



AGENDA

CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

Friday, December 5, 2025

9:30 AM

2530 Arnold Drive, Martinez

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

Call-In: 1-214-765-0478

Conference Code: 480778

Meeting ID: 817 3241 0745

Password: 400478

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

1. Roll Call and Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. Guest Speaker: Matt Brega and Kaitlyn Jeffus (Department of Child Support Services)
4. Review and Approve the minutes from October 24, 2025, Advisory Council on Equal Employment Opportunity meeting. [25-4952](#)
Attachments: [ACEEO - Minutes - 10-24-2025](#)
5. Discuss HR Off Boarding sub-committee updates [25-4966](#)
Attachments: HR Off Boarding Sub
6. Review the 2025 Annual Report [25-4970](#)
Attachments: 2025 ACEEO Annual Report
7. Roundtable/Public Comment
8. Adjourn

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

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 2530 Arnold Drive lobby, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

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

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

*LABOR-TRADE MEMBER SEAT:
(VACANT)*

*BUSINESS MEMBER SEAT:
DeVonn Powers*

*COMMUNITY MEMBER SEAT #1:
Rameet Kohli*

*EDUCATION MEMBER SEAT:
Roosevelt Gipson Jr.*

*COMMUNITY MEMBER SEAT #2:
Lauren Traylor*

*DISABILITY SEAT:
(VACANT)*

*COMMUNITY MEMBER SEAT #3:
(VACANT)*

*UNION MEMBER SEAT #1:
Oravanh Thammasen*

*COMMUNITY MEMBER SEAT #4:
Lynette Hart*

*UNION MEMBER SEAT #2:
(VACANT)*

*MANAGEMENT MEMBER SEAT #1:
(TBD)*

*VETERAN'S SEAT:
Leonard Ramirez*

*MANAGEMENT MEMBER SEAT #2:
Amrita Kaur*

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



CONTRA COSTA COUNTY

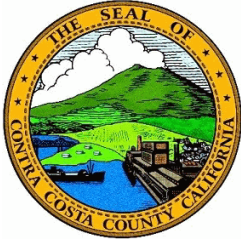
Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-4952

Agenda Date: 12/5/2025

Agenda #: 4.



Meeting Minutes - Final

CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

Friday, October 24, 2025

9:30 AM

2530 Arnold Drive, Martinez

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

Call-In: 1-214-765-0478

Conference Code: 480778

Meeting ID: 817 3241 0745

Password: 400478

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

1. Roll Call and Introductions

Online Guests: Tanya Birely, Eldar Akayev, Jennifer Quallick, Deb Johnson, Christian Rodriguez, Cristina Perez, and Angela Butler Owens

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

Absent Lynette Hart, and Lauren Traylor

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

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

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

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

4.

[25-4456](#)

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

Motion: Kohli

Second: Gipson,

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

5. HR Offboarding sub-committee update

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

6. [25-4455](#)

Attachments: Roster - ACEEO - 06-20-2025

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

7. [25-4465](#)

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

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

8. Roundtable/Public Comment

No public comments made.

9. Adjourn

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

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

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Amrita Kaur

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

ACEEO Goals

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



CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-4966

Agenda Date: 12/5/2025

Agenda #: 5.

HR Off Boarding Sub-committee meetings

San Mateo County (with Conrad Fernandes)

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

Contra Costa County – Risk Management (with Cristina Perez)

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4970

Agenda Date: 12/5/2025

Agenda #: 6.



ADVISORY BODY ANNUAL REPORT

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

I. Activities

(estimated response length: 1/2 page)

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

II. Accomplishments

(estimated response length: 1/2 page)

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

III. Attendance/Representation

(estimated response length: 1/4 page)

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

IV. Training/Certification

(estimated response length: 1/4 page)

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

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

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