

## **SOCIAL EQUITY COMMITTEE MEETING MINUTES**

Thursday, May 23, 2024

2:00 p.m. – 3:00 p.m.

CAC Conference Room 6002, 6<sup>th</sup> Floor  
675 Texas Street, Fairfield, CA 94533

### **Members Present:**

Supervisor Wanda Williams

Frances Stokes, Organizational Development and Training Officer

Niger Edwards, Director of Human Resources

Debbie Vaughn, Assistant County Administrator

Carrie Blacklock, Assistant County Counsel

### **Guests:**

Dr. Kerby Lynch, Ceres Policy Research

Traci Henderson, Citizen and Mother of Dr. Kerby Lynch

Jasmine Chisley, Health and Social Services

### **Members Absent:**

None

### **Call to Order**

The meeting convened at 2:00 pm

### **Additions/Deletions to the Agenda**

No additions/deletions

### **Public Comment**

None.

### **Receive a Presentation of Scope of Work for Advancing Equity and Inclusion in Solano County by Dr. Kerby Lynch, PH.D.**

Dr. Kerby submitted her proposal for Advancing Equity and Inclusion in Solano County. Dr. Kerby's presentation consisted of key focus areas, such as Data Analysis and Policy Evaluation, Strategic DEI Planning, Training and Capacity Building, and Community Engagement. Dr. Kerby explained one of her strategies in advancing DEI is to start with community engagement with the idea of reviewing recruitment and advancement processes to identify diversity gaps. The Diversity Gaps would include a review of an analysis of workforce demographics, evaluation of hiring and promotion practices, assessment of disciplinary actions, and having a dynamic reporting system. Dr. Kerby explained her work with Contra Costa County and how she assisted with creating their DEI Strategic Plan. To create a DEI Strategic plan for Solano County the action items would include creating a DEI Strategic Plan, Overhaul of Employment Practices, and

Focus on Equitable Hiring and Promotions. Dr. Kerby's presentation also included a action item to create DEI Training Curriculum, Leadership Development Initiatives, and Historical Contexts of Race and Systemic Barriers. Dr. Kerby's timeline for her proposal consisted of a length of two years to complete the DEI proposal with producing the deliverables to Solano County of a DEI Strategic Plan, Training materials and programs, a Community Engagement Plan, Regular Progress Reports and a Sustainability blueprint. Dr. Kerby ended her presentation by focusing in on Community Engagement and the DEI work Ceres Policy Research has done Contra Costa, Marin County and other community non-profit and a proposed timeline to complete the proposed plan. Dr. Kerby's presentation concluded with her proposed budget which entailed a total cost of \$168, 590 with a breakdown into two phases: Phase 1 the cost is \$86,900 and Phase 2 the cost is \$81,690.

### **Next Steps**

The Committee will hear a second proposal/presentation from Mary Stutts, Inclusion and Diversity Leadership Consultant, MES Concepts LLC at the next scheduled meeting.

### **Future Meetings**

June 27, 2024

The meeting adjourned at 3:00 pm.

## **SOCIAL EQUITY COMMITTEE MEETING MINUTES**

Thursday, June 27, 2024

2:00 p.m. – 3:00 p.m.

CAC Conference Room 6002, 6<sup>th</sup> Floor  
675 Texas Street, Fairfield, CA 94533

### **Members Present:**

Supervisor Wanda Williams

Kathy Caesar

Supervisor Erin Hannigan

Josette Lacey

Frances Stokes, Organizational Development and Training Officer

Niger Edwards, Director of Human Resources

Debbie Vaughn, Assistant County Administrator

Carrie Blacklock, Assistant County Counsel

### **Guests:**

Dr. Kerby Lynch, Ceres Policy Research

Jasmine Chisley, Health and Social Services

Mary Stutts, Inclusion & Diversity Leader, Consultant

### **Members Absent:**

None

### **Call to Order**

The meeting convened at 2:00 pm

### **Additions/Deletions to the Agenda**

No additions/deletions

### **Public Comment**

None.

### **Receive a Presentation of Scope of Work for Advancing Equity and Inclusion in Solano County by Mary Stutts of MES Concepts, LLC**

Mary Stutts presented her proposal for Advancing Equity and Inclusion in Solano County. Mary's presentation started with her explaining her professional work and consulting experience with creating a culture of inclusion for a diverse group of organizations, with her primary experience working in the Healthcare Industry. Mary explained employees desire to experience equality goes beyond the federal established protected categories. Mary stated every employee wants to be valued, celebrated, respected and treated fairly. This includes salary, benefits, job duties, promotions, access to information, communication etc. Mary discussed how valuing Diversity, Equity, and Inclusion is a key to an organization's success. From her experience organizations that

values and embraces DEI has more productive employees, improved retention, and higher levels of innovation.

Mary presented her model that outlines the framework for creating a culture of inclusion. The model consisted of Strategic Intent, Communications, Metrics & Analytics, Leadership Behaviors, Talent Actions, with the result of an organization establishing an Inclusive Culture. She recommended that while Diversity, Equity, and Inclusion training is a good start it is not enough to adequately address the issues that are important to employees. Mary stated employees desire their employers to be inclusive, where differences are welcomed, valued, embraced, and they have a sense of belonging within the organization, department, work divisions. If selected to work with the Social Equity Committee for Solano County Mary's work will include an assessment of Solano County to help create a DEI Strategic/Action Plan. Her work assessment will consist of but not limited to ways to engage staff at every level in creating Solano County DEI Plan, how to develop DEI internal and external communications for staff/community, creating a roadmap for Leaders/Managers to learn, understand, and implement DEI Strategies, and be Agents of Change, create a Career Development Plan Structure, and Employee Resources Groups to help launch and sustain a successful DEI Action Plan. Mary's proposal also includes an Inclusive Leadership half day workshop for Leaders and Managers. The Workshop would cost \$10,000 for up to 25 participants. The Employee and Organization Readiness Assessment would be charged by the hour at \$150 per hour. Other costs mentioned in her presentation includes, establishing an employee DEI Council or Career Development Workshop for Diverse Aspiring Leaders, which would also be charged by the hour at the rate of \$150 per hour.

### **Next Steps**

The Committee will discuss the proposals from Dr. Kerby Lynch and Mary Stutts, at the next scheduled meeting.

### **Future Meetings**

August 1, 2024

The meeting adjourned at 3:00 pm.

## **SOCIAL EQUITY COMMITTEE MEETING MINUTES**

Thursday, August 1, 2024

2:00 p.m. – 3:00 p.m.

CAC Conference Room 6003, 6<sup>th</sup> Floor  
675 Texas Street, Fairfield, CA 94533

### **Members Present:**

Supervisor Wanda Williams, District 3  
Supervisor Erin Hannigan, District 1

### **Staff Present:**

Niger Edwards, Director of Human Resources  
Carrie Blacklock, Assistant County Counsel  
Frances Stokes, Organizational Development and Training Officer via MS TEAMS  
Kathy Caesar, District 3 Representative

### **Guests:**

The Honorable Alesia Jones, Presiding Judge

### **Call to Order**

The meeting convened at 2:03 pm

### **Additions/Deletions to the Agenda**

No additions/deletions

### **Public Comment**

None.

### **Discuss proposed scopes of work for Advancing Equity and Inclusion in Solano County and consider making a recommendation for a contract.**

Introductions were made. Honorable Judge Alesia Jones attended the committee for the first time. The Committee unanimously agreed Mary Stutts should be the consultant to start the work of Advancing Equity and Inclusion in Solano County. Mary Stutts presentation and work with other organizations to help create a culture of inclusion will best meet the needs of Solano County efforts. Supervisor Hannigan and Supervisor Williams acknowledged and appreciated the work of Dr. Kerby who presented on May 23, 2024.

It was discussed the next steps would be to schedule the next meeting to review Mary Stutts proposal for the costs and outline the work she would be doing with Solano County. Frances Stokes agreed to communicate with Mary Stutts she was selected as the consultant for the project and ask for a proposal that outlines the costs and details of the work she will be doing.

### **Next Steps**

The Committee will discuss the budget proposal from Mary Stutts, at the next scheduled meeting.

### **Future Meetings**

September 5, 2024

The meeting adjourned at 2:33 pm.

## **SOCIAL EQUITY COMMITTEE MEETING MINUTES**

Thursday, September 5, 2024

2:00 p.m. – 3:00 p.m.

CAC Conference Room 6003, 6<sup>th</sup> Floor  
675 Texas Street, Fairfield, CA 94533

### **Members Present:**

Supervisor Erin Hannigan, District 1

Supervisor Wanda Williams, District 3

### **Staff Present:**

Frances Stokes, Organizational Development and Training Officer

Carrie Blacklock, Assistant County Counsel

Debbie Vaughn, Assistant County Administrator

Josette Lacey, District 1 Representative

Kathy Lawton-Caesar, District 3 Representative

### **Guests:**

The Honorable Alesia Jones, Presiding Judge

Mary Stutts, MES Concepts, via MS TEAMS

### **Call to Order**

The meeting convened at 2:00 pm

### **Additions/Deletions to the Agenda**

No additions/deletions

### **Public Comment**

None.

### **Approve the minutes of the Social Equity Committee meetings of May 23, 2024, June 27, 2024 and August 1, 2024**

Motion was made by Supervisor Hannigan to approve the meeting minutes from May 23, 2024, June 27, 2024, and August 1, 2024. Supervisor Williams seconded the motion, minutes were approved.

### **Review scope of work and budget submitted by MES Concepts, LLC, consider making a recommendation for a contract.**

Introductions were made. Mary Stutts provided a brief overview of her strategy she presented to the committee on June 27, 2024. She outlined the framework for creating a culture of inclusion. The model consisted of Strategic Intent, Communications, Metrics & Analytics, Leadership Behaviors, Talent Actions, with the result of an organization establishing an Inclusive Culture. Mary discussed the proposed “listening tour” which

entails meeting with Managers for ½ hour and asking them what is working or not working in reference to Inclusion in Solano County, what are your priorities for ensuring Inclusion in your department/division, and what are their perceptions of Inclusion in reference to their own work environment. She also discussed the importance of Succession Planning in the work she is proposing. Mary believes Management needs to have insight as to why staff came to work for Solano County, how are they doing in their current roles, and what are their future aspirations. Mary went on to state retention is a key aspect of Inclusion for all generations, especially of Generation Z. Mary stated there is research that individuals in the Generation Z group will not want to enter or stay in an organization where a culture of Inclusion does not exist.

Supervisor Hannigan asked Mary to discuss the Leadership Workshop which is the largest cost of the contract. Mary stated all Managers and Supervisors should be trained on Inclusive Leadership, so the message of Inclusion is given to all senior leaders for them to model and implement.

Mary also provided information on the Advisory Council that she recommends Solano County implements to assist with the County's Inclusion efforts. Mary stated the Advisory Council should have at least 15 members, serving a term of 2 years, and the participants nominated for the Council should have a pulse/understanding of Inclusion. Some examples of topics the Council can review and make recommendations on are Applicant experience applying for County Jobs, Career Development Plans for all Employees, Organizational Readiness for Inclusion (i.e. policies, trainings, etc.), and reviewing procedures for Hiring Interview Panels.

Supervisor Williams asked if the committee to consider utilizing outside agencies, participants such as the Workforce Development Board and a representative from the Courts. Judge Alesia Jones stated she will ask internally at the Courts to see who the appropriate staff person will be to participate on the Advisory Council.

Motion was made by Supervisor Williams to approve MES Concepts contract. Supervisor Hannigan second the motion. Mary Stutts, MES Concepts contract was approved.

### **Next Steps**

The County Administrator's Office and the Department of Human Resources will put together a presentation of the contract and the work Mary Stutts will perform for Solano County for the BOS Meeting on September 24, 2024.

### **Future Meetings**

October 2, 2024

The meeting adjourned at 3:09 pm.