



AGENDA

CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

Friday, April 24, 2026

9:30 AM

2530 Arnold Drive, Martinez
cccounty-us.zoom.us/j/8272946546?

Call-In: 1-408-961-3928

Meeting ID: 827 294 6546

Password: 927232

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: Patrice Guillory (Office of Re-entry and Justice)
4. Review and Approve the minutes from March 27, 2026, Advisory Council on Equal Employment Opportunity meeting. [26-1645](#)
Attachments: [ACEEO - Minutes - 03-27-2026](#)
5. Discuss HR Off Boarding sub-committee updates [26-1177](#)
Attachments: [HR Off Boarding Sub](#)
6. Discuss 2025 Data [26-1646](#)
Attachments: [EEO Presentation](#)
7. Discuss EEO Outreach Work Group Updates
8. Current Process on Hiring Panels
9. Discuss 2026 Projects [26-1647](#)
Attachments: [ACEEO - Goals & Tasks 2026](#)
10. Roundtable/Public Comment
11. Adjourn

The next meeting is currently scheduled for May 29, 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 Thammassen*

*COMMUNITY MEMBER SEAT #4:
Lynette Hart*

*UNION MEMBER SEAT #2:
(VACANT)*

*MANAGEMENT MEMBER SEAT #1:
Melanie Laman*

*VETERAN'S SEAT:
(VACANT)*

*MANAGEMENT MEMBER SEAT #2:
Amrita Kaur*

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1645

Agenda Date: 4/24/2026

Agenda #: 4.



Meeting Minutes - Final

CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

Friday, March 27, 2026

9:30 AM

2530 Arnold Drive, Martinez
cccouny-us.zoom.us/j/8272946546?

Call-In: 1-408-961-3928

Conference Code: 480778

Meeting ID: 827 294 6546

Password: 927232

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: Anisa Smith

Remote: Lauren Traylor

Present: Roosevelt Gipson Jr., Lynette Hart, Amrita Kaur, Rameet Kohli, Melanie Laman, DeVonn Powers, and Oravanh Thammasen

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: Anisa Smith (CCWORKS) (tentative)

Anisa Smith is the new Business Services Representative for Contra Costa Works (CCWORKS) Employment Services. CCWORKS is a program that connects qualified job seekers from CalWORKS and Welfare-to-Work programs with employment opportunities in the county. CCWORKS partners with various departments as well as profit and non-profit organizations to give individuals paid work experience. The goal is to return job seekers to the workforce by offering employers wage reimbursement for hiring CCWORKS participants.

4.

[26-1170](#)

Attachments: [ACEEO - Minutes - 02-27-2026](#)

This Consent Item was approved.

Motion: Kaur

Second: Gipson

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

Result: Passed

5.

[26-1177](#)

Attachments: [HR Off Boarding Sub](#)

The HR Off-boarding sub-committee recently met with another county to discuss their respective exit interviewing process. Questions regarding the collection of data and if it is used to assist with employee satisfaction or job retention. Though most data collection with the sub-committee has been anecdotal, the surrounding counties have attested to the usefulness for staff engagement. A key tool in preventing future issues in counties has been the use of "stay" interviews or "engagement" interviews. Advisory body asked sub-committee for data to be presented at next meeting.

6. Discuss 2025 Data

This discussion item was tabled.

7. Discuss EEO Outreach Work Group Updates

The EEO Outreach Work Group are working on ironing out the issues regarding the EEO Annual Report. There are many avenues that can be explored and the work group is working on narrowing down the options.

8. Discuss 2026 Projects

Advisory Body had a brief discussion regarding yearly projects that will keep the focus of the group. Tabled until list is presented to discuss further.

This discussion item was tabled.

9. Roundtable/Public Comment

10. Adjourn

The meeting was adjourned at 10:46 A.M.

The next meeting is currently scheduled for April 24, 2026.

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1025 ESCOBAR STREET
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File #: 26-1177

Agenda Date: 3/27/2026

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

Santa Clara County – Employee Services Agency (with Brandon Pham and Nicodemus Geefay)

- Exit interview process is a bit disjointed, not centralized
- As of now, departments run their own exit surveys but are starting to use a broader, county-wide exit survey though still managed by each department
 - Most interviews are done in person, but some departments will conduct phone interviews
 - Within ESA, everyone who leaves is supposed to fill out both their exit survey and the county-wide exit survey
- No exit interview survey for employees who have been terminated
 - However, they conduct exit interviews for employees who are transferring to another department
 - Originally anyone who left a department gets a survey as if leaving the county to email on file one week after, even though only transferring between departments
- Automated process through their HR system - a survey link gets sent to personal email address of employee who recently left - saw a 10-20% response rate
 - Getting more and more email bounce backs
- Last January (2024) teamed up with Gallup on surveys that are given to employees throughout the year to gauge satisfaction
 - Ask for employee ID # in the survey but no other personal info - if the former employee chooses not to enter employee ID # then the survey is totally anonymous
 - Exiting employees have the option to submit anonymous feedback
- The survey data is downloaded into an excel file and then imported into Power BI to gather and analyze the data roughly every six months
 - ESA will sit with the departments to go over the data
- Turnover rates county-wide - 1.8% retirement, 3% resignation, <1% involuntary termination
- Two primary zones: automated survey link is sent by ESA (centralized) and departments are asked to try their best to conduct exit interviews before the employee leaves (decentralized)
- Suggestion: If really want to do something county-wide, then need assistance from top brass (i.e. Board of Supervisors) otherwise, will struggle to get all the departments to comply
 - If there is no mandate from Head of County, then timeline for implementation can take a long time.
- No new implementations made to departments or overall from data as recent implementation is too new

Alameda County – Public Works Human Resources (with Bismarck Blanco (HR Manager))

- General countywide exit survey sent; Departmental exit interview surveys done too.
- Not every employee gets exit survey
 - All supervisors have one to hand out.
- HR sometimes will get involved, if known issues exist.
 - Neutral analysts are used to conduct interviews.
- 60-70% survey completed
- If 2 weeks' notice is given, 1-page form given (resignation form).
 - If it is not filled out, HR will fill out form and add to exit interview packet.
- Exit interview vs. Engagement Survey
 - Training Office and Diversity Equity Office partner together
 - Online form does not work for all employees
 - Engagement Task Force has temporarily paused.
 - Questions for improvement should not be leading (ex. Male dominated field – Sheriff Office; “How do we add more females?”)
- Follow-ups are not performed after initial exit.
 - Follow-ups conducted if known issues exist (ex. 3 Hispanic women leaving department).
 - Can lead to internal investigations of department.
 - No improvements to exit survey by HR unless issues discovered.
- Can be anonymous, but not in Public Works.
 - Anonymous emails of issues can lead to internal investigations.
- Diversity Unit also handles complaints.
- Main focus currently is massive county-wide ADA Accessibility project to be completed by 2027.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1646

Agenda Date: 4/24/2026

Agenda #: 6.

CALENDAR YEAR 2023

| Category | Males | Females | Total | Percentage |
|-----------------|--------------|----------------|--------------|-------------------|
| White | 1586 | 2065 | 3651 | 37.90% |
| Black | 387 | 1087 | 1474 | 15.30% |
| Hispanic | 604 | 1577 | 2181 | 22.64% |
| Asian | 540 | 1107 | 1647 | 17.10% |
| NHPI | 46 | 84 | 130 | 1.35% |
| AIAN | 17 | 32 | 49 | 0.51% |
| 2 or more races | 169 | 333 | 502 | 5.21% |
| Total | 3349 | 6285 | 9634 | 100.00% |
| | | | | |
| | | | | |

CALENDAR YEAR 2025

| Category | Males | Females | Total | Percentage |
|-----------------|--------------|----------------|--------------|-------------------|
| White | 1640 | 2097 | 3737 | 35.71% |
| Black | 417 | 1174 | 1591 | 15.20% |
| Hispanic | 720 | 1809 | 2529 | 24.16% |
| Asian | 646 | 1288 | 1934 | 18.48% |
| NHPI | 62 | 87 | 149 | 1.42% |
| AIAN | 17 | 36 | 53 | 0.51% |
| 2 or more races | 160 | 313 | 473 | 4.52% |
| Total | 3662 | 6804 | 10466 | 100.00% |

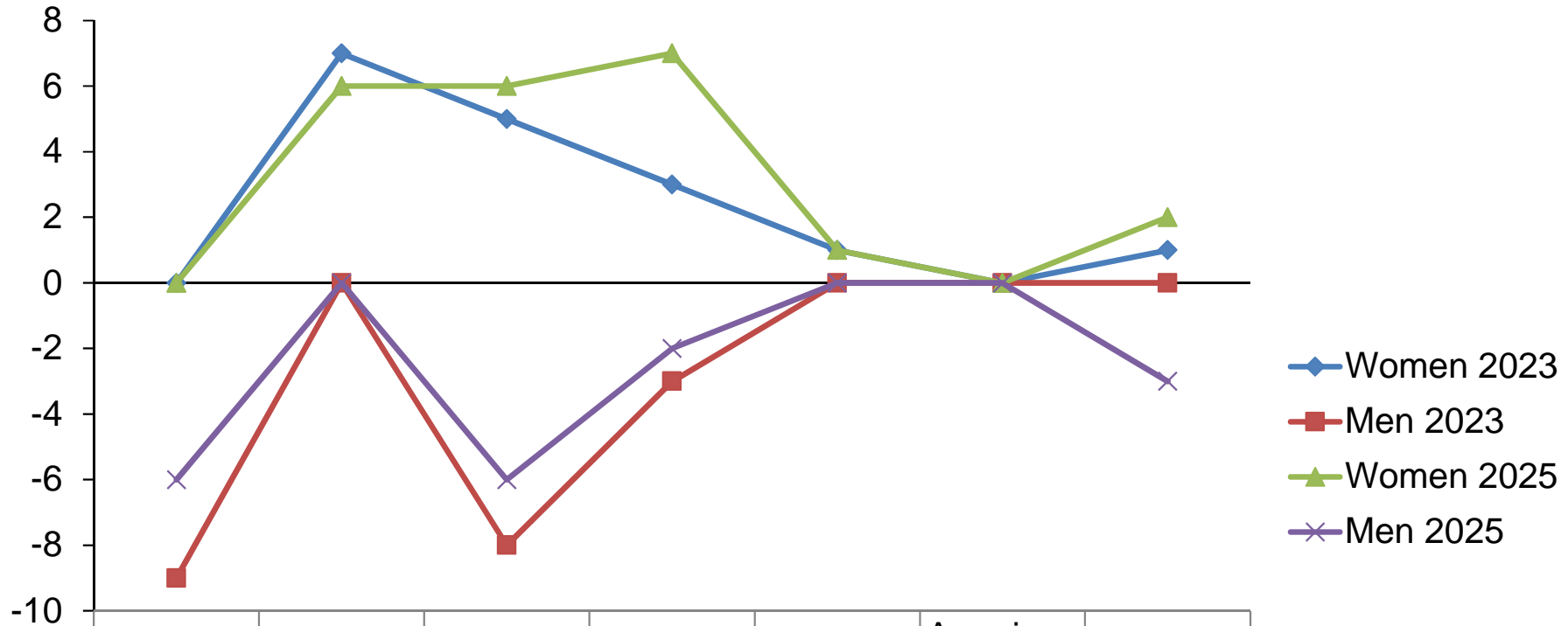
CONTRA COSTA COUNTY EMPLOYEE REPRESENTATION DATA



| | | | | | | | |
|--------------|----|---|----|----|---|---|----|
| ■ WOMEN 2025 | 0 | 6 | 6 | 7 | 1 | 0 | 2 |
| ■ MEN 2025 | -6 | 0 | -6 | -2 | 0 | 0 | -3 |
| ■ WOMEN 2023 | 0 | 7 | 5 | 3 | 1 | 0 | 1 |
| ■ MEN 2023 | -9 | 0 | -8 | -3 | 0 | 0 | 0 |

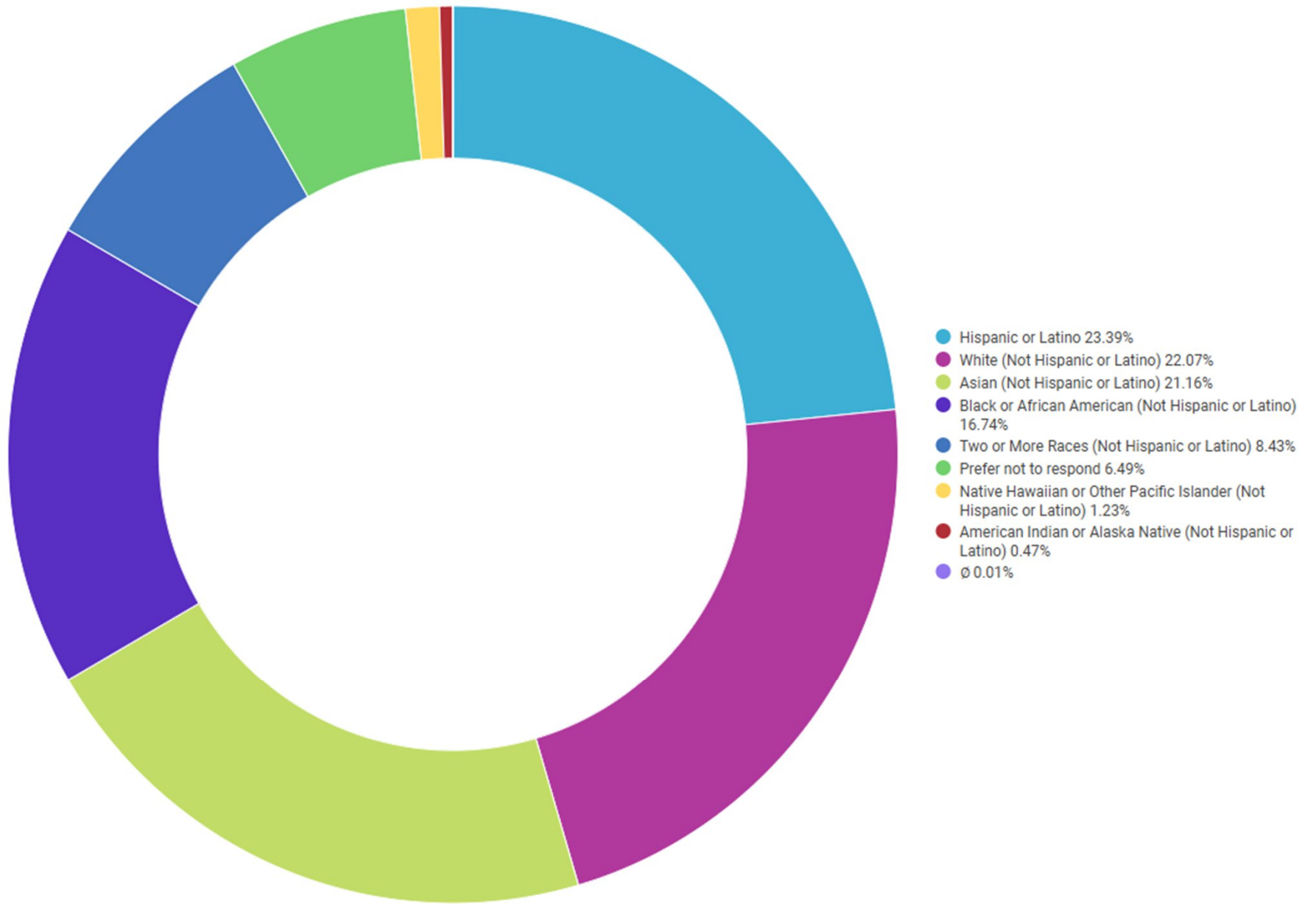
■ MEN 2023 ■ WOMEN 2023 ■ MEN 2025 ■ WOMEN 2025

OUTREACH AND RECRUITMENT TRENDS



| | White | Black | Hispanic | Asian | Pacific | American Indian | Two+ |
|--------------|-------|-------|----------|-------|---------|-----------------|------|
| ◆ Women 2023 | 0 | 7 | 5 | 3 | 1 | 0 | 1 |
| ■ Men 2023 | -9 | 0 | -8 | -3 | 0 | 0 | 0 |
| ▲ Women 2025 | 0 | 6 | 6 | 7 | 1 | 0 | 2 |
| × Men 2025 | -6 | 0 | -6 | -2 | 0 | 0 | -3 |

Percent of Applications by Ethnicity ⓘ





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File #: 26-1647

Agenda Date: 4/24/2026

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ACEEO Goals/Priorities for 2026

- 1.** Fill vacant ACEEO seats: Labor-Trade, Community #3, Disability, and Union Member #2.
- 2.** Schedule speakers and topics that align with the ACEEO focus on Equal Employment Opportunity within the County.
- 3.** Create sub-committees to help address the goals of the ACEEO.
- 4.** Establish or create a link to the Office of Racial Equity and Social Justice (ORESJ) for regular attendance.
- 5.** Submit goals and recommendations found from fact-finding interviews conducted by the HR Off Boarding sub-committee to HR.
- 6.** Look into county-wide career fairs and job fairs that are represented in EEO perspectives.

Projects 2026

- HR Recruitment sub-committee (potential)
- Partner with Antoine on EEO Outreach Report
- HR Off Boarding to present all fact-findings to HR

ACEEO Accomplishments 2026

- ✓ Filled vacant Management #1 seat and Veteran's seat.
- ✓ Established a link to Human Resources for regular attendance.
- ✓ Continued the HR Off Boarding sub-committee to assist central HR with the creation of a uniform county-wide offboarding process.