



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: Advisory Council on Equal Employment Opportunity

Advisory Body Meeting Time/Location: 9:30 a.m. - 11:30 a.m. / 2530 Arnold Drive, Martinez

Chair (during the reporting period): Leonard Ramirez

Staff Person (during the reporting period): Antoine Wilson and Kiara Allen

Reporting Period: January 2024 to December 2024

I. Activities

(estimated response length: 1/2 page)

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

Met with departmental employees to discuss outreach and recruitment efforts listed below:

- January 26, 2024 - Ellen McDonnell, Public Defender and Brandon Banks, Chief Assistant Public Defender
- March 22, 2024 - George Carter, Economic Development Project Manager (Conservation & Development)
- April 26, 2024 - Beatriz Portillo and Rick Kovar (Office of Emergency Services)
- May 31, 2024 - Gilbert Salinas, Chief Equity Officer (Health Services)
- June 28, 2024 - Diana Becton (District Attorney), Annie Esposito (Assistant DA), and Alana Mathews (Assistant DA)
- August 23, 2024 - Joshua Zebley (Veterans Services)
- October 4, 2024 - Barbara Elliott, ADA Title I Program Manager (Human Resources)
- October 25, 2024 - Linda Farmer (POD), LaKisha Russell (POD), Nicole Bilich (HR Manager), and Dominique Burton (Human Resources Analyst)
- November 22, 2024 - Dan Mierzwa and Ronda Boler (Treasurer-Tax Collector)

Outreach for vacant seats

Reviewed and discussed the 2024 Triennial Review Survey

Developed the ACEEO's 2024 Goals and Visions

II. Accomplishments

(estimated response length: 1/2 page)

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

- Filled vacant Disability, Labor-Trade, Business, Union and Community seats.
- Followed up with departments after presentations for added clarity. In June, the District Attorney's Office regarding implicit bias training; In July, with the County Administrator's Office regarding the percentage of employees who were in unions in Management Classified & Exempt compared to the County workforce; In August, Veterans Services about flyers or handouts about the benefits that could be useful to the Veterans community if they should need them.
- Members attended relevant county-sponsored events and reported back at the following meetings on diverse crowds, influential members of society in attendance like US Senator Aisha Wahab, California Representative Mia Bonta, and former Oakland Mayor Sheng Tao; and targeted objectives on equity.
- Created 2 sub-committees, SBE and Veterans, to address the goals of the ACEEO. SBE (Small Business Enterprises) sub-committee worked with Public Works and made suggestions to update the program which were accepted and implemented. The Veterans sub-committee voted on helping the Veterans Services establish their own Committee to the Board of Supervisors.

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.

The ACEEO met 10 out of 11 meetings. The one meeting where we did not have a quorum was the February meeting. The September meeting was held the first week of October. As of December 31, 2024, the ACEEO was comprised of 3 males and 6 females of various racial and ethnic backgrounds.

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.

Required all new members to complete and sign 3 on-boarding trainings: Brown Act, Ethics, and Implicit Bias.

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.

- Fill vacant ACEEO seats: Community #3, Disability, Management #1, and Union Member #2.
- Schedule speakers and topics that align with the ACEEO focus on equal employment opportunities within the county.
- Create sub-committees to help address the goals of the ACEEO.
- 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 underrepresentation at Contra Costa County sponsored career fairs, then report back to the ACEEO with discoveries.
- Create a database of departmental presentations for ease of following-up the next time a department attends as guest speakers.
- Create guidelines for departmental and non-departmental guest speakers.