



AGENDA

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
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)
4. REVIEW and APPROVE the minutes from September 26, 2025, Advisory Council on Equal Employment Opportunity meeting. [25-4456](#)
Attachments: [ACEEO - Minutes - 09-26-2025](#)
5. HR Offboarding sub-committee update
6. Discuss Vacancies/Seat Expirations [25-4455](#)
Attachments: Roster - ACEEO - 06-20-2025
7. Discuss End of Year Reminders (Trainings, Attendance, Annual Report) [25-4465](#)
Attachments: [Required Training Deadlines](#)
2025 Advisory Council Attendance
8. Roundtable/Public Comment
9. Adjourn

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

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

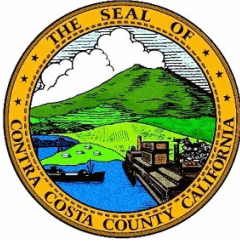
Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-4456

Agenda Date: 10/24/2025

Agenda #: 4.



Meeting Minutes - Final

CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

Friday, September 26, 2025

9:30 AM

2530 Arnold Drive, Martinez

[https://cccouny-us.zoom.us/j/81732410745?](https://cccouny-us.zoom.us/j/81732410745?pwd=14aRy6xeNGrRRwXtG6K8kxaxb9Yoooh.1)

[pwd=14aRy6xeNGrRRwXtG6K8kxaxb9Yoooh.1](https://cccouny-us.zoom.us/j/81732410745?pwd=14aRy6xeNGrRRwXtG6K8kxaxb9Yoooh.1)

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1. Roll Call and Introductions

Guests: Barbara Elliott and Eldar Akayev

Present

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

Absent

Lauren Traylor

Late

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. Guest Speaker: Barbara Elliott (ADA Title I)

Barbara Elliott is the County's ADA (Americans with Disabilities Act and Amendments Act) Title I Program Manager and brings decades of experience working with individuals to help them with their work-related hurdles to Contra Costa County. It is the law for covered employers to provide reasonable accommodation to applicants or employees. "Each situation is it's own situation, because what works for one individual does not always work for others.

ADA is more recognized than FEHA (California Fair Employment and Housing Act). There are reportedly around 30,000 FEHA complaints a year. The biggest challenge of the department has been accessibility for transportation. Over the last fiscal year, more than 500 supervisors and managers were trained in ADA.

The ADA program encourages everyone to check out the resources that were provided on the county website. For supervisors and managers, the website, askjan.org, is full of useful tip sheets and recommendations to finding solutions to accommodation hurdles. There is never a downside to having an accommodation conversation.

4.

[25-3960](#)

Attachments: [ACEEO - Minutes - 08-22-2025](#)
Motion: Thammasen
Second: Kohli
Aye: Gipson, Hart, Kohli, and Thammasen
Absent: Traylor
Abstain: Kaur and Powers
Late: Ramirez
Result: Passed

5.

[25-3959](#)

Attachments: [Contra Costa County EEO mission statement \(OFFICIAL\) 2025](#)
[ACEEO By-Laws 08-22-2025](#)
Motion: Gipson
Second: Hart
Aye: Gipson, Hart, Kaur, Kohli, Powers, Ramirez, and Thammasen
Absent: Traylor
Result: Passed

6. HR Offboarding sub-committee update

No developments as of yet. Sub-committee will need to meet to with HR to re-evaluate approach going forward.

7. Adjourn

The meeting has adjourned at 10:56 A.M.

The next meeting is currently scheduled for October 24, 2025.

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(VACANT)*

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Oravanh Thammassen*

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*UNION MEMBER SEAT #2:
(VACANT)*

*MANAGEMENT MEMBER SEAT #1:
(TBD)*

*VETERAN'S SEAT:
Leonard Ramirez*

*MANAGEMENT MEMBER SEAT #2:
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CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-4455

Agenda Date: 10/24/2025

Agenda #: 6.

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

LABOR-TRADE MEMBER SEAT

(VACANT)

Appointed: November 12, 2024

Expires: November 30, 2026

COMMUNITY MEMBER SEAT #1

Rameet Kohli

Appointed: November 12, 2024

Expires: November 30, 2026

COMMUNITY MEMBER SEAT #2

Lauren Traylor

Appointed: May 21, 2024

Expires: November 30, 2026

COMMUNITY MEMBER SEAT #3

(VACANT)

Appointed:

Expires: November 30, 2028

COMMUNITY MEMBER SEAT #4

Lynette Hart

Appointed: May 21, 2024

Expires: November 30, 2027

MANAGEMENT MEMBER SEAT #1

(TBD)

Appointed: April 1, 2025

Expires: November 30, 2028

MANAGEMENT MEMBER SEAT #2

Amrita Kaur

Appointed: October 12, 2021

Expires: November 30, 2027

BUSINESS MEMBER SEAT

DeVonn Powers

Appointed: May 21, 2024

Expires: November 30, 2027

EDUCATION MEMBER SEAT

Roosevelt Gipson, Jr

Appointed: December 1, 2022

Expires: November 30, 2025

DISABILITY SEAT

(VACANT)

Appointed:

Expires: November 30, 2028

UNION MEMBER SEAT #1

Oravanh Thammasen

Appointed: November 12, 2024

Expires: November 30, 2027

UNION MEMBER SEAT #2

(VACANT)

Appointed:

Expires: November 30, 2028

VETERAN'S SEAT

Leonard Ramirez

Appointed: April 12, 2022

Expires: November 30, 2027

STAFF TO ACEEO

Antoine Wilson

Equal Employment Opportunity Officer

2530 Arnold Drive #140

(925) 335-1455

Email Antoine.Wilson@riskm.cccounty.us

Kiara Allen

Clerk-Experienced Level

(925) 335-1417

Email Kiara.Allen@riskm.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4465

Agenda Date: 10/24/2025

Agenda #: 7.

Training Certification Due Dates

Member/Staff	Brown Act	Ethics	Implicit Bias
Amrita K.	2025	2025	2025
Antoine W.	2025	2025	2025
DeVonn P.	2026	2026	2026
Kiara A.	2026	2026	2026
Lauren T.	2026	2026	2026
Leonard R.	2025	2025	2025
Lynette H.	2026	2026	2026
Oravanh T.	2027	2027	2027
Rameet K.	2026	2026	2026
Roosevelt G.	2025	2025	2025

Key:

- Certification recently received = 
- Certification renewal upcoming = 
- Deadline for bi-yearly certification= 

Rules: (reference – Advisory Body Training Requirements Memo on June 11, 2025)

All three required training courses (Brown Act, Ethics, and Implicit Bias) must now be renewed every two years by both advisory body appointees and support staff designated for those bodies.

ACEEO ATTENDANCE 2025

<u>Council Members</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>DEC</u>
Amrita Kaur - 10/12/2021	X	X	X	X	X	Z	-	E	X		
Clearnise Bullard - 11/12/2024	R										
DeVonn Powers - 5/22/2024	X	A	X	Z	A	X	-	A	X		
Lauren Traylor - 5/22/2024	X	A	X	A	X	X	-	X	A		
Leonard Ramirez - 4/12/2022	X	A	Z	X	X	X	-	X	Z		
Lynette Hart - 5/22/2024	X	A	X	X	X	A	-	X	X		
Nicole Bilich - 4/1/2025				E	R						
Oravanh Thammasen - 11/12/2024	X	X	X	X	X	X	-	X	X		
Rameet Kohli - 11/12/2024	X	X	X	X	X	X	-	X	X		
Roosevelt Gipson Jr. - 12/1/2022	X	X	X	X	X	X	-	X	X		
Antoine Wilson (Staff)	X	X	X	X	X	Z	-	X	X		
Kiara Allen (Staff)	X	X	X	X	X	X	-	X	X		

(E) specifies excused; (A) specifies absent;
 (Z) specifies remote attendance