

**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY**

January 25, 2019

9:30 a.m. – 11:30 a.m.

651 Pine St, 1st Floor,
Room 105

Martinez, California 94553

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

Meeting started at 9:36 a.m.

Meeting Attendees: George Carter; Marilynn Schuyler; Mark Pighin; Linda Mason; Oscar Dominguez; Roosevelt Gipson Jr.; Tracey Walker; Phil Arnold; Antoine Wilson(Staff); Piedad Fracasso(Staff)

Reviewed and Approved the November 16, 2018 Minutes with minor change to say that both Marilynn and Oscar were approved as Chair and Vice Chair on Item #6

1. Introductions/Rollcall – See meeting attendees

2. Public Comment: None

3. Speaker Phil Arnold -

Phil is a former ACEEO member and Chair who spoke about equity (race, gender, disabilities, etc.) within our county. He spoke about how easy it is to judge a book by its cover and the importance of not letting your implicit biases control decisions during the hiring process. He provided many examples of his community involvement and how important it is for us all to give voice and be involved. His stories and experiences really helped make the point of equity, justice and equality for all people. He stressed the importance of Equity and Implicit Bias training in not only our workforce, but for all businesses.

4. ACEEO Accomplishments for 2018

- Increased the diversity of the committee’s membership.
- Filled one Union Seat.
- Developed the committee’s “On-Boarding Document”.
- Revised the By-Laws.
- Quorums were met.
- Invited various speakers to discuss EEO issues.
- Completed the Brown Act and Ethics training.
- Improved committee attendance.
- Reviewed and discussed the 2018-2019 Outreach and Recruitment report.
- Reviewed and discussed the 2018 SBE (Small Business Enterprise) report.

5. Majority of training certificates were completed for the Brown Act and Ethics training

6. Strategic Planning for 2019.

- Conduct outreach to recruit and fill vacant council seats.
- Review hiring practices especially ADA hiring practices and accommodations.
- Conduct a climate survey to gauge the employee viewpoint of our workforce, which could possibly be implemented by HR, EHSD, or the unions..

- Invite David Twa to speak at one of our council meetings
- Invite HR to present to the committee its policies on hiring, training, and equity.
- Invite union leaders to speak on climate of the workforce.
- Continue to invite other speakers especially department heads and managers.

7. George informed the council about an upcoming forum: “The Hidden Workforce Forum” to take place on February 19, 2019. He will be providing a flyer for staff to distribute to ACEEO members.

8. Our February 22, 2019 ACEEO meeting will be held in Room 108.

The committee adjourned at 11:13 a.m.