

**ADVISORY COUNCIL ON
EQUAL EMPLOYMENT OPPORTUNITY**

June 28, 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 9:41 a.m.

Meeting Attendees: Marilynn Schuyler; Oscar Dominguez, George Carter; Mark Pighin; Roosevelt Gipson Jr.; Tracey Walker; Antoine Wilson (Staff); Piedad Fracasso (Staff); Sean Kearns – Visitor; Dr. Michelle Hernandez-visitor, prospective new ACEEO member

- 1. Introductions/Rollcall – See meeting attendees**
- 2. Reviewed and Approved the May 24, 2019 minutes.**
- 3. Public Comment - None**
- 4. Speaker – no speaker.**
- 5. Tracey gave update on new Background checks. This will affect only those employees working with taxes in any way. Union is trying to ensure other positions are designated for employees who do not pass the mandated background check.**
- 6. Welcome kit will be reviewed in August**
- 7. If an applicant requests a reasonable accommodation, the Human Resources webpage provides information how to request assistance.**
- 8. Antoine will verify with HR and County Council about having the Admin Bulletins as part of the New Hire process.**
- 9. ACEEO website changes have not been made. Antoine will review and get back to us on timing for recommended changes.**
- 10. The Onboarding document was discussed. Further discussion will be held in July or August meeting.**
- 11. The County Application was reviewed and no changes were made.**
- 12. Strategic Planning for 2019**
 - (1) Continue to advertise our committee and the available open seats.**
 - (2) Review of H2O Report (2018 – 2019) (Sept or Oct)**
 - (3) 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. (July)**
 - Veterans Services**
 - David Twa, CAO**

- Mr. Gould - Small Business Outreach (Aug)
- One of the Supervisors, Glover or Anderson
- County Counsel

13. Roundtable Discussion:

- 429.4 and 427.1 Admin Bulletin recommended changes (4/2019 ACEEO meeting). Who does Antoine need to pass these recommended changes to? Marilyn and/or Piedad will send him copies of recommended changes.
- Marilyn will not be at the July meeting.
- Recommendation was made to move meeting to a more user friendly location; George Said he would verify the availability of the East Bay Works (conference room). Should also have access to computer and CC/TV screen.
- Tracey made the announcement that she will be on sabbatical, working directly with the Union-Teamsters 856 for 1 year. She will be training as a business agent to represent employees.
- Reminded members about the Brown Act Training on 7/31.
- July Meeting –
 - Onboarding Document for the ACEEO Website. Piedad will make changes to the document and resubmit to members for approval.
 - Interview and approve Dr. Michelle Hernandez as a new member for the ACEEO.
 - ACEEO website updates
- August Meeting –
 - Job Application – make sure applicants are not asked Political affiliation or Union Affiliation Activity.
 - Welcome Kit – Review, Discuss and Approve

9. The committee adjourned at 10:50 a.m.