



THE CITY OF SAN DIEGO

CITIZENS' EQUAL OPPORTUNITY COMMISSION

MEETING MINUTES

Wednesday, October 8, 2014

6:00 p.m. – 8:00 p.m.

City Administration Building

12th Floor Committee Room

202 C Street – 12th Floor

San Diego, CA 92101

CALL TO ORDER at: 6:03 p.m. by Chair Corbin

Chair Corbin announced that microphones need to be on and speak clearly into microphones for clear & accurate recordings

ROLL CALL:

Stampp Corbin, Chair

Kristine Custodio

Lan Jefferson

Rafael Perez

Laura Warner

Jon Cloud

EXCUSED:

Monte Jones

Dan Ortiz

Gregg Torwick, Vice Chair

STAFF & GUESTS:

Henry Foster III, Program Manager, Equal Opportunity Contracting

Cheryl Stadille, Contract Compliance Officer, Equal Opportunity Contracting

Dennis Gakunga, Director, Purchasing & Contracting

Ramone Lewis, Supervising Management Analyst, Equal Opportunity Contracting

Christian Silva, Senior Management Analyst, Equal Opportunity Contracting

APPROVAL OF: Today's agenda, and Meeting Minutes from September 5th, 2014
Minutes approved unanimously (7/0)

Motion made by Commissioner Custodio to approve today's agenda and September 5th Meeting Minutes, seconded by Commissioner Cloud. Agenda & minutes approved unanimously (7/0).

NON AGENDA PUBLIC COMMENT: None.

STAFF UPDATES: Christian Silva, Equal Opportunity Contracting (EOC) Program Update

Staff gave an update of the program's SLBE program improvements & statistics, contracting updates, and training the EOC program has attended over the last 2 months (Attachment A). Chair Corbin requested that the SLBE certification numbers be presented with a beginning & ending balance cumulative totals. A breakdown of the program make-up (construction, A&E, and goods & services) was requested by Commissioner Cloud.

Staff mentioned that PRISM (electronic monitoring system) will be utilized by EOC in the near future, which will enable them to collect data and have more information for Commission. Staff also commented on the City's IT sourcing contracts (CGI, Xerox, & Atos) and provided background information. Quartic Solutions, a City-certified ELBE, reached out to the City (Attachment A) after an outreach event hosted by the City on 9/23/14 regarding ELBE/SLBE participation.

PRESENTATIONS: Dennis Gakunga, Purchasing & Contracting Director

Staff gave an update on the upcoming Municipal Code proposed amendments related to goods & services being taken to the Budget & Government Efficiency Committee on the 29th.

Three proposed items will be taken before the committee -

1. The full implementation of the e-Procurement system (Planet Bids);
2. Expanding the use of Cooperative Agreements (piggyback agreements);
Educating of City Departments to understand the full benefits. Cost savings and reduction in cycle times and assist to put agreements out faster.
3. Raising contract thresholds requiring City Council approval (currently at \$1,000,000).

Staff explained that the full implementation of the items will enable the City to register & track vendors in the region, improved data accessibility, target efforts to SLBE/ELBE firms, further cost savings, reduction in procurement cycle times, and more responsiveness to the residents of the City. Notification of all forecasted/planned contracts, EOC participation, and related information would be presented to City Council. A finalized copy of the report will be provided to the commission.

DISCUSSION ITEMS: None.

ACTION ITEMS: (Motions needed)

- **Upcoming Municipal Code Proposed Amendments**

Motion made by Commissioner Perez to make a statement in support of the Municipal Code changes presented by Purchasing & Contracting, seconded by Commissioner Jefferson.

Commissioner Custodio stated that the recommendations include: 1) full implementation of e-Procurement system; 2) the expanded use of cooperative agreements; and 3) the simplification & streamlining of City Council approval thresholds.

Commissioner Perez accepted the friendly amendment to include the three recommendations previously mentioned by Commissioner Custodio.

Commissioner Perez restated his motion as amended to “write a letter in support of the Municipal Code changes presented by Purchasing & Contracting, which include e-Procurement, expansion of cooperative agreements, and the simplification & streamlining of the City Council approval process.” Seconded by Commissioner Warner. Vote 8-0, motion passes unanimously.

- **Sub-Committees- Overview/Assignment**

Commissioners discussed revising the names of the committees selected at the retreat in September. The committee names and members have been updated to the following:

Data	Public Relations	Bidding & Contracting
Stamp Corbin Kristine Custodio Jon Cloud	Gregg Torwick Lan Jefferson Monte Jones Rafael Perez	Laura Warner Lan Jefferson Kristine Custodio

Motion made by Commissioner Jefferson to adopt the following CEOC subcommittees: Data, Public Relations, and Bidding & Contracting; seconded by Commissioner Warner. Vote 8-0, motion passes unanimously.

Chair Corbin requested that all subcommittees provide a meeting schedule and select a chair to present at the upcoming meeting. Staff will look into the access of the phone bridge for commissioners’ subcommittee meetings. Subcommittee updates will be a standing discussion item for future meetings.

Commissioner Warner provided an update from the Bidding & Contracting Subcommittee (Attachment B).

CHAIR ANNOUNCEMENTS: None.

COMMISSIONER ANNOUNCEMENTS:

Commissioners discussed the previously mentioned Municipal Code changes presented by Purchasing & Contracting. Commissioner Perez stated that the commission agrees with City Councilmember Lightner for the need for statistics in regards to goods & services.

Chair Corbin will make the following statement at the Budget Committee meeting on October 29th:

The CEOC welcomes and encourages the opportunity for City Council and the EOC staff to participate in providing statistical information regarding goods & services.

Motion made by Commissioner Cloud to adjourn the meeting, seconded by Commissioner Warner.

ADJOURNMENT: 8:10 p.m.

NEXT MEETING: November 5, 2014

MATERIALS PROVIDED:

- Attachment A – EOC Program Update
- Attachment B – Bidding & Contracting Subcommittee Meeting Notes