



**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY**

April 26, 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: Marilynn Schuyler; George Carter; Mark Pighin; Roosevelt Gipson Jr.; Aaron Bryant; Tracey Walker; Jena Williams; Piedad Fracasso (Staff)

- 1. Introductions/Rollcall – See meeting attendees**
- 2. Reviewed and Approved the March 22, 2019 minutes.**
- 3. Public Comment - None**
- 4. Admin Bulletin 427.1 Reasonable Accommodations for Individuals with Disabilities. Voted and approved on proposed recommended changes be sent to ADA or H2O. Staff will pass these recommended changes to ADA dept. staff.**
- 5. Voted to recommend CAO schedule the yearly email blasts to employees pertaining to the Admin Bulletins at the beginning of each year.**
- 6. Self-Id Survey – Staff gave the update that the Self-Id survey was not approved.**
- 7. Welcome kit – Council would like to see the following put together in a welcome kit to be printed out by Piedad: ** Will need to be approved by County Counsel and H2O ****
 - * Bios from each Council member (still being submitted to Marilynn)**
 - * Contact List (confidential with phone numbers)**
 - * Copy of By-Laws**
 - * Copy of On-Boarding Doc (includes Overview)**
 - * Copy of 5-year Strategic Plan**
 - * Copy of current roster**
 - * Link to Brown Act**
 - * Copy of Training Certificate**
- 8. Admin Bulletin 429.4 Personnel Policy Against Unlawful Discrimination, Harassment and Retaliation & Unlawful Discrimination, Harassment and Retaliation Complaint Procedure. ACEEO recommends a thorough review of Personnel Policy 429.4 by County Counsel’s Office, so it conforms to California State Law including, including but not limited to addressing the following:**
 - Pregnancy Discrimination**
 - Request for Lactation Breaks**
 - Criminal Conviction History****And ensuring they are listed on the Complaint form and all bases are included on the Complaint Form.**

9. **Admin Bulletin 415 Pre-Employment Screening - No revisions.**

10. **Discussion was held on policies on Transfers and Promotions as well as policies on Hiring and Training. Finding were that these are union MOU issues and we have no say on those.**

11. **Strategic Planning for 2019**

(1) **Continue to advertise our committee and the available open seats.**

(2) **Continue to invite other speakers especially department heads and managers.**

Some examples are listed below:

- **Shannon Lander-Beasley, MPH for the Department of Health Services / Public Health Solutions and Career Pathways. The unit offers internships that can become healthcare careers.**
- **Veterans Services**
- **David Twa, CAO**
- **HR to discuss the hiring and training process.**

(3) **Review Policies on Transfers & Promotions as well as Hiring & Training**

12. **Roundtable Discussion:**

- **Would it be possible to move the meetings to the Summit Bldg.; 2530 Arnold Dr.? This would be closer for people and the parking would not be a problem as it is downtown.**
- **George commented that his department has an open Clerk position available on the Jobs site for this week only.**
- **Changes were recommended to update the ACEEO website to:**
 1. **Specifically state the EEO Officer with email and phone information. (Equal Employment Opportunity Officer tab)**
 2. **Add the information on how to file a complaint, specifically the online link. (Equal Employment Opportunity Officer tab) (Forms Tab)**
 3. **Add the comment that the ACEEO meetings are open to the public in the Overview section.**
 4. **Add the address location to the site**
 5. **Update Council Member Seats and Rosters**
 6. **Review and Recommend changes**
- **For May Meeting:**
 1. **Ask Antoine to speak to us about the complaint procedure, what complaints he typically sees and hears about and what percentage of complainants he is able to assist without them having to then go thru EEOC or DFEH. Grievance procedures.**
 2. **Review additional New policies of new background checks of existing/current employees and those effects, HR should be able to give information on this. (This could also affect 429.4 Admin. Bulletin.)**
 3. **Marilynn asked that Reasonable Accommodations be discussed in our next meeting as it pertains to the Job search screen.**
 4. **Discuss and vote on making recommendation to HR that the Admin Bulletins are discussed with new employees as part of the County New Hire Process in all departments.**
 5. **Review and Recommend changes to the ACEEO website.**

9. **The committee adjourned at 11:30 a.m.**