**ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY**  
March 22, 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 9:40 a.m.**  
**Meeting Attendees:** Marilynn Schuyler; Oscar Dominguez; George Carter; Mark Pighin; Linda Mason; Roosevelt Gipson Jr.; Tracey Walker; Jena Williams; Antoine Wilson (Staff)-Phone; Piedad Fracasso (Staff)

1. **Introductions/Rollcall – See meeting attendees**

2. **Reviewed and Approved the February 22, 2019 minutes.**

3. **Public Comment - None**

4. **Admin Bulletin 427.1 Reasonable Accommodations for Individuals with Disabilities is still under review and will be continued to April Meeting.**

5. **Email blast to employees to inform them about the Admin Bulletins and how to access them was discussed, voted on and approved.**

6. **Self-Id Survey – Discussed and approved to move forward with recommendation to do a Self-Id survey, maybe once a year. A possible solution was to have employees update their information on their employee profile (to include Race).**

7. **Welcome kit – Council would like to see the following put together in a welcome kit to be printed out by Piedad:**  
   * 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

8. **Climate Survey (Employee Engagement Survey) – Vote was taken to not continue with this topic.**

9. **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
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<td><strong>9.</strong> The committee adjourned at 11:30 a.m.</td>
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<td><strong>10.</strong> Roundtable Discussion:</td>
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<td>- Discussed the County Job application site and if there is anywhere that states if you need RA assistance who to call or what to do? Council will discuss further to make a recommendation to add this to the Jobs site.</td>
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<td>- Oscar asked if the County is reaching out to the colleges for job fairs or presentations about vacancies? Piedad answered ‘Yes’, but had gotten minimal response.</td>
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<td>- George mentioned that Workforce is sponsoring an Advance Manufacturing Recruitment Event for Career Opportunities. It will be held on April 17, 2019, from 10 to 12 at the American Job Center in Concord.</td>
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<td>- Piedad distributed copies of the most recent Small Enterprise Outreach and Local Program Report.</td>
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- HR to discuss the hiring and training process.


  (4) Review Admin Bulletin 415 (Pre-Employment Screening). (April Meeting)

  (5) Review Policies on Transfers & Promotions as well as Hiring & Training – Jenna will look into this and get back to the Council. (May Meeting)