

**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY (ACEEO)**

March 22, 2019

9:30 a.m. – 11:30 a.m.

**651 Pine Street, 1st Floor, Room 105
Martinez, California 94553**

The objective of the ACEEO is to help build an inclusive workforce in an environment that fosters dignity and respect for the individual.

**Marilynn Schuyler, Chair
Oscar Dominguez, Vice Chair**

Agenda Items:

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

1. Introductions / Roll Call	9:30 a.m.
2. Review and Approve the February 22, 2019 Minutes	9:35 a.m.
3. Public Comment (3 Minute commentary limit)	9:40 a.m.
4. Review Admin Bulletin 427.1 - Reasonable Accommodations for Individuals with Disabilities and vote on recommendations for update.	9:50 a.m.
5. Discuss and vote on recommendation to send out periodic notices to employees about the Administrative Bulletins and where to find them.	10:20 a.m.
6. Discuss and vote on recommendation for HR to send out Self Id of Employees Survey	10:30 a.m.
7. Discuss and vote on creating a welcome kit and its components to be given to new ACEEO members.	10:45 a.m.
8. Discuss and vote on Climate Survey – Creation of sub-group to create survey and best practices on how to proceed.	11:05 a.m.
9. ACEEO Strategic Planning for 2019: <ul style="list-style-type: none">• Review Admin Bulletin 429.4 - EEO Policies and Complaint Procedures• Review Admin Bulletin 415 - Pre-Employment Screening• Review policies on transfers and promotions• Review Personnel policies on Hiring and Training• County Application to see if there is anything that needs to be changed.• 2019 Guest Speakers – can be 30 minutes instead of an hour	11:15 a.m.
10. Roundtable Discussion	11:20 a.m.
11. Adjourn	11:30 a.m.

The ACEEO will provide reasonable accommodations for persons with disabilities planning to attend. 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 ACEEO less than 96 hours prior to that meeting are available for public inspection at 2530 Arnold Drive, #140 during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time.

**For Additional Information Contact:
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