

**DRAFT**

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

**October 1, 2025  
3:00 P.M.**

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

---

**I. Call to Order**

The meeting was called to order by Chairperson Dominic Biles at 3:00 PM.

**II. Roll Call**

- EEOAC Present: Dominic Biles, Michael Sorensen (late), Allwyn Brown, Fritz Buchman, Elaine Edmond, Christina Jones
- HR/EEO Present: David Davis, Constance Bibbs, Rex Furigay, Tyler Vernon
- Absent: Mikal Mitchell

**III. Approval of Minutes**

A motion was made by Chair Biles to approve the minutes of the August 6, 2025, meeting. The motion was seconded by Allwyn Brown. The motion carried, with all members voting in favor except Fritz Buchman, who abstained as he was not present at the August 6 meeting. The minutes were approved.

**IV. Self-Introduction of Visitors in Attendance**

Present: Maria Lasstier, Monique Jones, Nicole Devencenzi

Online: Oriana Maghoney, Brian Barnes, Armando Valerio, Monique Micenheimer, Richard Lott, Layetta Finister

**V. Public Comment**

Chair Biles opened the floor for public comment. No public comment was made.

**VI. EEO Program Report Update**

Chair Biles invited David Davis, DEI/EEO Program Manager, to provide a program update.

David Davis provided a brief overview of the current ongoing investigations and noted a progressive decline in the total number of investigations.

David also discussed the upcoming Departmental EEO Coordinator Training and the County's plan for implementation. The objective is to increase the number of trained EEO Coordinators by 25% by June 30, 2028, representing an increase of 14 additional coordinators. The EEO Unit is currently supported by 45 Departmental EEO Coordinators, which will bring the total to 69 upon completion of this initiative.

---

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).

**DRAFT**

**DRAFT**

As part of the implementation strategy, the EEO Unit will conduct a countywide needs assessment to identify departments requiring additional EEO Coordinators. Following the assessment, the unit will define a candidate profile to identify ideal employees for the coordinator role and begin recruitment within the first six months.

David clarified that Departmental EEO Coordinators are internal County employees, and that this role is a peripheral duty performed in addition to their primary departmental responsibilities.

Once 14 new coordinators have been identified, the EEO Unit will launch an updated Departmental EEO Coordinator Training program, offering four sessions per calendar year, beginning in the first quarter of 2026. Each session will train 10 coordinators, for a total of 40 participants per year. The first round of training will include both newly assigned coordinators and current coordinators who have not yet received formal training.

Following the completion of training, the EEO Unit will survey participants for feedback to refine and improve future sessions.

Fritz Buchman shared that the Public Works Department has been actively recruiting Departmental EEO Coordinators and will provide the list of identified employees to David Davis and Tyler Vernon.

Armando Valerio inquired whether there would be training for managers of Departmental EEO Coordinators to ensure they understand the expectations of the role. Rachel Novetzke, Assistant Director of Human Resources, responded that when the solicitation for EEO Coordinators is distributed, a companion communication will be sent to department heads outlining the responsibilities and expectations of the coordinator role. She clarified that while EEO Coordinators operate at the informal level and are not expected to conduct investigations, they are expected to recognize when a situation may fall under Civil Service Rule 20 and respond appropriately.

## **VII. Old Business**

- Update: 25<sup>th</sup> Annual Diversity Luncheon
  - A. Keynote Speaker: Jerrod "Chef Jay" Lakey
  - B. Caterer: Jay's Gourmet

David Davis provided an update on the upcoming 25th Annual Diversity Luncheon, which will be held on Thursday, October 23, 2025, at the San Joaquin County Agricultural Center from 12:00 p.m. to 1:30 p.m.

The event will feature Chef Jay Lakey as the keynote speaker and Jay's Gourmet as the event caterer. Attendance will be limited to County employees and members of the EEO Advisory Committee.

The event is only for county employees and the EEOAC members.

## **VIII. New Business**

- 2025 EEOAC Holiday Social: The committee discussed hosting the annual EEOAC Holiday Social, a yearly open house event traditionally held during the final EEOAC meeting of the

---

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).

**DRAFT**

**DRAFT**

year. The event provides an opportunity for County employees to meet and socialize with EEOAC members in an informal setting.

Chair Biles entertained a motion to approve hosting the 2025 EEOAC Holiday Social. Allwyn Brown made the motion, which was seconded by Fritz Buchman. A vote was held, and the motion carried unanimously.

The 2025 EEOAC Holiday Social will be held on Wednesday, December 3, 2025.

- EEO Plan 2026 – 2028: David Davis, DEI/EEO Program Manager, shared that the EEO Unit is one year away from submitting the next EEO Plan (2026–2028) to the Board of Supervisors for adoption. The EEO Plan is updated on a biannual basis and outlines the role of the EEOAC, the EEO Office, mission statement, and strategic goals for the upcoming cycle.

David explained that a subcommittee will typically be formed to assist in the development of the plan. This subcommittee will include at least two EEOAC members and several Departmental EEO Coordinators. Their task will be to review the current 2024–2026 plan, provide feedback, and recommend goals and objectives for inclusion in the upcoming plan.

Once finalized, the new EEO Plan will be approved by the EEOAC before being submitted to the Board of Supervisors for adoption.

- EEOAC Website: The updated EEOAC website was presented to committee members. The site includes biographies and photos of each Board Member, as well as posted agendas and minutes for public access.

The EEO Unit invited feedback and suggestions from committee members on ways to enhance the website's content to better inform County employees and reflect the County's commitment to diversity, equity, and inclusion.

- Diversity Luncheon Committee Attendance: Committee members were reminded that it is strongly encouraged for all EEOAC members to purchase tickets and attend the 25th Annual Diversity Luncheon.

Registration forms and ticket purchases are due by Thursday, October 16, 2025.

- 25<sup>th</sup> Annual Diversity Award Voting: Committee members received the 2025 Diversity Award nominations for both County Employee and County Department categories. These nominations recognize individuals and departments who demonstrate leadership in promoting diversity, inclusion, and support of EEO goals. Award recipients will be announced at the 25th Annual Diversity Luncheon.

Chair Biles entertained a motion to allow one week for members to review the nomination packets and submit their votes to the EEO Unit by Friday, October 10, 2025. Fritz Buchman made the motion, and Allwyn Brown seconded. A vote was held, and the motion carried unanimously.

---

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).

**DRAFT**

**DRAFT**

**IX. General Comments from Committee Members**

Chair Biles opened the floor for any questions or comments from committee members. There were no questions or comments.

**X. Next Meeting**

Wednesday, December 3, 2025.

**XI. Adjournment**

The meeting was adjourned at 3:45 PM.

---

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).

**DRAFT**

Page 4 of 4