



Meeting Minutes - Final

CONTRA COSTA COUNTY Advisory Council on Equal Employment Opportunity

Friday, October 4, 2024

9:30 AM

2530 Arnold Drive, Martinez |

[https://cccounty-us.zoom.us/j/84847038398?](https://cccounty-us.zoom.us/j/84847038398?pwd=MlEYlqtBswOqqFuixNnciHQ2ZnHQ8.1)

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Call-In: 1-214-765-0478 / Conference Code:

480778 / Meeting ID: 848 4703 8398 / Password:

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Special Meeting

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

Meeting called to order at 9:35 a.m.

1. Roll Call and Introductions

Guests attending: John Hurlbut, Clearnise Bullard (Zoom), Rameet Kohli, Oravanh Thammasen, and Johari Leaks (Zoom).

Present Lara DeLaney, Lynette Hart, Amrita Kaur, and Leonard Ramirez

Excused Lauren Traylor

Absent Nicola Lopez, Eric Maldonado, and DeVonn Powers

Late Roosevelt Gipson Jr.

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

Lynette spoke on the large success of her event on September 18, 2024, to bring more women into the police force. The event featured notable women such as Senator Aisha Wahab, Representative Mia Bonta, and Oakland Mayor Sheng Tao.

3. Guest Speaker

Barbara Elliott, ADA Program Manager (Human Resources)

Presentation on ADA-FEHA Highlights. Reasonable accommodations and the interactive process are mandatory per state and federal law. Understanding what the barriers are and finding the solutions to those barriers will keep the employees working. Accommodation success is when everyone involved feels okay and there's an understanding that a solution was met.

There are many useful tools for Supervisors. ADA Trainings are conducted every 2 months. The website, askjan.org, is useful for tip sheets and recommendations to finding solutions.

There is never a downside to having an accommodation conversation.

4. REVIEW and APPROVE minutes from the August 23, 2024, Advisory Council on Equal Employment Opportunity meeting. [24-3233](#)

Attachments: [ACEEO - Minutes - 08-23-2024](#)

This Discussion Item was approved.

Motion: DeLaney

Second: Ramirez

Aye: DeLaney, Gipson,, Hart, Kaur, and Ramirez

Absent: Lopez, Maldonado, Powers, and Traylor

Result: Passed

5. Update on Veterans Affairs Project

Bylaws and Memorandum completed for Veteran Affairs Council. Asks ACEEO to help with getting motion for establishment to Board of Supervisors.

ACEEO suggests an idea to help with establishment of a Veteran Affairs Council. Vote needed at November meeting.

6. Continue Discussion on Expiring Seats

Reminder of when seats expire and procedure of renewing expiring seat. Decision should be made before the last meeting of the year.

Interest was given for filling open seats and renewing seats.

7. REVIEW and DISCUSS Attendance for 2024

Detailed reminder of the Attendance Policy and the defining difference between Excused vs. Unexcused absences.

8. RECEIVE report from EEO Office [24-3239](#)

Attachments: [FINAL DRAFT FY 2024-2025 CCC EEO Outreach and Recruitment Report](#)

Office of Equal Employment Opportunity made a presentation on the Outreach Report and Recruitment Plans for 2024-2025 based on 2023 results. This displayed a need for enhanced outreach to fill disparity in representation within Contra Costa County.

Several recommendations were made for improvements to the disparity in representation. There were questions on how to make or if there already exists a mechanism for enforcing equity on all levels of the hiring process. Suggestions of training all incoming employees,

and refresh current employees, on Implicit Bias.

The next meeting is currently scheduled for October 25, 2024.

Adjourn

The meeting was adjourned at 11:49 a.m.

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. 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