

**INTERAGENCY ADVISORY COMMITTEE ON APPRENTICESHIP
EQUAL EMPLOYMENT OPPORTUNITY SUBCOMMITTEE
APPROVED CHARTER June 23, 2020**

NAME

Equal Employment Opportunity Subcommittee of the Interagency Advisory Committee on Apprenticeship

PREAMBLE

The Equal Employment Opportunity (EEO) Subcommittee is a standing subcommittee of the Interagency Advisory Committee on Apprenticeship (IACA). The IACA-EEO serves in an advisory capacity to the Chief of the Division of Apprenticeship Standards, the Interagency Advisory Committee on Apprenticeship (IACA), and the California Apprenticeship Council (CAC).

**INTERAGENCY ADVISORY COMMITTEE ON APPRENTICESHIP (IACA) EQUAL
EMPLOYMENT OPPORTUNITY (EEO) SUBCOMMITTEE**

PURPOSE

The purpose of the IACA-EEO Subcommittee is to expand opportunities, increase access, and enhance participation for under-represented/ underutilized groups of California residents who have historically been left out of California's prosperity.

MISSION

To ensure California's EEO Guidelines and International Best Practices are integrated into California's Apprenticeable careers.

GOAL

To develop and review strategies, systems, policies, procedures, and guidelines that promote opportunities and expand access in careers through apprenticeship and to identify barriers that have historically limited opportunities and access for under-represented/ underutilized groups.

IACA-EEO SUBCOMMITTEE JURISDICTIONAL AREA

California's Equal Employment Opportunity in Apprenticeship is derived from several sources including but limited to Department of Fair Employment and Housing (DFEH), AB 2358, AB 235, CA State Labor Code 3073.9 and others. Broadly, the EEO's jurisdictional areas focus on conduct and/or employment related actions which promote and/or hinder access and opportunities.

Conduct and/or employment related actions includes but is not limited to actions conducted in such a manner as to discriminate, harass, limit, segregate, or classify any recruit, applicant, pre-apprentice, apprentice, journeywork, crew chief, lead worker, and/or supervisor in any way which would deprive or tend to deprive any individual of employment, advancement, promotion and/or training opportunities or otherwise adversely affect his or her status as a pre/Apprentice, because of the individual's protected class and/or California's defined protected activities.

IACA-EEO SUBCOMMITTEE STRUCTURE

COMMITTEE SIZE

The IACA-EEO Subcommittee shall be comprised of not less than six (6) and no more than eleven (11) members.

The IACA- EEO Subcommittee shall consist of a Chairperson, a Recording Secretary, five (5) Regional Vice-Chairs, each representing regional areas covering the State of California, and up to four (4) additional members.

MEMBERSHIP

The IACA-EEO Chairperson shall be appointed by Chief of the Division of Apprenticeship Standards and/or his/her designee.

Membership on the IACA-EEO Subcommittee shall be by voluntary request to the Chairperson; Appointments from the IACA Committee; Appointment of the Chief of the Division of Apprenticeship; Request from the California Apprenticeship Council (CAC), and/or public

request to the chairperson by representatives of specific IACA Industries and/or specific geographic region.

If more than eleven (11) requests for membership are received by the chairperson, consideration will be given to geographical and diversity inclusion. The final decision shall be made by a panel consisting of the Chief of the Division of Apprenticeship, an IACA Committee Member and the Chairperson of the IACA-EEO Subcommittee. All decisions on membership to the IACA-EEO Subcommittee shall be open for public discussion at the next regularly scheduled IACA quarterly meeting.

OFFICERS

The IACA- EEO Subcommittee officers shall consist of a Chairperson, a Recording Secretary and up to five (5) Regional Vice Chairs. The Chairperson and/or the Recording Secretary may also represent a Regional Area.

SELECTION AND TERM OF OFFICERS

CHAIRPERSON – NETTIE DOKES

The chairperson shall be appointed by the Chief of the Division of Apprenticeship Standards and/or his/her designee. Term of office shall be four (4) years after first appointment and may be extended for 1 additional term.

VICE CHAIRS FOR REGIONAL AREAS

- 1) VICE CHAIR OF SOUTHERN CALIFORNIA INCLUDING - 4 COUNTIES – Nettie Dokes
- 2) VICE CHAIR OF CENTRAL VALLEY CALIFORNIA – 11 COUNTIES— Derek Miles/ Marilyn Schyler
- 3) VICE CHAIR BAY AREA CALIFORNIA INCLUDING - 9 COUNTIES - Ardis / Margot Reed/ Derek Miles
- 4) VICE CHAIR OF NORTHERN CALIFORNIA – Meg Vasey/ Shanell Brunfield
- 5) VICE CHAIR OF SAN DIEGO AND IMPERIAL COUNTY CALIFORNIA- Lisa Takami

Selected Vice Chairs shall be by a majority vote present of the IACA-EEO Subcommittee. Terms of office shall be three (3) years after first appointment and may be extended for two (2) additional terms.

RECORDING SECRETARY – MS SHANELL

Selected by a majority vote present of the IACA-EEO Subcommittee. Term of office shall be three (3) years after first appointment and may be extended for two (2) additional terms.

OFFICER ROLES AND RESPONSIBILITIES

CHAIRPERSON

1. Shall call to order meetings of the IACA-EEO Subcommittee
2. Shall create and/or assign members to Ad-hoc and/or Focus Area Strategic Working Groups as necessary
3. Approve Meeting Agenda
4. Work in collaboration with the IACA-EEO Recording Secretary
 - a. Shall develop the agenda
 - b. Shall submit to the Department of Apprenticeship (DAS) a request for Notice of Public Meeting in compliance with the California's Open Meeting Act as Applicable
 - c. Shall ensure the meeting is planned effectively and conducted efficiently and in an orderly manner
 - d. Shall ensure work products are delivered to the responsible parties in a timely manner
5. Shall perform other activities necessary for the efficient and effective operation of the Subcommittee

RECORDING SECRETARY

1. Shall be a member of the IACA-EEO full Subcommittee
2. Maintain a log of actions items and decision of the IACA-EEO full Subcommittee
3. Maintain record of reports, correspondence, request, and other records within and between the IACA-EEO Subcommittee and DAS, the ICAC-EEO committee, CAC or another external agency. (This function may be assigned to DAS staff and/or consultants as necessary)
4. Shall formally record any formal action of the Subcommittee
5. Work in collaboration with the IACA-EEO Chairperson
 - a. Shall develop the agenda
 - b. Shall submit to the Department of Apprenticeship (DAS) a request for Notice of Public Meeting in compliance with the California's Open Meeting Act as Applicable
 - c. Shall draft or review, and distribute minutes of meetings for approval of the full Subcommittee (This function may be assigned to DAS staff and/or consultants as necessary)

- d. Shall review IACA-EEO Subcommittee reports and distribute to Subcommittee members (This function may be assigned to DAS staff and/or consultants as necessary)
- e. Shall ensure work products are delivered to the responsible parties in a timely manner
6. Shall perform other activities necessary for the efficient and effective operation of the Subcommittee

VICE CHAIRS

1. Shall be a member of the IACA-EEO full Subcommittee
2. Shall recruit new regional working group members to increase regional community access and participation
3. Shall provide agenda topics for the full Subcommittee
4. Shall convene California's Regional Area Working Group members and /or the public to discuss regional issues within the jurisdiction of the IACA-EEO Subcommittee.
5. May host meetings of the full Subcommittee in their region of California to promote access and/or input for more Californians
6. Shall provide reports, update, and/or work products to the full Subcommittee
7. Shall function as the chairperson when necessary

TERM OF OFFICE

All members of IACA-EEO Subcommittee shall serve at least a three-year term with a maximum of two additional consecutive full terms.

REMOVAL FROM OFFICE /SUBCOMMITTEE MEMBERS

Any member of the IACA-EEO Subcommittee can be removed from office and /or Subcommittee: 1) due to lack of attendance 2) due to lack of participation, 3) IACA-EEO member's written request.

Final decision of member removal shall be by majority vote of IACA-EEO Members present at the next IACA meeting

Lack of Attendance

Lack of Attendance shall be defined as missing three (3) consecutive IACA Quarterly Meeting without 24-hour advance notification to the Chairperson and/or Recording Secretary.

Lack of Participation

Lack of participation shall be defined as failing to respond to consecutive requests for input over three regularly quarterly IACA meeting or nine months of regularly scheduled IACA-EEO subcommittee meetings.

MEETING

1. Meetings of the IACA-EEO Subcommittee shall be concurrent with the Interagency Advisory Committee on Apprenticeship, but in no case shall occur less than once every three months.
2. Subcommittees of the IACA-EEO Subcommittee shall meet at the direction of any of the following:
 - a. Meeting requested by the Chief of the Division of Apprenticeship Standards
 - b. Meeting requested the chairperson of the Subcommittee
 - c. Meeting requested by any Regional Vice Chair
3. As necessary and with the appropriate notice, additional meetings may be scheduled by the Subcommittee Chairperson, Vice Chairs of Regional Areas and/or Chief of the Division of Apprenticeship.
4. All meetings will be held for the purpose of accomplishing subcommittee work and providing a forum where subcommittee members can discuss potential IACA-EEO issues and concerns that may be systemic in nature.
5. The Chairperson, Vice Chair of Regional Areas or their designee shall facilitate meetings.
6. Each member shall be entitled to one vote. No vote shall be taken in the absence of a quorum. Consensus is encouraged. When consensus is not possible, majority vote will govern all subcommittee decisions.
7. Members who are unable to attend regularly scheduled meeting shall notify the Chairperson and/or Recording Secretary cc the DAS staff assigned to the IACA-EEO Subcommittee for IACA Regular Quarterly Meetings
8. Minutes will be taken for all IACA-EEO Subcommittee meetings.
9. In all cases meetings shall be held consistent with the requirements of the California's Open Meeting Act as Applicable.

QUORUM

A quorum of the IACA-EEO Subcommittee shall consist of no less than half plus one of the members of the full subcommittee.

RULES OF ORDER

1. All meetings shall operate under Robert's Rules of Order (as amended)
2. Robert's Rules of Order may be amended from time to time specifically for the IACA-EEO Subcommittee.

3. Any amendments to Robert's Rules of Order specific to the Subcommittee shall be approved by two-thirds vote of the full Subcommittee in attendance and noted herein.
4. The Recording Secretary of the IACA-EEO Subcommittee shall be responsible for updating the Rules of Order as they may be amended from time to time.

SUBCOMMITTEE AND/OR WORKING GROUPS OF THE IACA-EEO

FOCUS AREA STRATEGIC WORKING GROUPS

Focus Area Strategic Working Group shall be members of the IACA-EEO and shall become a standing subcommittee of the IACA-EEO when established.

The establishment of a Focus Area Strategic Working Group shall be for the purpose of expanding research, reviewing, studying, analyzing and/or otherwise evaluating and making recommendation to the full IACA-EEO on a specific topic/or area of need for the IACA-EEO.

REGIONAL AREA WORKING GROUPS

Regional Area Working Groups shall be established at the discretion of and convened by Regional Vice Chairs. The purpose is to expand access, participation, and provide input to the Regional Vice Chair on regional issues under the jurisdiction of the IACA-EEO Subcommittee.

AD-HOC SUBCOMMITTEE

AD-HOC Sub-committee shall be established by the chairperson and/or at the request of IACA-EEO members. Ad-hoc Subcommittee's shall be established to address a specific topic and/or need of the IACA-EEO which occur outside of: 1) quarterly IACA meetings, 2) regular IACA-EEO meetings, and 3) Regular Focus Area Strategic Group meetings.

MEMBERSHIP AND SELECTION OF SUBCOMMITTEE'S AND WORKING GROUPS

FOCUS AREA STRATEGIC WORKING GROUPS

PURPOSE

To allow three or more IACA-EEO Subcommittee members to focus on a specific area under the jurisdiction of the IACA-EEO subcommittee.

MEMBERSHIP OF A FOCUS AREA SUBCOMMITTEE

Focus Area Strategic Working Group members shall be appointed by the chairperson and approved by the IACA-EEO members present at a regular schedule meeting. Members shall consist of at least three (3) IACA-members in good standing at the time of the appointment.

Once established the Focus Area Strategic Working Group shall select a chairperson and a recording secretary to oversee meetings and provide reports back to the full IACA-EEO Subcommittee.

WORK PRODUCT

All reports and results of the Focus Area Strategic Working Group's work shall be reported to the IACA-EEO Subcommittee at the next meeting of the ICAC-EEO Subcommittee.

All meetings shall conform with the requirements of the California's Open Meeting Act as Applicable.

REGIONAL AREA WORKING GROUPS

PURPOSE

To allow for a regional Vice Chair to convene non-members within a geographical area to provide input on issues under the jurisdiction of the IACA-EEO Subcommittee for that region.

MEMBERSHIP

Regional Area Working Group members may or may not be non-members of the IACA-EEO Committee. Members have no term limits but serve at the discretion of the Vice Chair that convened the working group.

The size and scope of working groups shall be at the discretion for the regional Vice Chair. The Vice Chair shall be responsible for the operations of the working group and shall inform the chairperson that a regional work group has been formed.

Regional Area Vice Chair convening the regional area working group shall be responsible for all meeting operations and providing reports and feedback to the IACA-EEO Subcommittee.

WORK PRODUCT

All reports, and work products of the regional work group shall be present to the full IACA-EEO Subcommittee to be approved and incorporated in the IACA-EEO Subcommittee's work product

All meetings of regional working groups shall conform with the requirements of the California's Open Meeting Act as Applicable.

AD-HOC SUBCOMMITTEE

PURPOSE

To allow for members of the IACA-EEO Subcommittee to meet in the intervening months between meetings for a limited topic and only for a limited duration to be established by majority vote of the full IACA-EEO Subcommittee.

However, in no case shall a meeting of an Ad-Hoc Subcommittee convene with sufficient members to constitute a quorum of the full IACA-EEO Subcommittee without providing public notification consistent with the California's Open Meeting Act as Applicable.

MEMBERSHIP

Membership shall be comprised of at least two members of the IACA-EEO Subcommittee. However, in no case shall an Ad-Hoc Subcommittee convene with sufficient members to constitute a quorum of the full IACA-EEO

Under time sensitive circumstance the chairperson may appoint and/or convene and Ad-hoc subcommittee without the approve of the IACA-EEO between regular meeting, however notice shall be sent to all IACA-EEO members of the time sensitive ad-hoc subcommittee establishment and what issue needed to be addressed.

AD-HOC COMMITTEES MEETING TOPICS AND SCHEDULE

1. Ad-hoc committee meetings may only be held under the following circumstances:
2. The topic of discussion is limited in scope
3. The topic for discussion was approved by the full IACA-EEO Subcommittee except for time sensitive issues which require input by the chairperson.
4. Ad-hoc committees may take no action on a topic but can add topics to the agenda for discussion and make recommendations to the full IACA-EEO Subcommittee.
5. No Ad-hoc committee may meet for a period exceeding the time between two meetings of the full IACA-EEO Subcommittee, or six months whichever is greater, without action of the full subcommittee.
6. All meetings of regional working groups shall conform with the requirements of the California's Open Meeting Act as Applicable

WORK PRODUCT

All reports, and work products of the regional work group shall be presented to the full IACA-EEO Subcommittee to be approved and incorporated in the IACA-EEO Subcommittee's work product.

CHARTER ADOPTION

This Charter shall be adopted by no less than an affirmative vote of three-fourths of the members present at a meeting of the IACA-EEO Subcommittee.

AMENDMENTS TO THIS CHARTER

1. Once adopted, this Charter may be amended.
2. Amendments to this Charter must have at least two readings before two separate quorums of the IACA-EEO Subcommittee.
3. This Charter may be amended by three-fourths vote of the full IACA-EEO Subcommittee IACA-EEO members in attendance at the meeting of the second reading.

IACA- EEO REGIONAL AREAS

SOUTHERN CALIFORNIA COUNTIES

LOS ANGELES, ORANGE, RIVERSIDE, SAN BERNARDINO

CENTRAL VALLEY CALIFORNIA – 11 COUNTIES

BAY AREA CALIFORNIA INCLUDING - 9 COUNTIES

NORTHERN CALIFORNIA COUNTIES

SAN DIEGO AND IMPERIAL CALIFORNIA COUNTY