



AGENDA
Meeting

Equal Employment Opportunity Advisory Committee (EEOAC)
 Tuesday, December 4, 2024, 3:00 p.m.
 Location: County Administration Building
 44 North San Joaquin Street, Room 146, Stockton, CA 95202

In addition to the above, the following virtual alternative is available to members of the public.

Join on your computer, mobile app or room device

[Join the meeting now](#)

Meeting ID: 243 829 531 971

Passcode: f9obp6

Dial in by phone

[+1 209-645-4071](tel:+12096454071), [552585680#](tel:+1552585680) United States, Stockton

[Find a local number](#)

Phone conference ID: 552 585 680#

Join on a video conferencing device

Tenant key: sjcisd@m.webex.com

Video ID: 117 643 005 7

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For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

NOTE: Persons who require disability-related modification or accommodation to participate in this meeting should contact the EEO Office at (209) 468-3370 or email tylervernon@sjgov.org **at least 48 hours before the scheduled meeting time.** Government Code Section 54954.2(a).

<u>Agenda Item</u>	<u>Type of Business</u>	<u>Presenter</u>
Call to Order		Nadeja Steager, Chairperson
Roll Call		Tyler Vernon, HR/EEO
Staff Introductions		Rachel Novetzke, HR/Admin
Approval of Minutes Meeting of June 5, 2024	Action Required	Nadeja Steager, Chairperson

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Self- Introduction of Visitors in Attendance		
Public Comment		
EEO Program Report (B5)	Informational	David Davis, HR/EEO
Old Business <ul style="list-style-type: none"> - Update: Sub-committee communication - EEO Plan Sub-Committee 	Informational	Nadeja Steager, Chairperson
New Business <ul style="list-style-type: none"> - EEO Plan Review and Discussion - Staff Development Training Report - Review 2025 EEOAC Calendar - EEOAC Renewals/Final Meeting 	Discussion Informational Informational Recognition	David Davis, HR/EEO Oriana Maghoney, HR David Davis, HR/EEO David/Nadeja
General Comments from Committee Members <ul style="list-style-type: none"> - Upcoming Agenda Topics - Additions to Agenda 		
Public Comment		
Next Meeting: Wednesday, February 5, 2025, at 3:00 p.m. 44 North San Joaquin Street, Conference Room 146 (1 st floor), County Administration Building Stockton, CA 95202		
<u>Adjournment</u>		



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DRAFT

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

**June 5, 2024
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 3:12 pm

II. Roll Call

Present: Dominic Biles, Abraham Mendoza, Sharon Solero, Nadeja Steager, Douglas Vigil

Absent: Gina Castellano

HR/EEO Office

Present: Constance Bibbs, Michael Lee, Oriana Maghoney, Lisa Nebe, Rachel Novetzke, Erica Sadberry

III. Introduction of New Committee Members

Nadeja Steager introduced and welcomed the new Committee member Dominic Biles who will serve as our member at-large.

IV. Approval of the Minutes

A. December 6, 2023

A motion was made by Douglas Vigil to approve the December 6, 2023, minutes. The motion was seconded by Sharon Solero. The motion carried unanimously. The minutes were approved.

V. Self-Introduction

A. Visitors in Attendance

Joe Hernandez (Assessor-Recorder-County Clerk), Patricia Lord (Ag Commissioners), Katherine Maes (DCSS), Katherine Medeiros (San Joaquin General Hospital), Darlene Solorio (Emergency Medical Services), Armando Valerio (Public Health Services)

VI. Public Comments

None.

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VII. Nomination and Election of 2024 EEOAC Chair and Vice-Chair

Nadeja Steager Provided a brief overview of the Chair and Vice-Chair roles/responsibilities and opened the floor for nominations and recommendations for committee Chair. Douglas Vigil self-nominated. Sharon Solero nominated Nadeja Steager. Douglas Vigil withdrew his nomination. A motion was made by Rachel Novetzke to nominate Nadeja Steager as EEOAC Chair. The motion was seconded by Dominic Biles. The motion carried unanimously. Nadeja Steager was voted as 2024 EEOAC Chair.

Nadeja Steager opened the floor for Vice-Chair nominations. A motion was made by Abe Mendoza to nominate Douglas Vigil. The motion was seconded by Nadeja Steager. The motion carried unanimously. Douglas Vigil was voted as 2024 EEOAC Vice-Chair.

VIII. EEO Program Report

Constance 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, about 6 of these complaints are either closing within 30 days or are in the final stages of the complaint process. Currently the EEO Office has received 0 requests for an Appeal Hearing.

Constance Bibbs informed the committee of some common themes occurring in many of the complaints which were: 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.

Douglas Vigil made a request that a copy of the EEO program report be provided to the Committee for reference.

IX. Old Business

- A. Updated EEOAC Roster

Updated EEOAC Roster was provided to all committee members.

- B. Updated 2024 EEOAC Calendar

Updated 2024 EEOAC Calendar was provided to all committee members.

X. New Business

- A. Discussion on EEO Plan Objectives

Nadeja Steager gave a brief overview of what the EEO Plan sub-committee entails and asked for volunteers to join the sub-committee. Nadeja Steager, Sharon Solorio, Dominic Biles, Abe Mendoza, and Katherine Maes volunteered.

Constance Bibbs added that communication would be sent out to EEO Coordinator's for those who may have an interest in being involved and connecting them with the sub-committee. Nadeja Steager announced that this is an open invitation and to reach out to the EEO office for those that are interested in joining.

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B. Establish EEO Plan Sub-committee

Nadeja Steager gave a brief overview of what the EEO Plan sub-committee entails and asked for volunteers to join the sub-committee. Nadeja Steager, Sharon Solorio, Dominic Biles, Abe Mendoza, and Katherine Maes volunteered.

Constance Bibbs added that communication would be sent out to EEO Coordinator's for those who may have an interest in being involved and connecting them with the sub-committee. Nadeja Steager announced that this is an open invitation and to reach out to the EEO office for those that are interested in joining.

C. Vote to Host 2024 Diversity Luncheon

Nadeja Steager opened the voting to move forward with the luncheon and if approved would be held on October 18, 2024, at the Ag Center.

A motion was made by Douglas Vigil to host the 2024 Diversity luncheon. The motion was seconded by Dominic Biles. The motion carried unanimously and was approved.

D. Establish Luncheon Sub-committee

Nadeja Steager asked for volunteers for the luncheon sub-committee. Nadeja Steager, Sharon Solorio, and Dominic Biles volunteered. Nadeja Steager asked for the coordinators to be canvased for volunteers. Oriana Maghoney responded that Constance Bibbs would reach out to the EEO Coordinators to solicit support.

E. Annual Presentation by HR Employment Services

Michael Lee presented the HR Employment Services slide show presentation to the Committee. The presentation included an overview of the Employment Services department. The recruitment and selection process were covered, including statistics of vacancy rates, and applications by gender and ethnicity.

Michael Lee gave an overview of the testing process and the EEO Plan data was also presented for review. Michael Lee reviewed employment services strategic priorities and discussed the future outreach efforts including social media, brochures, job fairs, coordination with other departments, internship opportunities, websites and incentive bonuses.

Nadeja Steager asked if the slides could be shared with the Committee. Michael Lee responded that they would be shared.

Douglas Vigil asked about the testing process for disabilities. Oriana Maghoney responded that reasonable accommodations are made when requested.

XI. General Comments

A. Upcoming Agenda Topics

None.

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B. Additions to Agenda:

Douglas Vigil provided suggestions on the livestream and past recording on YouTube. He requested the livestream and video of past meetings include a captions.

XII. Public Comment

Douglas Vigil wanted to thank everyone for the opportunity and being understanding and patient and looks forward to working with everyone. Oriana Maghoney responded by welcoming the advocacy and the engagement.

Darlene Solorio (virtual attendee) inquired in the chat room asking what the Diversity luncheon covers. Oriana Maghoney provided an explanation.

XIII. Upcoming Meetings

- August 7, 2024
- October 2, 2024
- December 4, 2024

Next Meeting: August 7, 2024, at 3:00 pm, location 44 N. San Joaquin St. Room 146

XIV. Adjournment

The meeting adjourned at 4:33 pm.



EEO Mandatory Trainings

Presented By | Human Resources Division – Staff Development

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

What trainings
are offered with
EEO Topics?



HRLA – Leave Administration



- Part of our Human Resources Leadership Academy
- Taught 4x a year
- Covers a variety of leave laws & requests for special accommodations
- This course is live virtual
- * No participant limits

Diversity, Respect & Inclusion



- Diversity, Respect & Inclusion is a county mandated course that staff are required to take once every 5 years
- These classes were all done in person (pre-COVID-19)
- In June 2019, these classes became a part of the 2-day New Employee Orientation (NEO) schedule
- Prior to being introduced in NEO, classes were offered approximately 12 times a year
- Since NEO began, at least 26 courses are offered annually
- This course is now Live virtually through NEO as of September 14, 2020
- * No participant limits

- Sexual Harassment & Discrimination Prevention training is a legally mandated course that ALL staff are required to take once every 2 years under “SB 1343”
- These classes were all done in person (pre- COVID-19)
- In June 2019, these classes became a part of the 2-day New Employee Orientation (NEO) schedule

Sexual Harassment & Discrimination Prevention

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Sexual Harassment &
Discrimination Prevention cont...



- The Department of Fair Employment & Housing (DFEH) launched an online training course
- The DFEH changed their name to the California Civil Rights Department
- San Joaquin County EEO unit still had requirements outside of the general Sexual Harassment training
- This course is now being offered as an online self-guided training as of September 14, 2020
- There are several steps to complete this training including viewing a supplemental video and reading the policies

TOTAL STAFF TRAINED

2022-2023

<u>HRLA: Leave Administration</u>	<u>155</u>
<u>Sexual Harassment Prevention for General Staff</u>	<u>2,131</u>
<u>Sexual Harassment Prevention for Managers/Supervisors</u>	<u>402</u>
<u>Diversity, Respect & Inclusion</u>	<u>1,912</u>

2023-2024

<u>HRLA: Leave Administration</u>	<u>209</u>
<u>Sexual Harassment Prevention for General Staff</u>	<u>3,109</u>
<u>Sexual Harassment Prevention for Managers/Supervisors</u>	<u>564</u>
<u>Diversity, Respect & Inclusion</u>	<u>2,264</u>

Fiscal Year 2022-2023

&

Fiscal Year 2023-2024

Comparison

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Any Final Questions?





THANK YOU

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2025 EEOAC PLANNING CALENDAR

MONTH	DATE	Periodic Items / Other Events	MONTH	DATE	Periodic Items / Other Events
JAN			JUL		
FEB	5	EEOAC Meeting Election of Chair and Vice-Chair for 2024 Establish Annual Sub-committees	AUG	6	EEOAC Meeting Annual Staff Development Report
MAR			SEP		
APR	2	EEOAC Meeting Annual Presentation by HR Employment Services to Address EEOP Areas of Underutilization	OCT	1	EEOAC Meeting Submit Biannual EEO Plan to EEOAC for Review and Approval
	14	EEO Office Begin Compilation of Data for Biannual EEO Plan	TBD		Annual Diversity Luncheon
MAY			NOV	11	Presentation of 2024-2026 EEO Plan to BOS
JUN	4	EEOAC Meeting	DEC	3	EEOAC Meeting Annual Holiday Social

Unless otherwise noted on the agenda, EEOAC Meetings convene bi-monthly at 3:00 p.m.

Updated October 1, 2024