



## AGENDA

### CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

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Friday, April 25, 2025

9:30 AM

2530 Arnold Drive, Martinez |  
[https://cccounty-us.zoom.us/j/82647340092?](https://cccounty-us.zoom.us/j/82647340092?pwd=yEl5Cz39dpzBU6UTqDsFKrhmP29KRi.1)  
[pwd=yEl5Cz39dpzBU6UTqDsFKrhmP29KRi.1](https://cccounty-us.zoom.us/j/82647340092?pwd=yEl5Cz39dpzBU6UTqDsFKrhmP29KRi.1) | Call-In: 1-214-765-0478 /  
Conference Code: 480778 / Meeting ID:  
826 4734 0092 / Password: 647275

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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. REVIEW and APPROVE the minutes from March 28, 2025, Advisory Council on Equal Employment Opportunity meeting. [25-1512](#)  
**Attachments:** ACEEO - Minutes - 03-28-2025
4. DISCUSS Guest Speaker Outlines [25-1511](#)  
**Attachments:** [Guest Speaker Outline \(Dept\)](#)  
Guest Speaker Outline
5. DISCUSS Veteran's sub-committee update
6. DISCUSS HR sub-committee
7. Roundtable Discussion/Public Comment
8. Adjourn

The next meeting is currently scheduled for May 23, 2025.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

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

*ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS*

*LABOR-TRADE MEMBER SEAT:  
(VACANT)*

*BUSINESS MEMBER SEAT:  
DeVonn Powers*

*COMMUNITY MEMBER SEAT #1:  
Rameet Kohli*

*EDUCATION MEMBER SEAT:  
Roosevelt Gipson Jr.*

*COMMUNITY MEMBER SEAT #2:  
Lauren Traylor*

*DISABILITY SEAT:  
(VACANT)*

*COMMUNITY MEMBER SEAT #3:  
(VACANT)*

*UNION MEMBER SEAT #1:  
Oravanh Thammassen*

*COMMUNITY MEMBER SEAT #4:  
Lynette Hart*

*UNION MEMBER SEAT #2:  
(VACANT)*

*MANAGEMENT MEMBER SEAT #1:  
Nicole Bilich*

*VETERAN'S SEAT:  
Leonard Ramirez*

*MANAGEMENT MEMBER SEAT #2:  
Amrita Kaur*

*STAFF TO ACEEO:*

- *Antoine Wilson*
- *Kiara Allen*



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-1512

**Agenda Date:** 4/25/2025

**Agenda #:** 3.

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

### Information:

County policy requires that each advisory body keep a record of its meetings. Attached for the Advisory Council on Equal Employment Opportunity's information is the Record of Action for its March 28, 2025, meeting.

### Referral History and Update:

- Meeting Minutes from January 24, 2025, Advisory Council on Equal Employment Opportunity meeting was APPROVED with amendments on March 28, 2025.
- Meeting Minutes from November 22, 2024, Advisory Council on Equal Employment Opportunity meeting was APPROVED on January 24, 2025.
- Amended Meeting Minutes from the October 4, 2024, and Meeting Minutes from the October 25, 2024, Advisory Council on Equal Employment Opportunity meetings were APPROVED on November 22, 2024.
- Meeting Minutes from the October 4, 2024, Advisory Council on Equal Employment Opportunity meeting was DENIED on October 25, 2024. Amendments needed for approval.
- Meeting Minutes from the August 23, 2024, Advisory Council on Equal Employment Opportunity meeting was APPROVED on October 4, 2024.

### Recommendation(s)/Next Step(s):

REVIEW and APPROVE the minutes from March 28, 2025, Advisory Council on Equal Employment Opportunity meeting.



## Meeting Minutes - Final

### CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

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Friday, March 28, 2025

9:30 AM

2530 Arnold Drive, Martinez |

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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

**Guests via Zoom: Nicole Bilich and Jen Quallick**

**Present** Roosevelt Gipson Jr., Lynette Hart, Amrita Kaur, Rameet Kohli,  
DeVonn Powers, Oravanh Thammassen, and Lauren Traylor

**Non-voting** Leonard Ramirez

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

3. Board of Supervisors Statement

[25-716](#)

**Attachments:** [News Flash - Contra Costa County Responds to Recent Executive Orders](#)  
[District IV Supervisor Ken Carlson - Contra Costa County, CA Official Website](#)

The Advisory Council looked at the Contra Costa County statements that were placed online in response to recent presidential executive orders that occurred in January. There was a general statement on the Contra Costa County News website and there was a statement on District 4 Supervisor Ken Carlson's website.

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

[25-707](#)

**Attachments:** [ACEEO - Minutes - 01-24-2025](#)

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

**Motion:** Gipson,

**Second:** Traylor

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

5. DISCUSS and APPROVE the amended 2024 Year-End Report [25-709](#)

**Attachments:** [2024 ACEEO Annual Report](#)

**This Consent Item was approved to move forward under the condition of amendments suggested to the report during meeting.**

**Motion:** Powers

**Second:** Thammasen

**Aye:** Gipson,, Hart, Kaur, Kohli, Powers, Thammasen, and Traylor

**Result:** Passed

6. DISCUSS Progress of SBE recommendations [25-708](#)

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

Wilson gave a summary of the SBE report recently presented to the Board of Supervisors. Positive findings across the board for the report and efforts from all departments are being made to increase SBE outreach.

7. DISCUSS Sub-committee meeting [25-710](#)

**Attachments:** Guest Speaker Outline  
 Guest Speakers chart

Discussion around the Guest Speaker outline and what changes needed to be made before implementation. There needs to be an outline for county departments and for non-county organizations. Alteration of the detailed complaints section into a general question, so that a potential discussion point during the presentation can be details as they relate to Equal Employment Opportunity. A large discussion was made about the concern for the questions being answered in the outline due to their funding. If federally funded, then some organizations and departments might not feel comfortable talking about information.

Changes to the outline will take place and the sub-committee will meet again to discuss updates before the next meeting.

8. DISCUSS Equity Committee Presentation feedback from EEO Report

Wilson gave a summary of the EEO report recently presented to the Equity Committee. Positive findings across the board for the report and efforts from all departments are being made to increase outreach. Hart asked a question regarding the County's effort to promote work in the County for federal workers that recently lost their jobs due to mass layoffs in government buildings. Potential opportunity for a sub-committee to be created to take a deeper look into outreach.

9. Roundtable Discussion/Public Comment

New Management Member Seat #1 will be Nicole Bilich starting April 1, 2025.

10. Adjourn

**The meeting was adjourned at 11:12 a.m.**

The next meeting is currently scheduled for April 25, 2025.

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 25-1511

**Agenda Date:** 4/25/2025

**Agenda #:** 4.

---

# Guest Speaker Outline (Dept)

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

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

Please be prepared to discuss the following:

1. How is your organization funded?
2. Do you have an EEO Coordinator in the department? If yes, can they attend the meeting with you?
3. Has your department had complaints filed: Yes or No?
4. To the best of your ability, in the last 2 years, what is the diversity breakdown of your department in the following areas:
  - Attrition rate (People leaving the department)
  - Vacancy rate (Time taken to fill vacant positions)
  - Promotion rate (within department)
  - Qualitative Statistics
    - Retention (Average number of employees staying in department)
    - Outreach (Recruitment based on vacancy and/or diversity)
  - Work with Vendors (Contracts for goods and services)
    - Outreach efforts
    - Data points from BIPOC vendors
5. Are there any issues or problems from the previous section that this group can help you solve?

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



# Guest Speaker Outline

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

Please be prepared to discuss the following:

1. How is your organization funded?
2. Do you have an Equal Employment Opportunity Liaison? If yes, can they attend the meeting with you?
3. Has your organization had complaints filed: Yes or No?
4. To the best of your ability, in the last 2 years, what is the diversity breakdown of your organization in the following areas:
  - Attrition rate (People leaving the organization)
  - Vacancy rate (Time taken to fill vacant positions)
  - Promotion rate (within the organization)
  - Qualitative Statistics
    - Retention (Average number of employees staying in department)
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