



THE CITY OF SAN DIEGO

CITIZENS' EQUAL OPPORTUNITY COMMISSION

MINUTES

Wednesday, August 6th, 2014

6:00 – 8:00 p.m.

City Administration Building

12th Floor Committee Room

202 C Street – 12th Floor

San Diego, CA 92101

CALL TO ORDER: 6:00 p.m.

ROLL CALL:

Stamp Corbin, Chair

Kristine Custodio

Lan Jefferson

Laura Warner

Dan Ortiz

Rafael Perez

Gregg Torwick, Vice Chair

EXCUSED:

Jon Cloud

Monte Jones

STAFF & GUESTS:

Henry Foster, Program Manager, Equal Opportunity Contracting

Cheryl Stadille, Contract Compliance Officer, Equal Opportunity Contracting

E.J. Harbin, Deputy Director, Purchasing & Contracting

APPROVAL OF: Today's agenda, and Meeting Minutes from July 2nd, 2014
Minutes approved unanimously (7/0)

Motion made by Commissioner Ortiz to approve today's agenda and July 2nd Meeting Minutes, seconded by Vice Chair Torwick. Agenda & minutes approved unanimously (7/0).

NON AGENDA PUBLIC COMMENT: None.

STAFF UPDATES:

- Henry Foster, Program Manager, Equal Opportunity Contracting
 - No updates at this time. Public Works will be at the September meeting to provide updates.

DISCUSSION ITEMS: None.

ACTION ITEMS: (Motions needed):

- Commissioner Warner's August Meeting Minutes Amendments (Motion for approval)

Commissioner Warner stated that she was not ready to approve the minutes at this time. Chair Corbin mentioned that the item has been on the agenda since last September and we are not in compliance with keeping minutes.

Mr. Foster stated that there was a quorum at the last meeting and a discussion was held regarding the matter. The commission decided to table the item so Commissioner Warner could speak on the matter.

Motion made by Commissioner Warner to table the item. The item was not seconded. Motion fails.

Vice Chair Torwick made a motion to approve the August 2, 2013 minutes as they stand, seconded by Commissioner Custodio.

Commissioner Warner stated that some of the commissioners voting were not present when the August 2, 2013 meeting was held. Chair Corbin explained that the commissioners were provided with copies of the minutes for their review. Commissioner Perez mentioned that a conversation that took place at the last meeting was giving Commissioner Warner the opportunity to make a friendly amendment at the next meeting she attended to more accurately reflect what took place.

Commissioner Custodio asked Commissioner Warner what the intention was in the section of the meeting minutes in dispute. Commissioner Warner stated that the Commission should make a statement on former Mayor Filner's behavior and its impact on the City. Chair Corbin stated that there was a concern regarding accuracy capturing the meeting minutes, but all are in agreement with the item being long standing. Vice Chair Torwick mentioned that at the time, the issues were only allegations. Commissioner Warner was concerned that there was an additional motion she made at the time that was missing.

Commissioner Custodio expressed concern of a portion of the discussion missing from the record. Chair Corbin requested for staff to bring the tape of the recorded meeting to the retreat for the group to listen to so that the minutes can be accurately captured. Vice Chair Torwick did not wish to withdraw his motion to approve the minutes as they stand.

Vote taken to approve Vice Chair Torwick's motion to approve the August 2, 2013 minutes, 3-4. Motion fails.

Motion made by Commissioner Perez to make recording present at the upcoming retreat, seconded by Commissioner Ortiz. Vote 5-2, motion passes.

Chair Corbin led a discussion regarding how long things are to remain on the agenda and what does the Commission thinks is reasonable. Commissioner Custodio stated that we are made aware of meeting dates, times and minutes ahead of time. Commissioner Perez mentioned the time frame mirroring the term limits of 2 years and to carry tabled items for 2 months. Commissioner Jefferson asked how the issue of not having a quorum would affect tabling action items. Chair Corbin stated that we would allow agenda items to be carried over for a maximum of 2 meetings. After 2 meetings, action would be taken on the item.

Commissioner Perez asked what the time line was for posting the agenda. Mr. Foster explained that staff posts the agenda publicly 72 hours ahead of time and meeting items would be sent to commissioners 1 week before the meeting. Any agenda items from the commissioners would be sent to staff 10 days before the meeting. Mr. Foster also mentioned that this item was not put on the agenda for action, but can be included during the next meeting.

Chair Corbin suggested designating time at each meeting to vote on action items for upcoming meetings.

- Retreat
 - Date Selection – Friday, September 5 (Motion for approval of date)

Motion made by Commissioner Custodio to approve the September 5 retreat date, seconded by Commissioner Ortiz. Vote 7-0, motion passes.

- Invitation Letter for Assemblymember Shirley Weber to speak on CEOC history & previous accomplishments (Letter provided for motion approval)

Motion made by Commissioner Warner to approve the invitation letter for Assemblymember Weber for the CEOC retreat, seconded by Commissioner Custodio. Vote 7-0, motion passes. Letter will be mailed by staff.

- Discussion Topics (Agenda provided for motion approval)

Discussion was held to break up the agenda into 3 sections – regular monthly meeting, orientation, Staff will consolidate any redundancies and insert time slots for tracking purposes. Mr. Foster will be presenting orientation material. The commission would like an overview of Proposition 209 for informational purposes, the strategy and structure of procuring departments (Purchasing & Contracting and Public Works/Capital Improvement Projects). Focus for tracking SLBE participation has mainly been on the construction side and is codified in SDMC §22.36. SLBE participation for goods & services of a voluntary 20% goal is in Council Policy 100-10. Commissioners discussed looking at program model for construction side and strategizing to make recommendations for the goods & services side.

Mr. Foster said that the FY14 year-end data would be available for CIP. E.J. Harbin, Deputy Director of Purchasing & Contracting, explained that Purchasing is going through a deep dive to pull out information and have requested field to be created in SAP to track information going forward. In Planet Bids, there is a field created for tracking participation. The first initial kickoff for changes in SAP will be in September. Purchasing will report back progress to the commission with participation numbers and provide the specific fields being created.

Commissioners also discussed the quarterly report due to Committees. Mr. Foster explained that currently the Committees are not targeted for a quarterly report and Committee names have changed over time.

Commissioner Jefferson suggested having the bylaws be approved at the retreat. Commissioner Custodio asked how the Municipal Code recommendations would be changed. Mr. Foster explained that the recommendations would go to the Mayor & City Council, and that a supporting department would be needed.

- CEOC FY15 Meeting Schedule (Memo provided for motion approval)

Motion made by Commissioner Ortiz, seconded by Commissioner Jefferson. Vote 7-0, motion passes.

CHAIR ANNOUNCEMENTS: None.

COMMISSIONER ANNOUNCEMENTS:

ADJOURNMENT: 8:13 P.M.

NEXT MEETING: September 5, 2014 (Special Meeting – Retreat)

MATERIALS PROVIDED:

- Meeting Minutes from July 2, 2014
- Invitation Letter for Assemblymember Shirley Weber for CEOC Retreat
- Draft of Retreat Agenda
- Meeting Minutes from August 2013
- CEOC FY15 Meeting Schedule