

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

**August 2, 2023
3:00 P.M.**

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

I. Call to Order

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

II. Roll Call

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

Absent: Jasharinderpal (Sony) Singh

HR/EEO Office

Present: Constance Bibbs, Michael Lee, Oriana Maghoney, Don Miles, Rachel Novetzke, Annette Rivas

III. Approval of the Minutes

A. April 5, 2023

A motion was made by Johanna Shick to approve the April 5, 2023, minutes. The motion was seconded by Linda Patrick. The motion carried unanimously. The minutes were approved.

IV. Self-Introduction

A. Visitors in Attendance

Kim de la Cruz (Sheriff's Office), Tina Cook (District Attorney's Office), Joy Alcantara (Public Health Services)

V. Public Comments

None.

VI. EEO Office Staffing Update

Rachel Novetzke, HR Assistant Director, introduced and welcomed new HR/EEO staff member, Office Assistant Specialist, Don Miles.

VII. EEO Program Report

Ms. Bibbs reviewed the Rule 20 complaint status, the EEO Office has 26 Formal Complaints, the protected categories and/or conduct currently at issue are age, ancestry, 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 26 complaints, 6 will be closing. Currently the EEO Office has received 0 requests for an Appeal Hearing. Ms. Bibbs informed the Committee members that a common theme with most of the complaints seems to relate to retaliation for speaking out about real or perceived unfair or poor labor practices, communication breakdown, or lack of respectful communication, bullying, or feeling targeted, racial insensitivities and/or implicit and unconscious bias.

VIII Old Business

A. Update and Approval: Roles and Responsibilities Assignment:

Mrs. Maghoney presented an updated EEOAC Roles and Responsibilities packet to the Committee members. The updates incorporated the Committee's proposed edits for review. Ms. Shick suggested that the related acronyms could be defined when added to the website.

A motion was made by Ms. Shick to approve the recommended changes. The motion was seconded by Mr. Mendoza. Motion carried unanimously and was approved.

B. Update: Welcome Video Script:

Mrs. Maghoney will be reaching out to Committee members to implement by the first of next year. She informed the Committee that the welcome video will be mostly audio.

C. EEO Webpage Update:

Mrs. Maghoney informed the Committee members that the EEO Webpage did not go live as expected.

D. Reminder: Submit Photo and Biography for Webpage:

Mrs. Maghoney reminded Committee members to submit their respective photographs and biographies for posting to the webpage. The new mission statement will be updated and posted as soon as all photographs and biographies are received. Mrs. Maghoney informed the Committee that the goal will be to have the webpage go live on Friday, August 11, 2023.

E. Update: Diversity Luncheon:

Ms. Steager informed the Committee that a 'Save the Date' correspondence will be sent to EEO coordinators and department heads. Local restaurants, such as Dave Wong's, Angelina's, Miguel's and Papapavlo's are being considered for catering as the SJGH catering is not available this year. Ms. Steager informed the committee that ticket prices are also expected to increase to approximately 20-25 dollars each, from 15 dollars as in previous years.

Currently, no keynote speaker had been selected. Ms. Steager urged Committee members and meeting attendees to consider those in the community who outstandingly champion diversity and provide suggestions to Ms. Bibbs.

IX. New Business

A. Discussion on EEO Plan Objectives:

Mrs. Maghoney presented an EEO Plan Objectives handout to Committee members for review. She expressed that the plan objectives emphasize transparency, as well as productivity.

Ms. Shick expressed her encouragement of the EEO Plan Objectives as serving as a good management tool.

B. Staff Development Report:

Mrs. Maghoney presented an overview of EEO Mandatory training courses offered through the County for manager/supervisors and general staff. With Diversity, Respect, and Inclusion, Sexual Harassment and Discrimination Prevention, and HRLA Leave Administration leading as the main courses that focus on EEO topics. Committee Members provided feedback and questions regarding the presentation.

Tina Cook from the District Attorney's Office inquired about a timeframe for the next EEO Coordinator training class. Ms. Bibbs responded that the next training could possibly be offered in 2024. In the meantime, Ms. Bibbs will be available to address any EEO concerns on a one-on-one basis with EEO Coordinators as requested or needed.

Mrs. Maghoney suggested working with the EEO Office in creating a pre-recorded EEO Coordinator training video to provide new EEO Coordinators. Ms. Bibbs informed the Committee that there are currently 75 EEO Coordinators and 10 coordinators need to be trained. Ms. Steager suggested having an EEO Coordinator networking Teams meeting to offer assistance from experienced EEO coordinators.

X. General Comments

A. Upcoming Agenda Topics:

None.

B. Additions to Agenda:

None.

XI. Public Comment

None.

XII. Upcoming Meetings

- December 6, 2023

Next Meeting: October 4, 2023, at 3:00 pm, location 44 N. San Joaquin St. Room 146

XIII. Adjournment

The meeting adjourned at 4:02 pm