDUCATION

2021–2024 University of Southern California, Los Angeles, CA

Doctor of Social Work (DSW)

DSW Student Ambassador

Distinguished Deans Honor List 2024

Phi Alpha Honor Society, President

\$1,000 Grant Awarded – Spring 2024 Chapter Service Learning and Engagement

\$500 Grant Awarded – Fall 2023 Chapter Service Award

2023–2024 The California State University Equity-Minded Pedagogy Community of Practice

Achievement, Commitment and Accomplishment in Enhancing Educational Equity

Equity-minded data analysis, interviewing for empathy, journey mapping, prototyping for change, and integrating co-creation as part of an equitable course design.

**2021–2024 The California State University Chancellor’s Doctoral Incentive Program
Chancellor Doctoral Fellow**

Published Researcher

2021–2022 The Association of College and University Educators and The American Council on Education (ACUE)

Credential in Effective College Instruction, Teaching Practices Graduate

Micro credential in Promoting Active Learning Online

Micro credential in Designing Student-Centered Courses

Micro credential in Inspiring Inquiry and Lifelong Learning in Your Online Course

Micro credential in Creating an Inclusive and Supportive Online Learning Environment

2017–2023 Board of Behavioral Science Associate Clinical Social Worker

As of November 17, 2021, completed clinical supervision requirements.

Passed the Law and Ethics Exam

2014–2016 California State University, East Bay, Hayward, CA

Master of Social Work (MSW)

MSW Child Welfare Title IV-E, Graduate

California Social Work Education Center UC Berkeley, Statewide Student Coordinator

2012–2014 San Diego State University (SDSU), San Diego, CA

Bachelor of Social Work (BSW)

BSW Child Welfare Title IV-E, Graduate

Student of the Week, January 5–18, 2014

2009–2012 San Diego City College, San Diego, CA

Associate of Arts in Social Work

Associated Student Body Vice President

ACADEMIC EXPERIENCE

Summer 2024 School of Social Work, Boston University, Boston, Massachusetts

Online Course Facilitator

Racial Justice and Cultural Oppression

Fall 2023 – Present Social Work Department, Cal State East Bay, Hayward, CA

Adjunct Professor / Advance Practice: CYF Course Lead

Generalist Practice in Social Work

Human Behavior and the Social Environment

Advance Practice: Children Youth and Families (CYF)

Spring 2020–Present Department of Sociology, Cal State East Bay, Hayward, CA

Lecturer

Spring 2022 Semester: Soc. 360 (Sociology of Sexualities)

Fall 2021 Semester: Soc. 360 (Sociology of Sexualities) and Soc. 403 (Sociology of Family)

Summer 2021 Semester: Soc. 360 (Sociology of Sexualities)

Winter 2021 Intersession: Soc. 360 (Sociology of Sexualities)

Fall 2020 Semester: Soc. 403 (Sociology of Family) and Soc. 496.02 (Sexual Violence)

Spring 2020 Semester: Soc. 410 (Child Welfare Policy)

PROFESSIONAL ACTIVITIES

2019–Present Wright Community Services LLC, Oakland, CA

CEO / President / Marya Wright Consulting / Social Worker. / Qualified Expert Witness

- MSW Student Intern Supervisor for case management services
- Provide private court services for Dependency Investigations contested hearings
- Qualified Expert Witness:
 - Child Welfare Case Management; Child Welfare Safety and Risk Assessments; Family Systems; Parent-Child Relationships; Child Welfare Best Practice
- Independent Contracted Court Services:
 - Alameda County Parent Counsel Panel
 - Dependency Court Social Worker

- Parent Education Social Worker
Contra Costa County Social Worker Attorney Support Panel
- Resentencing
Contra Costa County Public Defender's Office
- Youthful Offender
Prosecution Initiated Resentencing (PIR)
- Federal Criminal Courts
- Criminal Defense Social Worker
Los Angeles County Expert Witness Panel
- Criminal Defense Social Worker
San Francisco City & County Juvenile Dependency Court Attorney Panel
- Court Appointed Family Engagement Specialist, Agent of Attorney
San Francisco City & County Criminal Defense Attorney Panel
- Youthful Offender
- Therapeutic services under supervision by Focused Clinical Solutions for insurance-based clients
- Facilitate and train professionals, community partners, parents, and youth
- Develop and build curriculum for training course content, materials, and participant workbook
- Provide innovating, high-value, and culturally responsive training content for professionals
- Coordinate with program directors, managers, and supervisors to provide necessary training to staff and organization
- Manage consulting business and create and send invoices, scheduling, and prospecting
- Create, code, and update business website to provide accurate information
- Conduct topic research, curriculum development, presentation, and participant workbook design and build continuing education unit trainings that provide high-value education and supplemental learning for professionals.

Training titles and topics offered ([Click here to view Catalog](#))

- Understanding the Benefits of Motivational Interviewing
- Building Client-Centered Relationships with Multisystem-Involved Youth and Families
- Advanced Practice for Professionals Using Motivational Interviewing When Working with System-Involved Youth—Focusing on OARS and the Righting Reflex
- Learning How to Resist the Righting Reflex
- Introduction to Motivational Interviewing for Professionals Working with System-Involved Youth and Families
- Building Relationships with Multisystem Involved Youth and Families: Collaborating, Engaging, and Reframing
- Motivational Interviewing (OARS) Practice and Skills Workshop for Professionals Working with System-Involved Youth and Families
- Resisting the Righting Reflex
- Practical Knowledge for Mandated Reporting in California
- Developing Tools for Working with CSEC Youth in Child Welfare (CSEC 101)
- Improving Our Support and Response to Child Welfare System-Involved Families
- The Impact of Implicit Bias within Clinical Supervision and Manager Roles
- Understanding Implicit Bias and Unconscious Decision-Making
- Understanding How Implicit Bias Affects Case Management
- The Impact of Implicit Bias within Clinical Supervision and Manager Roles
- General Overview of Implicit Bias

- Understanding How Implicit Bias Impacts Case Management
- Developing Effective Teams
- Repairing the Relationship after a Rupture

2022–2024 Focused Clinical Solutions, Oakland, CA

Associate Clinical Social Worker

- Provide therapeutic services for insurance-based clients in California
- Provide treatment planning and services for clients experiencing mental health crisis

2016–2023 Alameda County/Children and Family Service, Oakland, CA

Child Welfare Worker II / Dependency Investigator / Primary Social Worker / Court

- Agency top performing Child Welfare Worker with client engagement
- Supervise and manage caseloads of foster youth and nonminor dependents to point when juvenile court judge decides on disposition for child in custody.
- Review, understand, and comply with Welfare and Institutions (W&I) Code Section 300
- Assess needs and support for clients with mental illness and substance abuse problems
- Collaborate, advise, and partner with court, judge, attorneys, and county council
- Coordinate with district attorneys and special victims' units to conduct and observe forensic interviews
- Conduct investigations and file petitions with juvenile court on behalf of child who has been or is at imminent risk of child abuse or neglected by parent or guardian
- Conduct investigations related to change of dependency status
- Evaluate and make recommendations to juvenile court
- Prepare information for court to ensure compliance with W&I Code Section 300
- Prepare related case and court reports according to legislative and judicial mandates
- Provide intensive casework services to keep families intact or ensure safety of child
- Assess and case manage services needed while hearings associated with determining jurisdiction and disposition proceed
- Coordinate services and activities with therapists, school personnel, hospital staff, and community agencies
- Develop service plans with families to establish specific, measurable, achievable, relevant, time-oriented objectives as appropriate
- Assess and provide support to clients with mental illness, substance abuse problems, and disabilities
- Counsel natural parents considering relinquishment of their child and explain and inform their legal rights
- Collaborate with court, judge, attorneys, and county counsel to determine legal outcomes
- Coordinate with district attorney and Special Victims Unit to conduct and observe forensic interviews
- Volunteer at Annual Caregiver Appreciation Dinner

2015–2016 County of Contra Costa/Child and Family Services, Pleasant Hill, CA

MSW Title IV-E Intern / Primary and Secondary Social Worker / Case Manager / Researcher

- Completed 900 hours of professional education, training, and development in Child Welfare
- Used crisis intervention, motivational interviewing, and strength-based cognitive behavioral therapy

- Received training in commercial sexual exploitation (CSE) of Children 101 and 102
- Provided casework support in home-based setting
- Managed caseloads of more than 10 foster youth aged 0–18 years
- Met with system-involved clients and families who were involuntary and voluntary
- Conducted biopsychosocial assessments, prepared treatment plans, and entered case notes into Child Welfare Services / Case Management System (CWS/CMS)
- Participated in team decision-making, youth treatment meetings, Individualized Education Plan, 504 Plan, Multidisciplinary Team, and disposition interagency executive management meetings to collaborate services ensuring safety and well-being of clients
- Utilized safety decision making (SDM) tool, safety organized practice (SOP), safe measures, CWS/CMS, Outlook, court reports, and court memos to keep updates on client information
- Collaborated with attorneys in dependency court system on client updates and discovery
- Utilized crisis intervention, motivational interviewing, strength-based cognitive behavioral therapy, and multifamily system treatment and engagement tools
- Served clients within emergency response, family maintenance, family reunification, AB 12, Independent Living Skills Program, legal guardianship, and families pursuing alternate modes of permanency
- Observed forensic interviewing for specialized cases with sexual abuse or severe physical abuse

2014–2015 Aldea Treatment Foster Care Agency, Fairfield, CA

MSW Title IV-E Intern / Secondary Social Worker / Case Manager / Trainer

- Managed caseload of foster youth and foster family homes and maintained timely case notes
- Coordinated parent–child visitations to occur weekly and at preferred location
- Supervised parent–child visits, completed visit notes, and provided feedback to parents
- Conducted biopsychosocial and Child & Adolescent Needs and Strengths (CANS) assessments on youth and families
- Prepared treatment plans based on child and family’s needs
- Received and processed prospective foster parent applications
- Managed completion of foster home studies and assessments
- Led coordination and facilitation of foster parent training
- Coordinated and co-led certified Parent Resources for Information, Development, and Education (PRIDE) trainings for foster parents
- Participated in certifications and trainings, including CANS, 3-5-7 Grief and Loss Model, and PRIDE

2013–2014 County of San Diego/Child Welfare Services, Chula Vista, CA

BSW Title IV-E Intern / Secondary Social Worker / Case Manager Assistant

- Completed 400 hours of professional education, training, and development in Child Welfare
- Used structured decision-making risk and safety tools to assess child abuse and neglect
- Interviewed and assessed child safety at the US–Mexican border while coordinating with US Customs and Border Protection
- Managed caseloads of five clients aged 0–18 years as secondary social worker
- Conducted biopsychosocial assessments, prepared treatment plans, and utilized CWS/CMS
- Assessed risk and safety and use of SDM tool
- Met with clients weekly to discuss case plan, goals, and progress

- Shadowed and assisted emergency response, drug endangered children, sexual abuse, court, and reunification case management

2013 Metro of San Diego, San Diego, CA*BSW Intern / Volunteer*

- Assisted in storage, organization, and distribution of food bank and Good Neighbor Center
- Assisted participants with résumé and job skills and applying for county benefits
- Helped students with life skills and schoolwork by utilizing motivational interviewing techniques
- Maintained client case files and documentation
- Attended gang risk intervention meetings and community events

2010–2011 Urban Corps of San Diego, San Diego, CA*Summer Hire-A-Youth Eligibility Clerk*

- Performed administrative duties such as faxing, coping, answering multiline telephones, and filling
- Maintained office organization and operations
- Managed screening applicants for program eligibility requirements and documentation
- Performed outreach activities to engage community
- Prepared tabling booth events, edited videos, promoted programs, and designed posters
- Trained staff in program task and daily operation needs

2009–2012 San Diego Community College District, San Diego, CA*World of Cultures Information Assistant / Executive Director / Manager*

- Managed office documentation and contracts
- Greeted and directed guest speakers to their destination and provided general information
- Managed and served as executive director for Vagina Monologues
- Planned and assisted with special projects and events on campus
- Answered multiline telephone, routed calls, and took accurate messages
- Kept records of budget and finances

2011 Hands Across California, San Diego, CA*Manager/Leader/Student Representative*

- Advertised for event, such as posting status updates on blogs
- Attended workshops, conferences, and conference calls for statewide preparation and training
- Performed duties such as campus email blast, poster creation, and mail services
- Managed student sign-ups to volunteer and community members to participate

2009–2010 TRIO Center San Diego City College, San Diego, CA*Information Assistant*

- Managed office documentation and daily program needs
- Greeted/directed visitors and students to their destination while providing general information
- Answered multiline telephone, routed calls, and took accurate messages
- Planned and assisted with special projects regarding program services and awareness

PROFESSIONAL INVOLVEMENT

- 2023–Present** **Dependency Law Standing Committee, California**
Member
- 2023–Present** **From the Ground Up, Bay Region, California**
Member
- 2023–Present** **Reimagine Child Safety Bay Area and Beyond, California**
Steward in Leadership
Coalition Member
- 2019–2023** **Safety Organized Practice, Alameda County, CA**
Cochair, Implementation Team
Co-lead with division director team of 28 Child Welfare (CW) staff to include coach/field advisors, program managers, parent and youth advocate, case family programs, CW supervisors and managers, staff development specialist, and senior management analyst
Attend State of California, Department of Social Services IV-E Waiver SOP Collaborative
- 2019–2023** **Alameda County Training & Education Center, Alameda County, CA**
Volunteer/Trainer
- 2019–2023** **Equity & Inclusion Fellowship Task Team, Alameda County, CA**
Member
Curriculum support and development
- 2019–2023** **Bay Area Collaboration of American Indian Resources, Oakland, CA**
Member
- 2019–2023** **CSEC Action Team, Oakland, CA**
Workgroup member of California Child Welfare Council
- 2018–2023** **Service Employees International Union Local 1021, Alameda County, CA**
Active Member
Shop Steward, Alameda County Social Services
2021 Convention Delegate
Committee on Political Education, member
Labor Management Team, member
2019 Bargaining Unit 5 for Alameda County Social Services Contract Extension
- 2018–2023** **Human Resources Department Employee Relations Unit Disaster/Emergency Preparedness Program, Alameda County, CA**
Volunteer
- 2016–2023** **Safety Committee, Alameda County, CA**
Member

SPEAKING ENGAGEMENTS

- 2024 39th Annual Pacific Rim International Conference on Disability and Diversity**
Accepted to present on Unlocking Empathy: Confronting the Stigma Surrounding Disabilities and Mental Health – did not present due to funding.
- 2023 22nd Annual Fall Social Work Conference, The University of Alabama**
- 2023 Girl Talk Mental Health Conference**
- 2023 Cal State East Bay CalSWEC Title IV-E Students**
Provided a training on Structured Decision-Making tools used in Child Welfare practice
- 2022 Reality Changers – College Changes Everything, San Diego, CA**
- 2021 San Francisco State University, MSW 1st year students**
- 2021 Safety Organized Practice statewide conference**
- 2021 California Welfare Directors Association (CWDA)**
- 2021 California State University, East Bay, MSW Social Policy Series**
Child Welfare policy development, advocacy, and programs that are developed after policies are enacted connecting historical policy to current policy that dictates social work
- 2020 Alameda County Board of Supervisors' Social Services Committee**
Presented alongside division director and program manager to share update on Children and Family Services Equity & Inclusion Fellowship
- 2018–2019 Panelist for mock interviews for CalSWEC Title IV-E Program**
Prepared MSW students for County Child Welfare employment interviews
- 2017–Present Alameda County Children & Family Services Parent Orientation**
Child Welfare worker, dependency investigator, and guest speaker
- 2016 San Quentin State Prison Restorative Justice Conference**
Connected childhood trauma to adult decisions
- 2016 Leadership Public Schools—Richmond Gompers (Samuel) Continuation School**
Presented on teen partner violence, unhealthy relationships, and internet bullying

CONSULTING, TRAINING, AND FACILITATION

- 2024 East Bay Children's Law Center**

- 2023 Alameda County Behavioral Health Department**
- 2022 Hively**
- 2022 Aspiranet Hope Forward**
- 2022 Foster & Kinship Care Education Program**
- 2021 Richmond Area Multi-Services, Inc.**
- 2021 SENECA**
- 2021 Side by Side**
- 2021 Children’s Law Center of California**
- 2021 Lincoln Family Services**
- 2020 Fred Finch Youth Services**
- 2020 First 5 Alameda**
- 2020 Family Paths, Inc.**
- 2020 East Bay Agency for Children**
- 2019 Alameda County Training and Education Center Volunteer Trainer**
- 2019 A Better Way Inc.**
- 2014 Aldea Children and Family Services**

RESEARCH EXPERIENCE

Imagining new futures beyond predictive systems in child welfare: A qualitative study with impacted stakeholders, 2021 – Published 2022

Middle author

Accepted into the FAccT22, ACM Conference on Fairness, Accountability, and Transparency

California State University, East Bay, Graduate Research Project, August 2015–June 2016

Title: “Descriptive Analysis of the Commercially Sexually Exploited Children in Contra Costa County Foster Care System”

Invited to present at California’s statewide student research competition at CSU, Bakersfield

PUBLISHED CONTRIBUTION

Hohman, M. (2021). *Motivational interviewing in social work practice* (2nd ed.). Guilford Press.

HONORS AND AWARDS

2021 National Association of Black Social Workers, Inc.
Chapter Individual Service Award

2020 Department of Sociology, California State University, East Bay
Exceptional Effort Award

2019 Commendation from Board of Supervisors, County of Alameda, State of California
Completion of the Human Resource Services, Training & Education Center Volunteer
Facilitation Academy

2019 Developing the Leader in You Series, Alameda County Training & Education Center

2019 Certificate of Stewardship, SEIU Local 1021
“In recognition of outstanding commitment to unite working people and achieve a just society”

2019 Alameda County Training & Education Center and Volunteer Trainer Academy

2014 Leadership Award, San Diego State University
“In recognition of your leadership and contribution to the School of Social Work at San Diego State University”

PROFESSIONAL AFFILIATIONS

National Association of Social Workers, Child Welfare Standards Task Force
Member & Co-Author, 2024 – Present

National Organization of Forensic Social Work
Membership role, 2023 – Present

**National Association of Social Workers, Social and Economic Justice & Peace (SEJP)
Specialty Practice Section**
Membership role, 2023 – Present
Committee Alternate, 2023 – Present

California Society for Clinical Social Work
Membership role, 2022–Present

Training participant, 2021–Present

Bay Area Association of Black Social Workers

Membership role, 2018–Present

Leadership role—Student Outreach and Scholarship committee chair, 2020–2022

National Association of Social Workers, California

Membership role, 2012–2016

Leadership role—California Lobby Days team leader, 2013–2016

National Association of Black Social Workers

Membership role, 2012–Present

UNIVERSITY SERVICE

University of Southern California, Suzanne Dworak-Peck School of Social Work

2023–2024 Phi Alpha Honor Society, Omicron Epsilon Chapter

President

Lead an executive board to fulfill the mission and vision of Phi Alpha and USC honors.

Student volunteer at the Council on Social Work Education Program Meeting

2023–2024 DSW @ USC Student Ambassador

Student Ambassador

Attend student webinars and information session to share experiences and answer questions.

2023–2024 Black Student Social Work Caucus

VAC Representative

Engage, support, and communicate with online student population.

California State University, East Bay

2015–2016 California Social Work Education Center, State of California

Student Coordinator

Elected as one of three student coordinators statewide who managed and led Title IV-E participants from across California in planning and preparing Student Day (a conference for Title IV-E students to attend seminars, network, and focus on social issues/concerns that are influencing social work practice)

2014–2015 California Social Work Education Center, California State University, East Bay

Student Representative

Attended regional meetings with student representatives from Title IV-E programs to discuss social issues and concerns that are influencing social work practice

2015–2016 Title IV-E Club, California State University, East Bay

Chair

Lead group of Title IV-E students in campus activities, networking, and educational needs

San Diego State University

2013–2014 Associated Students

College of Health and Human Services representative

Represented students by advocating, supporting, and being their voice on college counsel and at Associated Student meetings

2013–2014

Student Representative

Recruitment and Retention of Underrepresented Faculty

Attended meetings with university faculty, administrators, and staff (as only student at table, I provided voice for student concerns about lack of diversity within faculty)

Campus Community Commission

Coordinated events and activities that bring public community around SDSU and campus together

Appointments & Review Committee

Interviewed candidates for board of directors
Sustainability representative

Academic Policy & Planning Committee

Advocated for student concerns when addressing academia needs at SDSU

2013–2014 Black Social Work Student Caucus

President

Lead caucus by supporting officers and members and provided support to Black communities while representing Black social workers

2013–2014 Undergraduate Social Work Association, School of Social Work

Curriculum Committee BSW student representative

Attended faculty meetings to discuss curriculum and voice student concerns and interest
Completed research on student outcomes, class needs, and online class considerations

2013–2014 Social Action Committee

Government affairs officer

National Association of Social Work Legislative Lobby Day coordinator
Led largest group of students from SDSU to attend Lobby Days

2012–2014 International Student Tutor Mentor Program*Mentor*

Provided tutoring and mentoring support to international students at SDSU

2012–2014 Fair Trade Committee Member*Treasurer*

Managed campaign to make SDSU recognized Fair Trade University

2012–2013 Social Action Committee*President*

Oversaw logistics of club, such as events; involved in fundraising, community activities, and National Association of Social Workers Legislative Lobby Days

Organized, managed, and led student registration for 2012 President Elections outside of Hepner Hall to support students' learning about election and voter registration

2012–2013 Black Social Work Student Caucus*Treasurer*

Managed funds of student organization and led community service events

2012–2013 Educational Opportunity Program (EOP) and Ethnic Affairs Student Advisory Board*Community college outreach and recruitment officer*

Attended Education Opportunity Program information sessions at community colleges to support transfer student needs

San Diego City College

2010–2011 Associated Student Body Vice President**2010 Associated Student Body Chief Administrator****2010–2012 Price Scholar Recipient****2008–2012 TRIO and Education Opportunity Program and Services Participant****2009–2010 College Success Club President**

Merritt College

2008–2009 English Tutor

Led in-class English tutor support for peers

Eureka Senior High School

Student Government Multicultural Commissioner

Coordinated with assistant principal and attendance secretary to develop and produce school's first-ever Black History Month celebration that lasted entire month (inclusive of African American/Black culture and history while educating staff, teachers, and students)

Distributive Education Clubs of America (DECA) Public Relations Officer

Second place in national competition for business overview project

Navy Junior Reserve Officers' Training Corps (JROTC) Lieutenant Commander

Managed and led three-day military boot camp for over 20 students

Coordinated color flag at school-wide events, inspected uniforms, and managed student needs

Student Mediator

As student leader on campus, provided mediation to peers who had disagreements and required de-escalation support

CONFERENCES ATTENDED

2019 22nd Annual CALICO Alameda County Collaborative Training

Speaker, Cory Jewell Jensen, MS, CCSOT CBI Consulting, Inc.

"People Who Sexually Offend Against children: Understanding and Responding to Crimes Against Children"

Alameda County District Attorney

Center for Child Protection, UCSF Benioff Children's Hospital, Oakland

2019 Bay Area Indian Child Welfare Act (ICWA) Symposium

2019 Northern California 1st Annual Judges' Dinner, Judicial Gathering, Casey Family Programs

2018 California Association of Black Social Workers Symposium

The Homeless Epidemic: Impact on the African American Family & Communities

2018 21st Annual CALICO Alameda County Collaborative Training

Speaker, Sue Hardie, RN, PhD, President, California Professional Society on the Abuse of Children

"Child Sexual Abuse Accommodation Syndrome"

Speak, Jerri Sites, Regional Training Specialist, Southern Regional Children's Advocacy Center

"Research to Practice: Considerations for the MDT Approach to Recantation"

2017 Alameda County Crossover Youth Practice Model

2014 San Diego State University Annual Martin Luther King Jr. Luncheon**CERTIFICATIONS**

2020 Shelter Management, American Red Cross

2019 Developing the Leader in You, Alameda County Training and Education Center

2014 PRIDE Training for Foster Parent, Trainer, Aldea Children and Family Services

2014 Early Childhood CANS, Aldea Children and Family Services

2014 3-5-7 Grief and Loss Model © A Well-Being and Safety Practice to Permanency, Aldea Children and Family Services

COMPLETED TRAININGS**2024**

Forensic Social Work Certificate Program

2023

Effective Post-Conviction Strategies

Pacific Juvenile Defender Center 20th Annual Roundtable: Testify Training

2020

Commercial Sexual Exploitation of Children (CSEC) 101

COVID-19 Safety

Equity & Inclusion Fellowship (Line Staff), Modules 5–7

Safety Organized Practice (SOP) Coaching—Group

Shelter Fundamentals

Shelter Management

2019

Developing the Leader in You Series: For the Aspiring and Emerging Leader Session 1–6

Emotional Intelligence (EQ)

Coaching for Managers

Commercial Sexual Exploitation (CSE) of Native Americans

Motivational Interviewing Facilitation: A Train the Trainer for Child Welfare Professionals

Safety Organized Practice (SOP) Coaching—Group

Workplace Harassment Prevention for Employees, State of California

Law and Ethics for Youth Service Providers, Sessions 1–2

Equity & Inclusion Fellowship (Line Staff), Modules 1–4

Equity & Inclusion Fellowship (Task Team), Modules 4–5

2018

Adult, Child & Infant CPR with First Aid and AED
Emergency 2-Way Radio Operations
Equity & Inclusion Fellowship (Task Team), Modules 1–3
Law and Ethics: In Social Work and Mental Health Practice
Preventing Sexual Harassment in the Workplace
Safety Organized Practice (SOP) Coaching—Group
Shelter Management
SOP: Behaviorally Based Case Plans
Why Didn't I Run: Understanding Commercially Sexually Exploited Youth for Professionals

2017

Assessment Block: Collaborative Assessment, Planning, and Support: Safety & Risk in Teams
Safety Organized Practice (SOP) Modules 4 and 5
SDM Assessment Knowledge and Skills Lab
SOP Coaching—Group

2016

Assessing for Key Child Welfare Issues
Child Maltreatment Identification
Child Welfare Practice in a Multicultural Environment
Civil Rights
Commercially Sexually Exploited Children (CSEC) 101: Identification & Awareness
Critical Thinking and Assessment
CWS Documentation for Use in Legal System
Educational Rights of Children in Foster Care
Health and Safety in the Workplace
Indian Child Welfare Act (ICWA)
Intimate Partner Violence (IPV)
Introduction to Child Development
Mandated Reporting
Mental Health and Mental Disorders
Preventing Sexual Harassment in the Workplace
Preventing Violence in the Workplace
Program Evaluation and Research
Safety Organized Practice (SOP) Models 1–3
SDM (Structured Decision Making) Skills Lab
Security Awareness: PII
SOGIE—Sexual Orientation, Gender Identity and Expression
Stress Management in Child Welfare Practice
Team Decision Making (TDM)
Time Management in Child Welfare Practice
Values and Ethics
Warrants Training



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4271

Agenda Date: 12/16/2024

Agenda #: 5.

EQUITY COMMITTEE

Meeting Date: December 16, 2024

Subject: African American Holistic Wellness and Resource Hub Feasibility Study

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: African American Holistic Wellness and Resource Hub Feasibility Study

Presenter: Kendra Carr

Contact: Kendra Carr, kendra.carr@oresj.cccounty.us <<mailto:kendra.carr@oresj.cccounty.us>>

Referral History:

Dr. Kerby Lynch, Ceres Policy Research, and Ryan Drake-Lee met with the Steering Committee for the African American Holistic Wellness and Resource Hub Feasibility Study on December 9, 2024 to provide an update on the progress of the feasibility study, including listening sessions, survey findings and site selection. Dr. Lynch facilitated a discussion among the Steering Committee regarding the potential wellness hub models.

Referral Update:

Dr. Kerby Lynch and Ryan Drake Lee will provide an update on the survey data, listening session themes and site selection process.

Recommendation(s)/Next Step(s):

RECEIVE updates and PROVIDE direction on the African American Holistic Wellness and Resource Hub Feasibility Study

Fiscal Impact (if any):

N/A



Economic Model Report

**Response to Contra Costa County Office of Racial
Equity and Social Justice (ORESJ) RFP – In partnership
with Dr. Kerby Lynch of Ceres Policy Research**

December 2024



ryan@rdlconsultingllc.com



www.rdlconsultingllc.com





CONTENT

- 01** Context and Objectives
- 02** Assumptions and Methodology
- 03** Conclusions and Recommendations
- 04** Proposed Next Steps
- 05** Team Background and Profiles

Context and Objectives

01 Introduction

- This report is in response to 'Feasibility Study for an African American Holistic Wellness and Resource Hub in Contra Costa County' (RFP #2404-789) dated May 24, 2024.
- Ryan Drake-Lee, President & Founder of RDL Economics, Strategy & Operations Consulting LLC, who is a sub-contractor to Ceres Policy Research, providing business economics, feasibility study and economic operating modeling expertise.

02 Objectives and Scope:

- The goal of this report is to provide recommendations to the CCC ORESJ for the ***economic operating model*** of the African American Holistic Wellness and Resource Hub (AAHWRH)

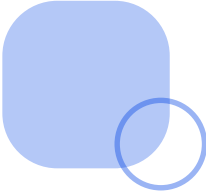




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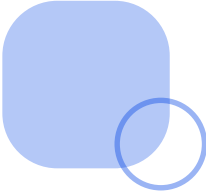
- 01** Context and Objectives
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Economic Operating Model Development Methodology

- 
- 1 Review and interpret overall goals and desired outcomes outlined by the [Office of Racial Equity and Social Justice \(ORESJ\) RFP](#) and [Implementation Plan of the Measure X Youth Center Study](#)
 - Review and assess feedback and input gathered from Ceres Policy Research team
 - 2
 - Listening sessions, [community surveys](#) and otherwise all community engagement activities
 - 3 Review and assess currently owned assets by Contra Costa County (i.e., select from list of assets in [District 3](#) and [District 5](#) provided by Eric Angstadt)
 - 4 Review and assess current tenant and current use of the building ; ability to relocate, consolidate or otherwise displace the existing building operating model

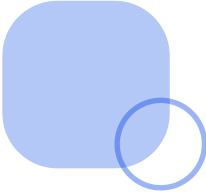
Economic Operating Model Criteria

1 of 2

- 
- 1 Total cost to develop and operate the building for its intended use and purpose, i.e., one-time capital expenditures (CapEx) and on-going operating expenditures (OpEx)
 - 2 Initial CapEx budget allocation of \$7,500,000
 - 3 Sustainable funding model for on-going annual operating expenses, i.e., OpEx
 - 4 At least 10,000 square feet of usable space (i.e., existing building or undeveloped land to accommodate at least 10,000+ square feet of indoor usable space)
 - 5 Diverse mix of service providers, possibly including large non-profit organizations, community-based organizations, private healthcare providers, or government subsidized healthcare providers



Additional Assumptions and Considerations

- 
- A Multi-year strategic plan and vision that aligns with the goals of ORESJ and the Measure X Implementation plan
 - B Time to operation is critical, i.e., a solution that takes 3-5 years to come to life is quite long given the acute need for services
 - C Long-term sustainability of the site, building, its operating footprint and potential for expansion of physical space and scope of services, i.e., temporary solutions in mobile trailers or similar, 'no-foundation' structures are de-prioritized
 - D Political implications of potential request(s) to relocate / move current occupant(s) / tenant(s) of county owned assets

Site Selection Conclusions and Recommendations

Directional recommendation at this point are the following assets grouped into three (3) categories:

Category A: Turn-Key for intended use assets: Two (2)

1. Government Sheriff's Building – asset #473 – 4559 Delta Fair Blvd, Antioch
2. **EHSD - Main Building** - asset #613 - 1650 Cavallo Rd (Main Building), Antioch (New Addition)

Category B: Existing Structure, renovation required for intended use assets: Three (3)

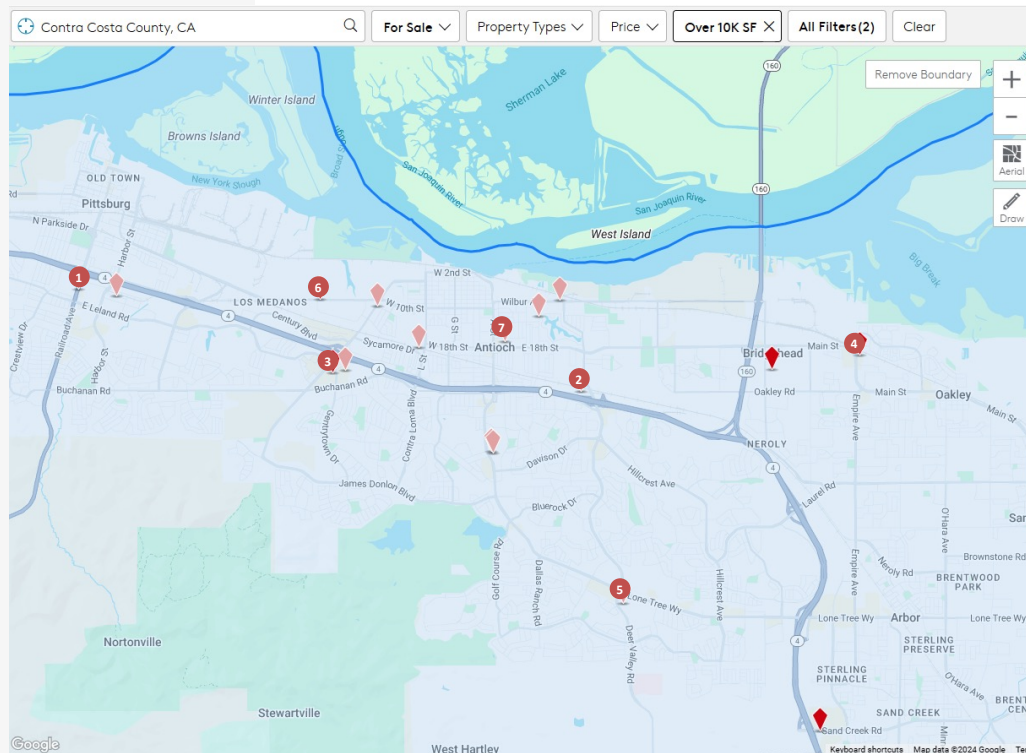
1. Antioch Veterans Hall - asset #284 - 406 W 6th street, Antioch
2. Brentwood Veterans Hall - asset #171 - 757 1st Street, Brentwood
3. Pittsburg Veterans Hall - asset #262 - 186 E. Leland Road, Pittsburg

Category C: Undeveloped / greenfield land, construction required for intended use assets: Two (2)

1. Pacheco Community Center - asset #73& asset #15 - 5800 Pacheco Blvd, Pacheco/Antioch and adjacent vacant land
2. Undeveloped land adjacent to Headstart pre-school complex - assets

New
recommendation

Land Redevelopment Opportunities - Sample



Commercial Properties & Land for Sale

**SAMPLE - NOT
EXHAUSTIVE**

Source: Loopnet.com





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AAHWRH needs a multi-year strategic vision and development plan

1

Phase 1 (Delivery in 6-12 months)

Model to serve highest needs first through near-immediate mobile service vehicles, i.e.,

- Mental health therapists and preventative health screenings in specialized buses
- Consistent and published schedule of services and 'bus service routes'
- A website and mobile app that enables community digital access, engagement, scheduling, information gathering and mass communication

2

Phase 2 (Political action and capital planning)

Continue Board of Supervisors work to further develop strategic plan and build political support and consensus around the budgeting model to support the facility's economic model for sustained operational success

3

Phase 3 (New Facility opens in 30-36 months)

Open the AAHWRH with a robust, consensus driven economic operating model, including a multi-year vision and strategy to build up to the full menu of services in demand and needed by the target demographic constituents of the County

Economic Operating Model Components and Stakeholders

FOR DISCUSSION



Financial Components (i.e., Revenue models)



A Government / Public Funding (e.g., annual allocations from County budgets)



B Non-Profit Charitable Fundraising (e.g., charitable donations generated and secured through CBO fundraising activities)



C Health insurance reimbursements (e.g., direct payments to qualified service providers in qualified facilities)



Community Stakeholders (i.e., Service providers)



A Non-Profit Community Based Organizations



B Religious organizations



C Private healthcare service providers (e.g., Kaiser Permanente, Sutter Health)



D Public healthcare providers (e.g., Contra Cost County Department of Public Health, UCSF)

Economic Operating Model Considerations

FOR DISCUSSION



Potential Revenue Models

Model #1

- County Operated and County Funded facility
 - Facility is owned by the county
 - Facility is operated by the county
 - Facility is fully funded by the county

Pros

- County has full control over operations and decision making

Cons

- Requires full long-term budget commitment
- Declines deeper partnership with CBOs

Model #2

- County Operated and partially County Funded facility
 - Facility is owned by the county
 - Facility is operated by the county
 - Facility is partially funded by the county + rental income from service providers

- Shares financial responsibility with partners
- Enables County near-full control over operations and service delivery

- Relies on the financial strength of CBOs to provide critical services

Model #3

- Independently operated and partially county funded facility
 - Facility is owned by the county
 - Facility is operated by an independent contractor as Master tenant / Executive Director / Property Manager
 - Majority of funding is fundraised through the Executive Director

- Shifts majority of operations responsibilities to contractors
- Shares financial responsibility with partners

- Relies on strength of independent contractor Leadership Team for overall successful execution of service delivery and budget sustainability

Economic Operating Model Preliminary Recommendation

FOR DISCUSSION

Economic Operating Model Recommendation: “Revenue from everywhere” model

Go-to-Market Approach

- **Economic Operating Model #2**
- **Proposed sources of revenue (i.e., funding)**
 - County funding from annual budget allocations
 - Charitable donations and fundraising campaigns, e.g., UCSF or large corporate partners with a strategic focus on community public health issues and outcomes
 - Service provider lease income (lease income is generated from renting space to operate within the facility and deliver services; original source funding comes from CBOs fundraising and annual operating budgets)
 - Health insurance reimbursements for qualified services to individuals with some form of health insurance
- **Key stakeholder roles and responsibilities**
 - County is the facility owner, master tenant, property manager and executive director of the operations
 - Service providers include non-profit CBOs, private health providers, public health providers
 - An Executive Director role is required to install clear leadership and operational accountability (e.g., own the P/L of the facility)

Comparable Facilities and Operating Models

- [San Francisco Southeast Community Center](#) - SF Sewer, Power and Water public facility; operates model #1
- [San Francisco Southeast Health Center](#) - SFDPH public facility – operates model #1
- [Booker T. Washington Community Service Center](#) - 501-c3 facility – operates model #3

Sample #1: San Francisco Southeast Community Center



Facts, resources and spaces not photographed:

- Government funded facility and operating budget
- Services provided by the City of San Francisco and partnerships with community-based organizations, e.g.,
 - independently operated pre-school, Wu-Yee Preschool on 1st floor opposite the lobby / café, independently operated Cafe
- LEED Gold Certified Sustainable Building
- Outdoor enclosed playground for pre-schoolers
- Outdoor picnic space with bar-b-que grills, tables and benches

Sample #1: San Francisco Southeast Community Center



Main Entrance Plaza

(Approximately 40,000 square foot facility)

Sample #1: San Francisco Southeast Community Center



Lobby & Cafe

Sample #1: San Francisco Southeast Community Center



2nd floor
Lounge and
Co-working
space

Sample #1: San Francisco Southeast Community Center



2nd floor main
hallway to
meeting
rooms and
offices

Sample #1: San Francisco Southeast Community Center



2nd Floor
conference
meeting
spaces

Sample #1: San Francisco Southeast Community Center



2nd Floor
spaces and
lounge
meeting
spaces

Sample #1: San Francisco Southeast Community Center

2nd floor
kitchen /
catering prep
room



Sample #1: San Francisco Southeast Community Center



Large Multi-
purpose space
in separate
building

Sample #1: San Francisco Southeast Community Center



Outdoor
space /
Amphitheatre

Sample #2: San Francisco Southeast Family Health Center



Facts, resources and spaces not photographed:

- Government funded and operating budget
 - Funded under the SF Department of Public Health
 - Healthcare certified facility
 - Public health insurance, e.g., Medi-Cal is accepted
- 2nd floor patient and treatment rooms offering:
 - Primary care, dental care, prenatal care, gynecology, podiatry, HIV/AIDS care
 - Psychosocial care, re-entry support, substance use treatment
 - Clinic pharmacist, Nutrition & Acupuncture

Sample #2: San Francisco Southeast Family Health Center



Landing and
main entrance

(Approximately 22,000
square foot facility)

Sample #2: San Francisco Southeast Family Health Center



Lobby &
Patient
Registration
area

Sample #2: San Francisco Southeast Family Health Center



Hallway to
treatment
rooms

Sample #2: San Francisco Southeast Family Health Center



Treatment
rooms /
Shared Offices

Sample #2: San Francisco Southeast Family Health Center



Large Multi-
purpose room /
cafeteria style
ambiance

Sample #3: San Francisco District 2 – Booker T. Washington Community Service Center 501-c3



Exterior
façade –
Presidio
Avenue SF

(Approximately
70,000 square foot
facility)

Sample #3: San Francisco District 2 – Booker T. Washington Community Service Center 501-c3



Facts, resources and spaces not photographed:

- Privately owned and Non-Profit operated and funded facility
- 50 Permanent Supportive Housing Units (All studios and 1BRs)
- On-site kitchen for community meals, nutrition and health programs
- Food distribution 2x weekly to community members and program participants (i.e., vegetable baskets)
- 2021: \$1.2M annual operating budget + 7 staff → 2024: \$7.2M annual operating budget + 30 staff
- Funding partnerships with UCSF, ***City and County of San Francisco*** and privately led fundraising programs

Sample #3: San Francisco District 2 – Booker T. Washington Community Service Center 501-c3



Main entrance
Foyer

Sample #3: San Francisco District 2 – Booker T. Washington Community Service Center 501-c3



Hallway and
Administrative
Offices



Sample #3: San Francisco District 2 – Booker T. Washington Community Service Center 501-c3



Community
Programming
Spaces

Sample #3: San Francisco District 2 – Booker T. Washington Community Service Center 501-c3



Youth
Programming
Spaces (After-
school
programs)

Sample #3: San Francisco District 2 – Booker T. Washington Community Service Center 501-c3



2nd Floor
Basketball
Court (High
school game
taking place)



CONTENT

- 01** Context and Objectives
- 02** Assumptions and Methodology
- 03** Conclusions and Recommendations
- 04** Proposed Next Steps
- 05** Team Background and Profiles

Proposed Next Steps

Questions for consideration:



Operational / Service Delivery

- What services will be prioritized for delivery from this building from opening day? Implications of services provided will determine:
 - Building / space architectural and layout needs, particularly for CA healthcare regulations for health care services, e.g., basic preventative care screenings
 - Building / space operating economic business model, e.g., mix of public, private or insurance-based funding models



Strategic Planning / timeline for delivery, e.g., Grand Opening

- Due to the fact there are no assets in recommendation *Category A: Turnkey for Intended Use*, a multi-year strategic plan needs to be developed
- What is the multi-year / multi-phase vision and plan for this initiative?
- Renovation and construction / development requires complex cross-departmental coordination which takes time and must follow government processes



Political implications and relational steps for re-purposing existing assets

- What steps need to be taken for beginning that process?



Communication strategy and Community expectation setting

- How will we communicate to our community members and sub-constituencies (e.g., elders, youth, justice system-impacted, unhoused, etc...) for setting expectations, marketing and promoting the services?



CONTENT

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RDL Consulting

Ryan Drake-Lee has over 20 years of business and corporate strategy experience. Ryan developed his business and economics perspectives in various roles including **management consulting, industrial manufacturing corporate strategy** with a focus on **sales & marketing, digital program management** in the **adtech** ecosystem and **litigation support consulting** for complex Anti-Trust and Competition economic matters.

As an **Engagement Manager for McKinsey & Company** Ryan served multiple **Consumer Packaged Goods** clients in **Product Strategy** as well as **Frontline Operations**, with a focus on store operations for efficiency, maximizing value per square foot. Ryan also served clients in the **Oil & Gas industry** on **Organizational Design and Structuring** with a focus on operational risk and safety following a major environmental disaster in 2005.

Additionally, Ryan refined his executive business acumen as a **Global Program Manager at Google**, where he worked in a **Strategy & Operations** function in the mid-market Ads business of Google Customer Solutions, working cross-functionally globally to drive innovative **Go-to-Market strategies** for Google Sales Teams.

In addition to the above, Ryan has multiple years of experience as a **Principal at Keystone Strategy**, leading teams of **Litigation Support** consultants working at the direction of PhD level expert witnesses, at the request of external counsel on behalf of end clients pursuing litigation in Anti-Trust & Competition, complex Tax & Valuation, Intellectual Property and General Litigation matters.

Ryan earned **Bachelors' Degrees in both Economics and French Language from Morehouse College**. Ryan holds a **Masters in Business Administration (MBA) from the University of California at Berkeley, Haas School of Business**.

Lastly, Ryan has traveled to over 45 countries, touching all continents except for Antarctica, which has deeply influenced his global perspectives on businesses and people.

Ryan was born and raised in San Francisco, California, where he resides with his family.




Ryan Drake-Lee
Founder &
President






THANK YOU

December 2024

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4272

Agenda Date: 12/16/2024

Agenda #: 6.

EQUITY COMMITTEE

Meeting Date: December 16, 2024

Subject: \$1M Measure X Allocation for African American Wellness

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: \$1M Measure X Allocation for African American Wellness

Presenter: Peter Kim

Contact: Peter Kim, peter.kim@oresj.cccounty.us

Referral History:

On December 12, 2023, the Board of Supervisors allocated \$1,000,000 of Measure X funds for existing African American Wellness Services. The ORESJ was tasked with developing a plan to administer the funds. Over several months (February to October 2024), ORESJ presented progress reports at Equity Committee meetings regarding the plan to administer and distribute the funds. The overall plan includes:

#1) Contract with a local community foundation with extensive experience supporting Black-led and Black-serving organizations to administer contracting, program monitoring, and fund distribution with County-approved community-based service organizations to deliver services to increase holistic wellness in African American communities in Contra Costa County.

A Request For Qualifications (RFQ) was first released in June 2024, which produced zero applications. A second, abbreviated RFQ was released on September 11, 2024 and closed on October 4, 2024; five applications were submitted. On October 21, 2024, a five-member review committee recommended East Bay Community Foundation as the most qualified applicant. The final decision of award is pending the full Board of Supervisors approval which will take place at their December 3, 2024 meeting.

#2) Implement a competitive solicitation process to select qualified community-based service organizations to deliver services and programs to increase holistic wellness in African American communities in the following five (5) priority service/program categories: Behavioral health supports; Food and/or housing insecurity services; Maternal and infant health services; Youth development support services, and; Community healing supports, particularly from trauma due to police violence.

These awards are expected to augment and/or expand existing services or programs by increasing capacity (e.g. serve more participants, host additional events, extend program periods). While applications for funds will be accepted for all of Contra Costa County, programs and initiatives serving East County's most impacted communities will be prioritized.

A Request For Proposals (RFP) was first released on September 26, 2024 and closed on October 31, 2024; ORESJ was tasked to coordinate and lead a participatory review process and present to Equity Committee a recommendation of awardees for Board of Supervisors approval.

Referral Update:

The following is a summary of the participatory review and recommendation process that began November 1, 2024 to select the best qualified applicants to provide services to increase and expand African American holistic wellness:

A total of fifty-three (53) proposals were submitted on time by the October 31, 2024 due date. The number of applicants per priority funding category are as follows:

- Behavioral health supports - 9
- Food and/or housing insecurity services - 8
- Maternal and infant health services - 5
- Youth development support services - 23
- Community healing supports - 8

ORESJ recruited and convened seven review panels composed of 20 participatory review panel members. All reviewers are Black community members who live and/or work throughout Contra Costa County, and possess subject-matter expertise and both professional and personal experience as educators, social service providers, mental health practitioners, maternal/infant health practitioners, violence prevention specialists, administrators, trainers, and consultants. Six (6) are County staff, six (6) work for local school districts, three (3) are formerly incarcerated, at least one (10 is formerly in foster care, and an even 50% split between men and women.

Between November 1 - November 12, 2024, participatory review panel members independently reviewed the proposals using the scoring rubric provided in the original RFP and submitted their respective scores for each proposal.

Between November 13 - November 15, 2024, the seven participatory review panels each met, respectively, and shared their scores, deliberated collectively on their assessments of the proposals, and ranked applicants.

Due to the large number of applications in the Youth Development category, the review process was extended an additional week in order to allow for a second review of the top ranked applications to ensure a fair and robust review process that honors the large and competitive field of applicants.

Staff will present Equity Committee with a final set of award recommendations from the participatory grant review panel.

Recommendation(s)/Next Step(s):

RECEIVE updates and PROVIDE direction on the \$1M Measure X allocation for existing African American Wellness Services

Fiscal Impact (if any):

Upon Board of Supervisors' approval, East Bay Community Foundation (EBCF) will receive and administer

the \$1 million in Measure X funding for African American wellness services; once grantees are approved by the BOS, EBCF will administer funds to service providers.

Final Summary of Applicants and Award Recommendations for Services to Expand African American Holistic Wellness

Priority Service Category	Applicant	Rank	Amount Requested	Amount Recommended	Regional Focus
Maternal/Infant Health	Breast Friends	1	\$100,000	\$100,000	East and West County
	Black Girls Mental Health Foundation	2	\$176,000	\$76,000	East and West County
	La Concordia/NAMI CC	3	\$176,000		East County
	C.O.P.E. Family Support Center	4	\$122,825		
	Bay Area Chapter of Black Psychologists	5	\$176,000		
Behavioral Health	Healing Spot Counseling Center	1	\$176,000	\$76,000	East County
	Equity for Black Women and Girls	2	\$176,000	\$50,000	East and West County
	NAMI Contra Costa	2	\$176,000	\$50,000	East County
	Dream House	4	\$176,000		
	Fierce Advocates	5	\$60,605		
	CoBiz Richmond	6	\$240,000		
	Her Story Is Mine	7	\$50,000		
	United Core Alliance	8	\$155,000		
	New Life Movement	9	\$176,000		
Food/Housing Insecurity	Grace Arms of Antioch	1	\$100,000	\$76,000	East County
	Genesis Church	2	\$176,000	\$50,000	East County
	The Black Neighborhood	2	\$174,000	\$50,000	East and West County
	Monument Impact	4	\$175,911		
	Collaborising	5	\$56,711		
	Prison from the Inside Out	5	\$176,000		
	Rainbow Community Center	7	\$176,000		
	Rich Minds	8	\$75,184		

Final Summary of Applicants and Award Recommendations for Services to Expand African American Holistic Wellness

Priority Service Category	Applicant	Rank	Amount Requested	Amount Recommended	Regional Focus
Community Healing	Healthy Hearts	1	\$110,999	\$76,000	East County
	Centered Care Wellness	2	\$152,971	\$50,000	East County
	Miles Hall Foundation	3	\$100,000	\$50,000	East and West County
	United Core Alliance	4	\$155,000		
	Broken By Violence	5	\$50,000		
	Be Imaginative	6	\$75,000		
	Prison from the Inside Out	6	\$171,000		
	Rainbow Community Center	8	\$176,000		
Youth Development	1Hundred Years Project	1	\$176,000	\$76,000	East and West County
	Genesis Church	2	\$176,000	\$50,000	East County
	Improve Your Tomorrow	3	\$176,000	\$50,000	East Cnty
	Support for Actively Rising Youth	4	\$150,000		
	Bright Futures Growth and Development	5	\$176,000		
	Family Purpose Corporation	6	\$591,360		
	Bridge Builders	7	\$176,000		
	Center for Urban Excellence	8	\$176,000		
	FLY	9	\$81,483		
	Delta Bay Impact	10	\$176,000		
	Young Women's Freedom Center	11	\$176,000		
	Craft Community Care Center	12	\$54,011		
	Dream House	13	\$176,000		
	Big Brothers Big Sisters	14	\$50,000		
	Lively Stones Agency for Change	15	\$176,000		
	Contra Costa Youth Services Bureau	16	\$176,000		

Final Summary of Applicants and Award Recommendations for Services to Expand African American Holistic Wellness

Priority Service Category	Applicant	Rank	Amount	Amount	Regional Focus
			Requested	Recommended	
Youth Development (cont.)					
	Grace Kings Mentorship Program	17	\$40,000		
	Quality Over Quantity	18	\$193,360		
	Inner City Bliss	19	\$56,009		
	M.E.G.A. Foundation	20	\$142,691		
	Just Imagine Kidz	21	\$160,000		
	Together We Stand	22	\$73,600		
	New Life Movement	23	\$176,000		



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4273

Agenda Date: 12/16/2024

Agenda #: 7.

EQUITY COMMITTEE

Meeting Date: December 16, 2024

Subject: Office of Racial Equity and Social Justice Updates

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: Office of Racial Equity and Social Justice Updates

Presenter: Kendra Carr

Contact: Kendra Carr, kendra.carr@oresj.cccounty.us

Referral History:

At the January 22, 2024 Equity Committee meeting and January 30, 2024 Annual Board Retreat, the ORESJ Co-Directors provided an update regarding the 2024 office priorities, recruiting strategy and work plan for the second hiring phase for the ORESJ, and presented a proposal for the structure of the Lived Experience Advisory Board. Subsequently, the ORESJ Co-Directors have presented monthly updates to the Equity Committee on various initiatives.

Referral Update:

The Co-Directors will provide updates on hiring and county-wide racial equity training efforts.

Recommendation(s)/Next Step(s):

RECEIVE updates from the Co-Directors of the Office of Racial Equity and Social Justice and PROVIDE direction on next steps.

Fiscal Impact (if any):

N/A