

**MINUTES  
SAN JOAQUIN COUNTY  
EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)**

**April 5, 2023  
3:00 P.M.**

**San Joaquin County Administration Building  
Video Conference via Microsoft Teams**

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**I. Call to Order**

Nadeja Steager, Chair, called the meeting to order at 3:01pm

**II. Roll Call**

Present: Gina Castellano, Abe Mendoza, Linda Patrick, Johanna Shick, Sharon Solero, Nadeja Steager

Absent: Jasharinderpal (Sony) Singh

**HR/EEO Office**

Present: Annette Rivas, Claire Cambra, Constance Bibbs, Isaiah Lilly, Jennifer Goodman, Joanne Castillo, Lisa Nebe, Lolita Pearson, Michael Lee, Nicole Devencenzi, Oriana Maghoney, Rachel Novetzke, Tanya Moreno

**III. Introduction of New Committee Members**

Ms. Steager introduced and welcomed new committee member Sharon Solero who will serve as our member at-large.

**IV. Approval of the Minutes**

A. February 1, 2023

A motion was made by Johanna Shick to approve the February 1, 2023 minutes with corrections. The motion was seconded by Linda Patrick. The motion carried unanimously. The minutes were approved.

**V. Self-Introduction**

A. Visitors in Attendance

Kim de la Cruz (Sheriff's Office), Mike Judson (Sheriff's Office), Shannon Redding (DCSS), Janeth Lopez (CAO), Layetta Finister (HSA-ACS), Kimberly Harris (Public Works)

**VI. Public Comments**

None.

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Note: If you need disability-related modification or accommodation in order to participate in this meeting, please contact the EEO Office at (209) 468-3374 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

## **VII. EEO Program Report**

### **A. Rule 20 Complaint Status**

Ms. Bibbs reviewed the Rule 20 complaint status, the EEO Office has 18 Formal Complaints, the protected categories and/or conduct currently at issue are age, race, medical condition, gender, gender expression, sex, sexual harassment, marital status, color, national origin, physical or mental disability, political affiliation or belief, religion, creed and retaliation. Of those 18 complaints, 5 will be closing within the next 30 days or in the final stages of the complaint process. Currently the EEO Office has 0 requests for an Appeal Hearing.

### **B. Government Leadership Training Compliance**

Ms. Bibbs reminded the Committee that the County requires all Committee members to attend Government Leadership training within 90 days of appointment. She explained that the training is to assist and ensure individuals in understanding their roles and responsibilities of being a Board member. The EEO Office will reach out to individuals who may need to complete this training. All Committee members in attendance received binders that included a flyer with upcoming training dates.

### **C. Ethics Training**

Ms. Bibbs reminded the Committee that the County requires all Committee members to complete Ethics Training. The EEO Office will reach out to individuals who may need to complete this training.

### **D. EEOAC Roster**

The EEO Office updated the EEOAC roster and distributed to all EEOAC members by email.

## **VIII. Old Business**

### **A. Sample Webpage With Current Mission Statement and Bios**

Mrs. Maghoney presented a sample webpage to the Committee members that highlights the EEOAC Committee members, current EEOAC Mission Statement and San Joaquin County Workplace Diversity Vision Statement.

The EEO Office's goal is to have all minutes and agendas from EEOAC meetings added to the Documents section of the webpage. The contents of the Video section can be at the discretion and approval of the Committee members. Mrs. Maghoney suggested the Committee create a new Committee welcome video to add as well.

New members were encouraged to submit their photos and bios to Mrs. Maghoney for updating the "Board Member Bios" section of the webpage. Mrs. Maghoney thanked Robert Johnson from our ISD department for assisting with the sample webpage. Ms. Shick suggested adding an "Events" section that can include photos from current or past events.

### **B. Workshop of Mission Statement**

Mrs. Maghoney provided the recommended changes to the Mission Statement submitted by Committee members. The Committee members provided additional feedback and agreed to the following Mission Statement:

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*The Equal Employment Opportunity Advisory Committee partners with the County in its efforts to attract and retain an inclusive workforce that reflects the diverse community we serve.*

A motion was made by Ms. Steager to approve the recommended changes as stated. The motion was seconded by Ms. Solero. The motion carried unanimously and was approved.

#### C. Review and Assignment of the Draft Welcome Orientation Scripts

Mrs. Maghoney provided Committee members a PowerPoint presentation, which will serve as a draft script for the "Welcome Orientation" video project. The video will have a combination of both PowerPoint slides and videos from each Committee member. Mrs. Maghoney asked Committee members to review and provide feedback on the various topics presented and decide which topics to include in the video. Mrs. Maghoney suggested that the topics could be two separate videos.

Mrs. Maghoney will send the draft PowerPoint script to all Committee members by email to make updates. She asked the Committee to send their feedback by May 15, 2023 to discuss at a future meeting.

#### D. Diversity Luncheon Discussion

Ms. Steager recommended having the Diversity Luncheon this year. Mrs. Maghoney and Ms. Bibbs provided a brief overview to new Committee members not familiar with past luncheons.

Ms. Bibbs informed the Committee members that the EEO Office reserved the Agricultural Center on Thursday, October 26, 2023 and Friday, October 27, 2023. She mentioned that the Agricultural Center has a limit of 350 people in attendance.

Subcommittee members include Ms. Steager, Ms. Castellano, Ms. Solero and Ms. Patrick.

A motion was made by Ms. Shick to have the Annual Diversity Luncheon on October 27, 2023 at the Agricultural Center with the help of the subcommittee planning. The motion was seconded by Ms. Castellano. The motion carried unanimously and was approved.

### **IX. New Business**

#### A. Employment Services Presentation

Human Resources Principal Personnel Analysts Michael Lee and Rachel Novetzke presented an overview of HR's Recruitment efforts to the Committee. Committee members provided feedback and questions regarding the presentation. The Employment Services team will incorporate all the requested information into next year's presentation.

#### B. Discussion on Start Time and Duration of EEOAC Meetings

Mrs. Maghoney recommended leaving both the start time and duration of meetings as is for now.

#### C. Homework: EEOAC Roles and Responsibilities

Mrs. Maghoney presented the EEOAC Roles and Responsibilities packet to the Committee members. She asked that the Committee review and provide feedback to her by May 15, 2023.

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#### D. Recommendation for Continuation of EEO Plan Subcommittee

Ms. Steager recommended the continuation of the EEO Plan sub-committee that currently includes Ms. Shick, Ms. Patrick and Ms. Steager. New Committee members Mr. Mendoza and Ms. Castellano volunteered for the sub-committee as well.

A motion was made by Ms. Steager for continuation of the EEO Plan Subcommittee. The motion was seconded by Ms. Patrick. The motion carried unanimously and was approved.

#### X. General Comments

##### A. EEOAC members

None

#### XI. Public Comment

None.

#### XII. Upcoming meetings

- August 2, 2023
- October 4, 2023
- December 6, 2023

Next Meeting: June 7, 2023 at 3:00 pm, location 44 N. San Joaquin St. Room 146

#### XIII. Adjournment

The meeting adjourned at 5:11 pm