



CONTRA COSTA COUNTY

AGENDA

Equity Committee

Supervisor Ken Carlson, Chair
Supervisor Shanelle Scales-Preston, Vice Chair

Monday, April 20, 2026

10:30 AM 1026 Escobar Street, #238/239, Martinez,
CA 94553 |

<https://cccouny-us.zoom.us/j/826591075>

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Call in: 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 March 16, 2026 meeting of the Equity Committee, with any necessary corrections. [26-1629](#)

Attachments: [3.16.26 Equity Committee Minutes Record of Action](#)

2. RECEIVE and DISCUSS draft non-cooperation policy and PROVIDE direction regarding the draft policy. [26-1630](#)

Attachments: [Non-Cooperation Policy - draft](#)

3. INTERVIEW candidate, Jose Merlos, for the Advisory Council on Equal Employment Opportunity to fill the vacant Veteran's seat as recommended by the County's Equal Employment Opportunity (EEO) Officer [26-1631](#)

Attachments: [Merlos Jose \(ACEEO\) Redacted](#)

The next meeting is currently scheduled for May 18, 2026.

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 1025 Escobar St., 4th Floor, 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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1629

Agenda Date: 4/20/2026

Agenda #: 1.

Meeting Date: April 20, 2026

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@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 January 26, 2026 meeting.

Recommendation(s)/Next Step(s):

REVIEW and APPROVE the Record of Action.

Fiscal Impact (if any):

N/A

**Contra Costa County Board of Supervisors Equity Committee
Meeting Minutes, March 16, 2026**

In Attendance:

Supervisors: Ken Carlson, Shanelle Scales-Preston

Staff: Kendra Carr, Peter Kim, Emaan Ahmed, Jessica Travenia, Cassandra Youngblood (ORESJ); Ellen McDonnell (Public Defender); Gilbert Salinas (CCH); Shanise (District 4); Iliana Choate (EHSD); Jill Ray (District 2); Lisa Chow (District 4); Monica Nino (CAO); Rhonda Smith (CCH); Shannon Ladner-Beasley (CCH); Victor Tiglao (BOS Staff).

Both Supervisors Carlson and Scales-Preston were in attendance, and a quorum was met. Meeting began at 10:33 AM

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

Public Comment:

Ogie Strogatz: Representative of Indivisible. Expressed disappointment and concern that ICE ordinance is not on today's agenda. Urges the Board to declare boundaries between County and Federal Government.

Katherine Walley: Walnut Creek resident, ACCE. Interested in seeing and knowing what County resources are being used and are accessible to ICE. Other jurisdictions have already restricted use of County/City resources to ICE. The wait for this proposed ordinance is too long.

Melvin Willis: Representative of ACCE, Racial Justice Coalition. There is an urgent need to have a non-cooperation w/ ICE ordinance; it's been a year since Truth Forum when we first heard community say that is what is needed. Both immigrant and non-immigrant communities are targeted if they meet the description, including US citizens. ICE-free zones are needed here. Federal cuts are coming regardless of whether we cooperate or not so let's be bold.

Doug Leich: Multi-Faith Coalition, Racial Justice Coalition. Urges the Board to issue a non-cooperation ordinance now; Too slow of a process for such an urgent need. As a volunteer at local immigration court, I have witnessed the fear and chilling effect that was produced by ICE arrests there last summer. We can expect it to resume, and the ordinance needs to be in place before it does.

George Galvis: I echo the sentiment of what I've heard so far, frustrating to see the inaction of the Board, even for the most basic of statements; unsure if there is real commitment to racial justice in CCC if we cannot see statements and enact substantive policies, and if so, we should stop using the term racial justice altogether.

**Contra Costa County Board of Supervisors Equity Committee
Meeting Minutes, March 16, 2026**

Gail Susan Gordon: I support what the previous speakers have said and reiterate that not having government support impacts children, particularly through their parents' anxiety; it sends a message that their lives do not matter. We must act now for and if when ICE arrives.

Gordon Lake: I need to understand what is holding up the ordinance, please explain the hold up.

Sup. Carlson: San Francisco Immigration Court is closing, and Concord's court will be only one in region. Contra Costa County has invested in STAND Together, \$5M for SAFE Center, and has always had the policy to not engage with, collaborate, nor share info with ICE. The county has also released numerous statements in support of our immigrant communities. Today we are prioritizing the African American Wellness Network RFQ that has been in process; the ordinance will be on next month's agenda and ready to discuss for Board consideration. I reiterate our support for immigrant communities and we are horrified at any actions that jeopardize the constitutional rights and safety of our residents and communities.

- 1. RECEIVE and APPROVE the Record of Action from the January 26, 2026 meeting of the Equity Committee, with any necessary corrections.**

Public Comment:

No comment.

Moved by Supervisor Scales-Preston, seconded by Supervisor Carlson. Approved and received.

- 2. INTERVIEW applicants for the Racial Justice Oversight Body to fill one vacant seat reserved for a community member with lived experience in the criminal legal system, and DIRECT staff to forward any nominations to the Board of Supervisors for their approval and appointment.**

Interviewees' applications were included in the meeting agenda packet

Myeshia Woodards: Long time resident in Richmond; lived experience, and family's experience, of incarceration; outreach and advocacy; want to share my voice; can translate lived experience and provide relevant and critical perspective, especially for youth and Black communities; want to expand resources and provide opportunities.

George Galvis: Resident and homeowner in Hercules, and ED of CURYJ (Oakland); advocate for 31 years, was incarcerated as a youth; GED, community college, UCB; co-founder of All of Us or None (helped author Ban the Box policy); have been jaded from past experience on commissions, but want to engage in the County and community that I live in; after some research, I've become disappointed; if this is a body that is an artificial exercise that is just cosmetic, then please pass on me; but if this is really about moving racial justice, then I am ready.

**Contra Costa County Board of Supervisors Equity Committee
Meeting Minutes, March 16, 2026**

Kim Jones: Born and raised in Richmond, work in Oakland currently, work real closely with justice impacted and immigrant communities; I want to engage more in CC County, and have seen exciting things happening, but also aware of the history of things not being actualized, so I hope my experience can help move real action; I believe there is a lot of opportunities throughout CC County, and I do not want to stand on the sidelines and squander the opportunity, I want to get my hands dirty.

Hanunah Alsabur: I live in CCC, as a teenager my father passed by HIV, I was trafficked and using drugs; so now I use my experience to help others, especially young girls being trafficked, and I am passionate about advocating for housing and other supports; I went to school in Chico and Madera, and witnessed a lack of scholarships and funding for women with children and formerly incarcerated; run a non-profit, House of Prosperity, to support young women with resources, something that is sorely missing in CCC.

Garry Scott: Known as Malachi, originally from LA most of my work has been done in Alameda and SF counties, recently moved to Antioch. Incarcerated from 15 to 31, and have been home 12 years; Restorative Justice practitioner, I believe in the power to heal, make amends, and to be accountable; I want to be part of a team to do good in the world; Have had opportunity to support the passage of SB 260 and SB 261 and advocate in Sacramento; also supported those impacted by violence in Richmond via healing circles; I look forward to connecting with amazing people through this experience.

Supervisor Scales-Preston: Thank and appreciate all the applicants, hard decision to make, all are so strong.

Supervisor Carlson: Also thanks the group and expressed the difficulty in selecting from the strong group; also need to balance the dynamics of RJOB in terms of representation; recommends that Garry Scott be selected.

Supervisor Scales-Preston: I support this recommendation.

Public Comment:

Porshe Taylor: I appreciate each applicant for sharing their testimony and lived experiences, and appreciate that this body is selecting applicants who reflect this particular experience and who can speak truthfully on what people with lived experience go through; it is important that applicants be selected for their intention to move the work, and not simply to add to their resume. Motion to recommend Garry Scott for RJOB Community Representative seat for approval by full Board of Supervisors on March 31 meeting by Supervisor Carlson, seconded by Supervisor Scales-Preston. Motion approved.

3. RECEIVE updates and PROVIDE direction on the implementation of the Federal D. Glover Community Wellness Network.

**Contra Costa County Board of Supervisors Equity Committee
Meeting Minutes, March 16, 2026**

Staff provided progress update. See attached slide deck in agenda packet.

Supervisor Scales-Preston: Can we revisit possibility of non-County buildings for the eventual anchor facility? Have we explored use of mobile units from CC Health? Can we buy one? Regarding the Lead Entity, will they be required to create a new non-profit? How can interested investors donate sooner than later, and before the lead entity is in place?

Staff: We have \$2M in reserve for renovation costs toward a building, which is seed funding; Ceres Policy did conduct a real estate search across the County, including non-County market rate options, and the available allocated funds were not enough to realistically pay for both a market-rate private property and projected renovations, nor for the related community-based support services, so they were directed to focus on County-owned properties. There were certain conditions considered: location, accessibility, square footage, etc. We can explore the availability of market-rate, non-County options, and do more work on possible locations that are more readily available. We've also met with EHSD and CCH re: mobile units; the serious cuts that they are facing are impacting their ability to commit resources and services, including their mobile units; we can explore the possibility of purchasing our own mobile unit.

Supervisor Carlson: Can we revisit the transition of EHSD staff from Cavallo Road and the timing?

Staff: Yes, we are currently in communication and meeting with both departments on what this transition may entail, including timing. Currently, much depends on when the new service center being built in Brentwood will be completed, allowing for the current staff at Cavallo Road to transition into the new space.

Supervisor Scales-Preston: Was asked by community members that, b/c there is no location available immediately, can we use the \$2M funds to invest in CBOs now? Want to be mindful of what we are spending funds in regard to funding a lead entity and its staffing costs over 3 years without a location. Want to be sure that we spend the dollars correctly.

Staff: We know that there are strong and capable Black-led organizations out there, and we can easily distribute all funds right away, but the recommendation by TCAB was to invest in long-term impact by establishing a countywide network and nurturing a collective ability to fundraise and create a strong foundation; we have chosen to trust the community on this direction. This is what the Board-approved implementation plan also lays out. Successful implementation of the plan will require staff to establish and coordinate the network and grow the work. The ideal candidate will have the infrastructure to house staff and operations until a permanent anchor site is identified and approved, and much of the work until then will occur in the community.

**Contra Costa County Board of Supervisors Equity Committee
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Supervisor Carlson: I want to share gratitude to TCAB (and the Steering Committee, Ceres Policy Research, and the large number of advocates) that have brought us to this point, it's been a lot of work. Also want to recognize Sup Scales-Preston's concern and urge that the selected Lead Entity share in the work of identifying the anchor site, and do the collective fundraising needed to sustain this work. This process has taken a long time so I would like to move this forward.

Staff: Want to lift up that we will need to use \$100K of the \$2M reserved to initiate the renovation of an anchor site to fund the Capital Projects Request through Public Works to perform a full assessment and cost analysis of what a full renovation of Cavallo Road site will require. Also want to appreciate the partnership of County depts, in particular CC Health, who will be presenting at the TCAB on programs that will be considered for inclusion in the network.

Public Comment:

Shantell Owens: I do not agree at all that \$2.15M be used for a Lead Entity and its staffing; we need to recognize that the current African American Wellness programs being funded will expire this April and that more funding is needed to continue that work. Rather than fund a Lead Entity to hire new staff, the funds should fund programs already happening in the community.

Motion to move this RFQ forward for approval at the full Board of Supervisors meeting on March 31, 2026 by Supervisor Scales-Preston, seconded by Supervisor Carlson. Approved.

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

Staff presented update; presentation slide deck included in meeting packet.

- Civic Engagement Workshops
- African American Service Provider Training Series
- Budget Equity Learning Cohort for County Depts
- Contra Costa Together
- Belonging in the Bay

Public Comment:

None.

Update was received and accepted.

The next meeting is currently scheduled for April 20, 2026.

Meeting adjourned at 11:54 AM.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1630

Agenda Date: 4/20/2026

Agenda #: 2.

Meeting Date: April 20, 2026

Subject: Draft non-cooperation policy

Submitted for: Equity Committee

Department: Office of Supervisor Ken Carlson

Referral Name: Draft non-cooperation policy

Presenter: Supervisor Ken Carlson

Referral History:

On August 12, 2025, the Board of Supervisors referred to the Equity Committee the matter of guidance on department interactions with immigration enforcement authorities.

On September 22, 2025, the Equity Committee received a report on existing internal County departmental policies that address interactions with federal immigration authorities and provided direction to staff.

On November 17, 2025, the Equity Committee discussed a draft non-cooperation policy/ordinance.

Referral Update:

Supervisor Ken Carlson will present a revised draft non-cooperation policy for discussion.

Recommendation/Next Steps:

RECEIVE and DISCUSS draft non-cooperation policy and PROVIDE direction regarding the draft policy.

Contra Costa County Non-Cooperation Policy

Section 1. Findings.

- (a) The County of Contra Costa is home to people of diverse racial, ethnic, and national backgrounds, including a large immigrant population.
- (b) Immigrants are valuable and essential members of the Contra Costa County community.
- (c) A relationship of trust between the County of Contra Costa's immigrant community and the County of Contra Costa, its departments, programs, and personnel is central to the public safety of Contra Costa County residents.
- (d) This trust is threatened when state and local agencies are entangled with federal immigration enforcement, with the result that immigrant community members fear seeking basic health services, attending school, or contacting or cooperating with law enforcement when they are victims of or witnesses to crimes, to the detriment of public safety and the well-being of all Californians, including Contra Costa County residents.
- (e) Entangling state and local agencies with federal immigration enforcement programs diverts already limited resources and blurs the lines of accountability between local, state, and federal governments.
- (f) There are legal concerns with leveraging the County of Contra Costa's resources for federal immigration endeavors, including but not limited to the prospect of Contra Costa County residents being denied due process, detained in violation of the Fourth Amendment of the United States Constitution, or targeted on the basis of race, ethnicity, language, accent, occupation, or presence at certain locations.
- (g) This Policy seeks to protect the safety, well-being, and constitutional rights of Contra Costa County residents, and to direct the County's limited resources to matters of greatest concern.
- (h) The Board of Supervisors and the public will benefit from receiving monthly reports from the Sheriff's Office regarding interactions with Immigration Authorities.

Section 2. Definitions.

For purposes of this Policy, the following words and phrases are defined as follows:

- (a) "**Immigration Authority**" means any person or agency engaging in Immigration Enforcement, including but not limited to the U.S. Department of Homeland Security or its component agencies, U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection, or U.S. Citizenship and Immigration Services.

(b) “**Immigration Enforcement**” means any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, and also includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person’s presence in, entry, or reentry to, or employment in, the United States.

Section 3. Prohibition on the Use of County Funds or Resources.

Unless required by federal or state law, no County funds or resources, including, but not limited to, County personnel and County property, shall be utilized to:

(a) Assist or cooperate with requests by United States Immigration and Customs Enforcement or other Immigration Authorities, to hold, detain, house, transfer, or otherwise facilitate the investigation, detention, or arrest of any person in the custody of the Contra Costa County Sheriff’s Office, or any other County department, unless pursuant to a judicial warrant (as defined in California Government Code § 7284.4(i)) or otherwise required by law.

(b) Provide any Immigration Authority with access to any non-public areas of property owned or controlled by the County, including but not limited to, County jails, stations, conference rooms, and databases, for the purpose of Immigration Enforcement, unless pursuant to a judicial warrant (as defined in California Government Code section 7284.4(i)) or otherwise required by law.

(c) Make any person in County custody available to any Immigration Authority for an interview for the purpose of Immigration Enforcement.

(d) Respond to any administrative warrant from an Immigration Authority, such as a Form I-200. An administrative warrant is not a judicial warrant.

(e) Allow Immigration Authorities access to County property for purposes of staging or establishing an operational base for the purpose of Immigration Enforcement.

Section 4. Access to County Services.

(a) No County department, officer, or employee who collects information for the purpose of determining eligibility for services or benefits; for seeking reimbursement from federal, state, or third-party payors; or in the course of providing County services to clients shall use any County funds or resources to provide that information to an Immigration Authority for the purpose of assisting with Immigration Enforcement, except as mandated by state or federal law, including but not limited to, 8 U.S.C. § 1373.

(b) No County department, agency, officer, or employee shall condition the provision of County services or benefits on the citizenship or immigration status of the individual except where such

conditions are lawfully imposed by federal or state law or local public assistance eligibility criteria.

(c) Nothing in this Policy shall prohibit or otherwise restrict the County from complying with a valid judicial warrant issued by a federal or state judge, or other order evidencing a judicial determination of probable cause. This Policy does not prohibit assistance or cooperation as required by law.

(d) This Policy does not limit or prohibit any County officer or employee from investigating suspected violations of criminal law.

(e) Except for Sheriff's Office personnel, which Office is subject to the separate reporting requirements in Section 5, all County personnel shall immediately notify their supervisor of any request by an Immigration Authority to access any non-public area of any County property or any non-public County records.

(f) The County calls on Immigration Authorities performing official business in the County to identify themselves as federal immigration officers, to make clear that they are not officers, agents, or employees of the County, and to comply with legal mandates and constitutional requirements.

Section 5. Reporting Required.

(a) Beginning _____, 2026, the Sheriff's Office shall monthly report its contact with any Immigration Authority for the purposes of Immigration Enforcement on the regular agenda of the Board of Supervisors as a consent item and post the information on the Sheriff's Office Transparency Portal on the Sheriff's Office's website. This requirement is excused only when the Board is on recess for longer than one (1) month. Reports shall include the following categories of information:

1. Number of ICE Form I-247 Immigration Notification requests and dates of requests received during the preceding month;
2. Number of notifications provided in response to requests and dates of notifications during the preceding month; and
3. Number of people transferred to an Immigration Authority from the Sheriff's custody during the preceding month.

(b) If the Sheriff's Office participates in a joint law enforcement task force as described in Government Code section 7284.6(c)(1), and Sheriff's Office personnel assists in any way with Immigration Enforcement as part of its participation in the joint law enforcement task force, the Sheriff's Office shall report the following information to the Board of Supervisors on a bi-annual basis:

1. The purpose of the task force.

2. The federal, state, and local law enforcement agencies involved.
3. The total number of arrests made during the preceding six-month period.
4. The number of people arrested for Immigration Enforcement purposes during the preceding six-month period.
5. The number of Contra Costa County Sheriff sworn personnel assigned to the joint law enforcement task force and a general description of the types of investigations that officers participated in during the preceding six-month period.

The Sheriff's Office shall report this information on the regular agenda of the Board of Supervisors as a consent item and shall post the information on the Sheriff's Office Transparency Portal on the Sheriff's Office's website. If there is no information to report for any six-month period, the Sheriff's Office shall include a statement in this regard on its website and is not required to report any information on the regular agenda of the Board of Supervisors for that six-month period.

(c) Reporting under this Policy does not replace the Sheriff's obligations under the Truth Act and/or other applicable laws.

Section 6. Conflict With Other Policies

In the event of a conflict between this policy and a specific departmental policy, the specific policy shall govern.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1631

Agenda Date: 4/20/2026

Agenda #: 3.

Meeting Date: April 20, 2026

Subject: ACEEO Interview

Submitted For: Equity Committee

Department: Equal Employment Opportunity (EEO) Officer

Referral No:

Referral Name: ACEEO Interview

Presenter: Antoine Wilson

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

Referral History:

The Board of Supervisors makes appointments to two distinct types of seats on its advisory bodies. The following process will be followed for appointments to these two types of seats: Type 1: Supervisorial District Appointments: Applications may be delivered to either the Clerk of the Board or to the District Supervisor's office. Applications received by a Supervisor's office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor's office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board. Type 2: At Large/Countywide Appointments: Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. Except for the Planning Commission and the Treasury Oversight Committee, bodies may generally conduct their own interviews of applicants, unless provided direction by a Board Committee. When an advisory body conducts interviews, it will provide its recommendation to a Board Committee for further review, along with all applications received for the applicable seat. In all cases, the Board Committee decides which applicants to nominate for full Board action. The ACEEO falls under Type 2.

Referral Update:

The Advisory Council on Equal Employment Opportunity (ACEEO) assists with the implementation of the County's Equal Employment Opportunities and Contracting Programs and serves as an advisory committee to the Board of Supervisors. The Equal Employment Opportunity Advisory Council is composed of thirteen (13) members appointed by the Board of Supervisors. Four (4) members of the Advisory Council shall be representative of the community; (3) members shall be representative of employee organizations; two (2) members shall be representative of County management; one (1) member shall be representative of education; (1) one member shall be representative of the disability community; (1) member shall be representative of the business community; and one (1) member shall be representative of veterans.

For many years, the Internal Operations Committee served as the reviewing committee for ACEEO nominations; however, the mission of the ACEEO is more consistent with the Board's Equity Committee, which is now designated as the reviewing committee for ACEEO nominations. The process for the above seats is that the Equal Employment Officer conducts recruitment for membership, the ACEEO or a subcommittee thereof will screen applications or candidates and then forward its nominations to the Equity Committee for consideration and possible recommendation to the Board of Supervisors.

Recommendation(s)/Next Step(s):

INTERVIEW candidate, Jose Merlos, for the Advisory Council on Equal Employment Opportunity to fill the vacant Veteran's seat as recommended by the County's Equal Employment Opportunity (EEO) Officer.

Fiscal Impact (if any):

N/A

Application Form

Profile

Jose _____ Merlos _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address

_____ State _____ Postal Code _____
 City

_____ Primary Phone _____

jmerlos@ehsd.cccounty.us _____
 Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

None Selected

Contra Costa County _____ Departmental Human Resources Supervisor _____
 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?

5 Years lived / 1.5 years worked

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Advisory Council on Equal Employment Opportunity: Submitted

Seat Name

Veteran Seat

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

Education

Select the option that applies to your high school education *

None of the above

College/ University A

Name of College Attended

Golden Gate University

Degree Type / Course of Study / Major

Masters of Science / Human Resources Management

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 Veteran in the community that has gained employment through Cities and Counties utilizing my veteran benefits and would like to serve on the ACEEO to ensure that we are actively thinking about how we can employ veterans in the community.

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

Served in the Army Reserves as a Human Resources Specialist for 7.5 years, including 5 years of active service. I have since transitioned to the Navy Reserves, where I have been for the past 3 years.

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 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.

Contact


www.linkedin.com/in/mrmerlos
(LinkedIn)

Top Skills

Project Planning
Program Management
Labor Relations

Languages

Spanish (Limited Working)

Certifications

Critical Thinking for Better Judgment
and Decision-Making
Embracing Unexpected Change
Building Resilience
Developing Your Emotional
Intelligence
Communication Foundations

Jose Merlos, M.S, PSHRA-SCP

Human Resources Supervisor | Army Veteran | MS in Human
Resources Management
Concord, California, United States

Experience

Contra Costa County

1 year 9 months

Departmental Human Resources Supervisor

August 2025 - Present (6 months)

Departmental Human Resource Analyst II

November 2024 - August 2025 (10 months)

I provide consultation to departmental staff on personnel practices, policies, and procedures, offering guidance on Personnel Management Regulations, Administrative Bulletins, and related materials. I assist in developing new policies and procedures and conduct compensation and classification analyses, recommending salary adjustments and position allocations. I prepare resolutions and board orders for the Board of Supervisors and may handle fiscal and organizational analyses. I investigate employee grievances, represent the department in grievance processes, and advise on performance and discipline issues, including preparing disciplinary documents and potentially serving as a Skelly hearing officer. I work with County Counsel on arbitrations, mediations, and legal proceedings, and address employee discrimination and harassment complaints. I also administer departmental reassignments and temporary upgrades, review personnel transactions, and conduct training and orientations. If authorized, I plan and manage recruitment and selection processes, evaluate leave of absence and ADA accommodation requests, coordinate return-to-work and worker's compensation programs, and may develop and implement the department's safety program.

Departmental Human Resource Analyst I

May 2024 - November 2024 (7 months)

Martinez, California, United States

I provide consultation to departmental staff on personnel practices, policies, and procedures, offering guidance on Personnel Management Regulations, Administrative Bulletins, and related materials. I assist in developing new policies and procedures and conduct compensation and classification analyses, recommending salary adjustments and position allocations. I

prepare resolutions and board orders for the Board of Supervisors and may handle fiscal and organizational analyses. I investigate employee grievances, represent the department in grievance processes, and advise on performance and discipline issues, including preparing disciplinary documents and potentially serving as a Skelly hearing officer. I work with County Counsel on arbitrations, mediations, and legal proceedings, and address employee discrimination and harassment complaints. I also administer departmental reassignments and temporary upgrades, review personnel transactions, and conduct training and orientations. If authorized, I plan and manage recruitment and selection processes, evaluate leave of absence and ADA accommodation requests, coordinate return-to-work and worker's compensation programs, and may develop and implement the department's safety program.

U.S. Navy Reserve

Sailor

May 2023 - Present (2 years 9 months)

California, United States

City of Oakland

1 year 4 months

Human Resource Analyst

June 2023 - May 2024 (1 year)

Oakland, California, United States

As an HR Subject Matter Expert, provide guidance and direction to achieve City objectives aligned with its vision and priorities. Develop recruitment plans, prepare announcements and employment advertising, and attend job fairs to promote City job opportunities. Administer the examination process, conduct job analyses, design selection procedures, evaluate applications, and administer tests and assessments. Perform statistical analysis of examination results.

Interpret and apply the City Charter, Administrative Instructions, Memoranda of Understanding, and relevant laws to clarify content and advise stakeholders. Provide information and advice to applicants and the public on employment opportunities and examination procedures. Communicate personnel policies, procedures, wage rates, and labor contract provisions.

Conduct research, prepare reports, and collaborate with HR staff and City representatives to address operational problems. Perform classification studies, review questionnaires, and recommend changes. Discuss and update

classification specifications with department representatives and employee organizations.

Gather, tabulate, and analyze survey data for compensation plans. Respond to internal and external survey requests, prepare amendments to the Salary Ordinance, and analyze salary and benefits data. Evaluate examination and classification protests, formulate responses, and assist in presenting findings at meetings and committees.

Conduct preliminary research for labor negotiations, analyze labor proposals, and provide classification expertise. Develop and deliver training programs on various topics, utilizing software applications and electronic devices. Create brochures and materials. Facilitate new employee orientations, evaluate consultant programs, and coordinate training schedules.

May supervise administrative and paraprofessional staff. Cultivate positive working relationships with managers, supervisors, and employees.

Assistant Human Resource Analyst
February 2023 - June 2023 (5 months)

- Assist in the preparation of recruitment announcements, employment advertising and other recruitment materials; attends job fairs and other events to publicize City job opportunities.
- Assist in administration of the examination process, including conducting job analyses, the evaluation of employment applications, development of examination schedules, administration and evaluation of oral, written, physical ability, and performance examinations.
- Perform basic statistical analysis of examination results.
- Provide information to employment applicants and the general public concerning employment opportunities and examination procedures.
- Provide information concerning personnel policies, procedures, wage rates and terms of labor contracts to departmental personnel.
- Learn Administrative Instructions, Memoranda of Understanding, Salary Ordinance, Personnel Manual, and reference materials related to recruitment, testing, and classification to be able to clarify content when requested.

- Assist in conducting classification studies, including job analysis and job audits, review position description questionnaires and make recommendations based on analysis of results.
- Assist in preparing and revising classification specifications, and the creation of new classification specifications, and participating in meet and confer with employee organizations when required in order to keep the classification plan current.
- Assist in gathering, tabulating, and analyzing salary and other survey data required in order to maintain or revise the compensation plan.
- Assist in preparing research for labor negotiations, including conducting wage, benefit and working condition surveys, and analyzing labor proposals.
- Assist in the development and presentation of training programs, workshops and retreats for city personnel.
- Assist in developing brochures and training materials.
- Assign and direct the work of clerical and technical staff.

United States Army Reserve

7 years 8 months

Human Resources Specialist

November 2015 - June 2023 (7 years 8 months)

Concord, California, United States

- Provide comprehensive support in the management of human resources operations, personnel actions, and administrative functions for a diverse military population.
- Effectively utilize HR systems and software to process and maintain accurate personnel records, ensuring compliance with organizational policies and regulations.
- Conduct thorough reviews of personnel files, ensuring completeness and accuracy of documentation, and promptly addressing any discrepancies.

- Collaborate with military leaders and personnel to facilitate the timely and accurate processing of personnel actions such as promotions, transfers, separations, and retirements.
- Serve as the primary point of contact for inquiries regarding personnel policies, benefits, and entitlements, promptly addressing concerns and providing guidance to individuals.
- Conduct interviews and gather necessary information to assist in the resolution of personnel-related issues, demonstrating excellent communication and interpersonal skills.
- Assist in the development and implementation of training programs related to human resources policies, procedures, and systems, ensuring understanding and compliance throughout the organization.
- Maintain confidentiality and handle sensitive information with utmost professionalism, adhering to security protocols and regulations.
- Prepare and deliver presentations and briefings on human resources topics to military personnel and organizational leaders, effectively conveying complex information in a clear and concise manner.

Watercraft Operator

November 2015 - August 2019 (3 years 10 months)

Tacoma, Washington, United States

- Operate and maintain various types of watercraft, including landing craft, tugboats, and amphibious vehicles, in support of military operations and training exercises.
- Navigate waterways, harbors, and coastal areas utilizing navigational aids, charts, and radar systems, ensuring the safe and efficient transportation of personnel, equipment, and supplies.
- Perform pre- and post-operation inspections on watercraft to ensure proper functionality, identifying and addressing any mechanical issues to prevent operational delays or safety hazards.

- Coordinate with team members and military personnel to plan and execute watercraft operations, ensuring adherence to established procedures and protocols.
- Assist in the loading and unloading of cargo, equipment, and personnel onto and off of watercraft, employing proper lifting and securing techniques to prevent damage or accidents.
- Maintain accurate logs and records of watercraft operations, including fuel consumption, maintenance activities, and voyage reports, ensuring compliance with regulatory requirements.
- Conduct routine maintenance and minor repairs on watercraft, performing tasks such as changing filters, lubricating machinery, and replacing worn or damaged parts.
- Provide training and guidance to junior watercraft operators, sharing best practices, safety procedures, and operational techniques to enhance the team's overall performance.
- Respond to emergency situations, including search and rescue missions and disaster relief efforts, demonstrating quick thinking, adaptability, and effective decision-making skills.
- Collaborate with other military units and external agencies during joint operations, fostering positive working relationships and effective communication for mission success.

Military Ocean Terminal

Harbor Training and Development/ Maintenance NCO

March 2021 - March 2023 (2 years 1 month)

Concord, California, United States

In my role as Harbor Maintenance NCO and Harbor Training Officer, I specialized in developing and delivering comprehensive training programs and leadership support for the Harbor Patrol Division. My responsibilities included:

Training Development & Delivery: Designed, developed, and implemented training programs and standard operating procedures (SOPs) for the Harbor Patrol and the MOTCO Police Department. Focused on key areas including

INFOSEC, PERSEC, OPSEC, antiterrorism/Force Protection (AT/FP), and physical security.

Leadership & Mentoring: Provided leadership and guidance to team members, enhancing their decision-making and operational skills. Managed human resources support, including training and development of personnel to ensure high performance and readiness.

Security Training: Utilized state-of-the-art physical security equipment to train personnel in protecting national security assets against a range of threats, including waterborne and vehicle-borne risks.

Policy & Procedure Development: Researched, authored, and updated policies and training guidance related to security functions and operations. Created detailed impact statements and revisions to training materials and SOPs to maintain high standards for patrol boats and vehicles.

Committee Participation: Actively engaged in antiterrorism committees and fusion cells, contributing to the protection of critical resources such as arms, ammunition, explosives, and classified materials transported via rail, ship, or vehicle.

My role encompassed a blend of strategic training development and hands-on security management, ensuring that all personnel were equipped with the knowledge and skills necessary to perform their duties effectively and uphold the highest standards of security and safety.

Premiere Real Estate Partner

Real Estate Broker

December 2019 - March 2021 (1 year 4 months)

Lakewood, Washington, United States

Served as a Real Estate Agent with Premier Real Estate Partner, providing market surveys, site inspections, cost analysis for real estate transactions, monitoring lease transactions and provide technical advice and direction for home buyers.

Conduct complex real estate transactions, such as acquisitions in fee simple, easement, by lease, including long-term leases, or leases that deviate from standard. Prepare documents, conduct record researches, and manage data

to support those activities. Prepare real estate documents to provide for third party uses including leases, licenses, and easements.

US Army

Executive Assistant

March 2020 - December 2020 (10 months)

Kuwait

Served as an Executive Administrative Support Specialist within the Area Support Group-Kuwait COMMAND GROUP (ASG-KU CMD GRP), providing administrative, clerical, and budget support that consists of using a wide variety of processes and methods.

Recommended changes to administrative policies for consideration, often affecting the orderly and efficient flow of transactions with levels up to Department of Defense (DOD) and Foreign Governments. Independently oversee daily administrative and office operations. Compose non-technical correspondence based on unwritten policies, precedents, and practices. Personal contacts are frequently with ASG-KU staff, officials from other US military entities, DA & contractors. Coordinate the administrative work of the supervisor to ensure conformity with schedules and policy requirements.

Independently make decisions that effect changes in the administration of daily office activities. Write internal policies for handling overall registry matters, following guidance and directives. Respond to inquiries and administrative concerns/problems. Prioritize and coordinate responses to inquiries that are of a one time and information sensitive nature. Ensure correspondence and reports are processed correctly and expeditiously. Develop, monitor, and track taskers. Collect and maintain data for future retrieval.

Maintain office calendars and appointment/meeting schedules, and arrange meetings for Command staff. Periodically attend Staff Meetings and accurately document minutes. Follow up on staff requirements and commitments and/or arrange the schedule of visits of foreign representatives, coordinating closely with the security section leader. Produce correspondence, technical reports, briefings, tables, forms, and graphs using Microsoft Office automation systems such as Word, Excel, PowerPoint, and Adobe graphic software.

Perform other duties as assigned.

WINDERMERE PROFESSIONAL PARTNERS

Realtor

October 2019 - December 2019 (3 months)

Tacoma Washington

Served as a Real Estate Agent with Premier Real Estate Partner, providing market surveys, site inspections, cost analysis for real estate transactions, monitoring lease transactions and provide technical advice and direction for home buyers.

Conduct complex real estate transactions, such as acquisitions in fee simple, easement, by lease, including long-term leases, or leases that deviate from standard. Prepare documents, conduct record researches, and manage data to support those activities. Prepare real estate documents to provide for third party uses including leases, licenses, and easements.

Military Ocean Terminal

Security Guard

August 2018 - August 2019 (1 year 1 month)

Concord, California, United States

Served as a Security Guard for the 834th Transportation Battalion. Performed a variety of security competencies such as: patrol boat and patrol operations; waterside, rail and ammunition security; access control, static patrol and port security.

Received and applied instructions and training in the application of federal regulations, state regulations, DOD and Army regulations, security procedures, laws, guard orders, vehicle operations, boat operations, basic first aid.

Performed security guard duties in accordance with appropriate regulations to detect and prevent theft, damage, pilferage, accident, trespass, sabotage and espionage and to enforce the security and safety regulations of the terminal.

Control access of vehicles, pedestrians, boats, railcars and aircraft/drone access to the terminal.

Verified identification through use of identification cards, badges, biometrics, automated records, vehicle decals and placards, verbal questioning and other means to ascertain access requirements.

Guarded and protected federally owned property, buildings and equipment against trespass, theft, fire, and accidental or willful damage or destruction.

Monitored access to premises by verifying authorization using locally established badging systems that act as checks and balances on one another to eliminate a breach opportunity.

Performed vehicular patrol in restricted and administrative areas of the installation and on harbor patrol watercraft providing security measures for personnel, ships/boats and trains entering the Terminal.

Education

Golden Gate University

Master of Science - MS, Human Resources Management · (May 2023 - December 2023)

Colorado State University Global

Graduate Certificate, Human Resources Management/Personnel Administration, General · (December 2022 - June 2023)

Colorado State University Global

Bachelor of Science - BS, Business Administration, Management and Operations · (2021 - 2022)

International Sports Sciences Association College of Exercise Science

Associate of Science - AS, Kinesiology and Exercise Science · (2020 - 2021)

Clover Park High School

High School Diploma, High School/Secondary Diplomas and Certificates · (2013 - 2017)