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

**June 4, 2025
3:00 P.M.**

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

I. Call to Order

Dominic Biles, Vicechair, called the meeting to order at 3:05 PM

II. Introduction of New Committee Members

David Davis introduced and welcomed the new committee member Fritz Buchman who will serve as our County Administrator Nominated Department Head Representative.

III. Roll Call

EEOAC Members

- Present: Dominic Biles, Allwyn Brown, Fritz Buchman, Elaine Edmond, Christina K. Jones, Michael Sorensen, and Douglas Vigil (online)
- Absent: Pavleen Grewal

HR/EEO

- Present: Tyler Vernon, David Davis, Mikal Mitchell, Constance Bibbs, Rachel Novetzke, Oriana Maghoney, Nicole Devencenzi, Monique Jones

IV. Approval of Minutes (June 5, 2024)

A motion was made by Dominic Biles to approve the minutes of the April 2, 2025, meeting. Christina K. Jones requested an amendment to Section IX (New Business), where she was listed as a participant in the EEO Plan Subcommittee. She asked that her name to be removed, as she was uncertain about her participation. Tyler Vernon confirmed that the correction would be made. Dominic Biles proceeded with the motion to approve the amended minutes, which was seconded by Christina K. Jones. Fritz Buchman abstained. The minutes were approved as amended.

V. Self-Introduction of Visitors in Attendance

- Present: Katie Poole, Susana Diaz Carbajal, Monique Jones, Constance Bibbs, Mikal Mitchell, David Davis, Tyler Vernon, Oriana Maghoney, Rachel Novetzke, Nicole Devencenzi
- Online: Monique Micenheimer, Armando Valerio, Patricia Lord, Joy Alcantara, Theresa Harris, Richard Lot, Irene Judd, Vanessa Ambriz, Annette Rivas, Cara Dunn, Thuy Tran

VI. Public Comment

None

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).

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VII. EEO Program Report

David Davis provided an overview of the 2024–2026 Equal Employment Opportunity (EEO) Plan, which was adopted by the Board of Supervisors on May 13, 2025. He also reviewed the EEO Office’s goals for the current plan cycle.

Douglas Vigil inquired about the reasonable accommodation process for both current and prospective employees.

Oriana Maghoney referred to Goal 2, Section C of the EEO Plan, which outlines the EEO Office’s intention to “research, develop, and implement a training program on how to request a reasonable accommodation in the workplace.” She noted that job announcements already include information about reasonable accommodation and confirmed that an existing process is in place for current County employees to request reasonable accommodation.

Christina K. Jones asked about Employee Resource Groups (ERGs), referencing Goal 4, Section A, which calls for “the development of Employee Resource Groups (ERGs) to expand internal diverse groups that build community, provide support, and contribute to personal and professional development in the work environment.”

Mikal Mitchell explained that ERGs are employee-led groups formed around shared interests or characteristics. Employees may approach the HR Division to request the formation of a group. The ERG initiative is still under development and will be available to employees in the future.

Oriana Maghoney informed the committee that each County department has designated EEO Coordinators responsible for disseminating information from the EEO Office within their respective departments.

Christina K. Jones also inquired about the mediation process.

Rachel Novetzke responded that the EEO Office intends to allocate budget resources to hire a consultant who will help design a mediation training program. It is still being determined whether mediation services will be provided externally or whether EEO Coordinators will be trained in-house to facilitate mediations.

Christina K. Jones asked whether the EEOAC would have an opportunity to review any electronic surveys prior to implementation. Rachel Novetzke confirmed that they would.

Jones also asked about efforts to build partnerships to promote workplace inclusivity and diversity.

Rachel Novetzke stated that the County is collaborating with local partners and that the Employment Services team would be delivering a presentation to share outreach strategies.

VIII. Old Business

- Update: Sub-committee communication:
 - No update
- EEO Plan sub-committee:
 - No update
- 2025 Diversity Luncheon sub-committee:
 - No update

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- 2025 Cover Letter (attendance)
 - Dominic Biles reviewed the 2025 EEOAC cover letter which includes the EEOAC mission statement and attendance policy.

IX. New Business

- EEOAC Elect (Chair/Vice-Chair)

David Davis moved to vote for a new chairperson. The motion was seconded by Dominic Biles. The motion carried unanimously. A motion was made by Dominic Biles to nominate himself. The motion was seconded by Allwyn Brown. The motion carried unanimously. Dominic Biles was elected the new EEOAC chairperson. A motion was made by Dominic Biles to nominate Michael Sorensen as vice-chairperson. The motion was seconded by Allwyn Brown. The motion carried unanimously. Michael Sorensen was elected the new EEOAC vice-chairperson.

- Annual HR Employment Services Presentation:

Nicole Devencenzi delivered a presentation on Employment Services (ES), highlighting ongoing efforts to support equitable hiring practices. The presentation covered the following topics:

- Overview of the Recruitment Process
- Departmental Selection Procedures
- Application Statistics
- Demographics of Applicants by Gender and Ethnicity
- Employment Testing Practices
- Review of EEO Plan Data
- Top Three Reasons for Employee Separations
- Outreach Initiatives and Strategic Planning

Michael Sorensen asked whether the County offers an incumbent worker program. Nicole Devencenzi discussed several existing programs, such as the Student Nursing Program and the Mental Health Specialist Program.

Allwyn Brown inquired whether the top three reasons for employee separations could be broken down by classification and department. Nicole Devencenzi confirmed that this breakdown is possible and that a report could be provided upon request.

Fritz Buchman asked for additional details regarding data collected from employee resignations. Nicole Devencenzi stated that Employment Services is working with departments to analyze resignation data more thoroughly.

- Brown Act Training:

Oriana Maghoney discusses the Brown Act training and requests the EEOAC Members to enroll.

- Staff Development Training Report:

Oriana Maghoney gives the EEOAC Staff Development Training Report which includes...

- HRLA: Leave Administration
- Diversity, Respect & Inclusion
- Sexual Harassment & Discrimination Prevention (General Staff, Managers & Supervisors)

Christina K. Jones asked to have more in-person SH/Discrimination prevention training and to include HRLA Trainings more frequently.

X. General Comments

Add Douglas Vigil's request for remote participation in the EEOAC meeting to the August 6, 2025, meeting.

XI. Upcoming Meetings

- Wednesday, August 6, 2025, at 3:00 PM

XII. Adjournment

The meeting adjourned at 4:21 PM