

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

**February 1, 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 3:02 pm

II. Roll Call

Present: Nadeja Steager, Linda Patrick, Johanna Shick, Jasharinderpal (Sony) Singh

Absent: Gina Castellano, Abe Mendoza

HR/EEO Office

Present: Annette Rivas, Constance Bibbs, Jennifer Goodman, Oriana Maghoney, Rachel Novetzke

III. Introduction of New Committee Members

Ms. Steager introduced and welcomed the following new committee members Gina Castellano and Jasharinderpal Singh who will serve as our members at-large and Abe Mendoza, Director of Child Support Services as the Department Head Representative.

IV. Approval of the Minutes

A. October 5, 2022

A motion was made by Johanna Shick to approve the October 5, 2022 minutes with corrections. The motion was seconded by Jasharinderpal Singh. The motion carried unanimously. The minutes were approved.

V. Self-Introduction

A. Visitors in Attendance

Kim de la Cruz (Sheriff's Office), Shannon Redding (DCSS), Teffany Calica (Correctional Health Care), Christina Jones (HSA), Joy Alcantara (PHS)

VI. Public Comments

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).

VII. Nomination and Election of 2023 EEOAC Chair and Vice-Chair

A motion was made by Johanna Shick to nominate Nadeja Steager as Chair. The motion was seconded by Jasharinderpal Singh. The motion carried unanimously and was approved that Ms. Steager continue to serve as Chairperson.

A motion was made by Johanna Shick to nominate Linda Patrick as Vice-Chair. The motion was seconded by Jasharinderpal Singh. The motion carried unanimously and was approved that Ms. Patrick will serve as the new Vice-Chairperson.

VIII. EEO Program Report

A. Rule 20 Complaint Status

Ms. Bibbs reviewed the Rule 20 complaint status, as of February 1, 2023 the EEO Office has 11 Formal Complaints, the protected categories and or conduct currently at issue are race, medical condition, sex, gender, sexual harassment, marital status, retaliation, color, national origin, physical or mental Disability and Political Affiliation or Belief. Of those 11 complaints, 3 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.

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 Membership Status and Contact Listing

The EEO office is working on updating the EEOAC roster and will distribute to all EEOAC members, once the update is completed.

E. EEO Program Update

Ms. Bibbs informed the Committee of recruitment updates within the EEO office. Francisco Martin has accepted a promotional opportunity with EEDD and is no longer working in the Human Resources Department. The EEO Program Manager recruitment opened on January 31, 2023 and is scheduled to close on February 24, 2023. Details about the position can be found on the Human Resources County website.

IX Old Business

A. EEO Plan Update

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Ms. Maghoney provided a quick recap to the new Committee members regarding the current process of updating the EEO webpage on the main County website, which had been discussed at prior meetings.

B. Review of the EEOAC Mission Statement, SJC Vision Statement on Workplace Diversity and SJC Definition on Workplace Diversity

Ms. Maghoney read the current EEOAC Mission Statement and provided the Committee the opportunity to make changes to the language before posting to the new webpage. She asked the Committee to send their recommended changes by email to Ms. Bibbs and include Ms. Maghoney by March 1, 2023.

Ms. Steager asked if a process can be added to give instruction to the Board of Supervisors. Johanna also questioned if we are out of alignment as her understanding was that staff reports to the Board and the Committee does not interact with the Board. Ms. Goodman informed the Committee that the EEO Plan is a direct report to the Board and would like the Committee members to be included in the next presentation to the Board. She mentioned that the EEOAC does advise Human Resources and that is something to think about when updating the mission statement.

Ms. Steager inquired about having communication between the Committee and Board to ensure the recommendations are being implemented before the next EEO Plan is due. Ms. Maghoney responded that this next phase of updating the mission statement language is a great starting point in how the Committee will define the goals they are trying to accomplish while serving on the EEOAC.

Ms. Maghoney informed the Committee that a calendar invite reminder for the March 1st deadline will be sent to Committee members.

X. New Business

A. Presentation of EEOAC 2023 Calendar

Ms. Bibbs provided the Committee a calendar handout with all important dates and upcoming events for the 2023 year. She mentioned that the Biannual EEO-4 Report to the EEOC deadline has not been established. Ms. Maghoney added that the calendar is a working document and will be continually updated throughout the year as new events and deadlines come up. Calendar invites will also be sent to Committee members.

B. Review of Information Submission for EEOAC Member Webpage Bio

Ms. Maghoney provided criteria and an example webpage bio to the Committee. She asked that all Committee members provide their bio by email to Ms. Bibbs and include Ms. Maghoney by the March 1, 2023 deadline.

XI. General Comments

A. EEOAC members

EEO Plan Subcommittee Update

Ms. Steager provided updates from the EEO Plan Subcommittee. The recommendations of the subcommittee included moving the Executive Summary to the beginning of the EEO Plan, streamlining language for easier reading, and incorporation of action and result, so it is easier to digest.

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As part of the three member Subcommittee, Ms. Shick recommended an action item request to the Board that will allow the Committee to continue to work as a subcommittee. She also requested there be further discussion at future Committee meeting where the subcommittee can provide samples to the Committee for recommended changes to the next EEO Plan. Ms. Patrick also provided feedback and highlighted the importance of having the Executive Summary at the front of the EEO Plan to set the tone of the report.

Diversity Luncheon Committee Update

Ms. Steager asked the Committee for volunteers to serve on the Diversity Luncheon Committee. There were no volunteers, however, Ms. Steager recommended having the event and working with Ms. Maghoney. Ms. Shick recommended to ask Committee members again at the next meeting.

Start Time and Duration of Future Meetings

Ms. Steager wanted to discuss the option of changing the start time and duration of the meetings. Ms. Maghoney suggested the Committee add this item to the next agenda to discuss further.

EEOAC Welcome/Orientation Video Update

Ms. Shick requested an update on the draft script that was supposed to be provided to the Committee prior to the December 7, 2022 meeting, which was cancelled. Ms. Maghoney responded that the draft script will be provided to the Committee at the next meeting in April.

Women's Committee Update

Ms. Shick requested an update on the status of the Women's Committee and survey. Ms. Maghoney responded that the Women's Committee has been put on a temporary hold. Ms. Shick agreed that would be in the best interest of the Committee as they have many new assignments, which will require the full focus of the Committee.

Mission Statement Video Link Update

Ms. Shick requested an update on the Developing Missions and Visions video link that was supposed to be provided to the Committee. Ms. Maghoney responded that the video link will be provided to the Committee in anticipation of further discussion at the next meeting in April. She mentioned that the video link discusses the importance of a mission statement and how it can be impactful to include the right language and values in the mission statement.

EEOAC Roles and Responsibilities Update

Ms. Patrick requested a recap of this agenda item from the October 5, 2022 meeting. Ms. Maghoney responded that this item will be discussed at the future June 7, 2023 meeting.

XII. Public Comment

None.

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XIII. Upcoming meetings

- June 7, 2023
- August 2, 2023
- October 4, 2023
- December 6, 2023

Next Meeting: April 5, 2023 at 3:00 pm, location 44 N. San Joaquin St. Room 146

XIV. Adjournment

The meeting adjourned at 3:47 pm

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