



CITIZENS' EQUAL OPPORTUNITY COMMISSION MEETING MINUTES

Wednesday, July 02, 2025
6:00p.m. to 8:00 p.m.
Civic Center Plaza– 2nd Floor – Conference Room 1
1200 Third Ave Suite #200, San Diego, CA 92101

Item 1: CALL TO ORDER at 6:03 p.m.

Item 2: ROLL CALL

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| Cinnamon Clark, Vice Chair | Nicole Howard |
| Lola Adeyemo | Mark Jones |
| Julius Alejandro | Dr. April Moreno |
| Joseph Anthony Bustamante | Moira Tan |
| John-David Gonzales | |

STAFF:

Christian Silva, Program Manager, Equal Opportunity Contracting
Alex Navarro, Supervising Compliance Officer, Equal Opportunity Contracting
Desiree Morales, Senior Compliance Officer, Equal Opportunity Contracting
Jacqueline Zuno, Administrative Aide I, Equal Opportunity Contracting

Item 3: APPROVAL OF THE MEETING MINUTES OF April 5, 2023:

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| Motion: | Approve Minutes |
| Moved/Seconded: | Clark/Gonzales |
| Vote: | 9-0 |

Minutes for April 05, 2023 pass unanimously.

Item 4: New Commissioner Introductions

Current and New Commissioners each introduce themselves, their background experiences, and the minority groups they represent.

Item 5: Discussion Items

A. Commission's Purpose

Vice Chair Clark reads Municipal Code Section 26.16., which outlines the purpose, membership, and duties of the Citizens Equal Opportunity Commission. She mentioned the commission's past impact included advocating for the disparity study, changes which have been implemented into the way the city does business.

B. Agenda and Goal Setting

The commission discussed meeting schedules. Most members confirmed the current timing works. Commissioner Tan inquired about the possibility of virtual meetings. Christian Silva clarified that the previous exemptions under the AB 361 permitting virtual participation have expired. Desiree Morales will follow up with Boards and Commissions regarding ADA accommodations.

C. Disparity Study

Commissioner Jones asked whether the Disparity Study had been implemented.

Christian Silva provided background:

- The City of San Diego's Disparity Study was awarded in 2020 but conducted in 2021. The study period was 2014-2019.
- Conducted by BBC Research, the study validated the effectiveness of the SLBE program and informed key changes as a result. These include setting SLBE goals for goods and services and professional services contracts, implementing set-aside programs such as sheltered competition, and establishing a bonding and technical assistance program.

Commissioner Alejandro inquired about how the budget deficit has impacted EOC. Christian Silva stated that while there has been impact to departments citywide, EOC was able to maintain staffing levels including a program coordinator position that was originally granted to spearhead implementation of the disparity study results.

Commissioner Bustamante asks about the relevance of the disparity study. Christian Silva mentions the study was completed and presented to City Council in 2022 and remains relevant.

Commissioner Adeyemo asks about who continues to track the metrics and data of the program. Christian Silva responds that although not to the full extent of the disparity study, EOC program staff still track and report program metrics. These are presented to city council every year.

Vice Chair Clark requests as an action item that when EOC presents, they include an overview of the disparity study and why it was necessary.

D. Chair & Vice Chair Nominations

Desiree Morales explained the nomination process is open to the floor. Commissioners may nominate others or themselves.

Commissioner Gonzales nominates himself.

Commissioner Jones nominates Vice Chair Clark after she confirms her interest.

Commissioner Gonzales confirms he is only interested in Chair position, not Vice Chair. He highlights that the commission has not met for 30 months, and he feels needs new leadership. He also discusses his previous experience in running the committee for the Metropolitan Wastewater Project, focused on minorities and women.

Desiree Morales reads the duties of the Commission's Chair and Vice Chair after Commissioner Adeyemo asks for clarification on the roles.

Vice Chair Clark states she has maintained communications with EOC program staff regarding quorum and highlights her work with the commission including involvement in focus groups, identifying small businesses over the past few years, and advocating for additional monies for the disparity study.

Motion: Appoint Chair between Commissioner Gonzales and Vice-Chair Clark
Moved/Seconded: Jones/Bustamante
Vote: 7-2

Vice-Chair Clark is elected as chair by majority vote.

Commissioner Bustamante nominates Commissioner Tan for Vice-Chair.

Commissioner Adeyemo noted the difficulty about the vote, given that this is her first meeting, and she is getting to learn about the other commissioners.

Commissioner Tan welcomes the opportunity and would like to be further involved with the community she will be serving and representing.

Motion: Appoint Moira Tan as Commission Vice-Chair
Moved/Seconded: Alejandro/Howard
Vote: 8-1

Commissioner Tan is elected as Vice-Chair by majority vote.

Commissioner Adeyemo inquires about further vacancies within the commission. Desiree Morales affirms someone is undergoing the process to fill the Native American seat. However, the Native Hawaiian or other Pacific Islander seat remains vacant. Boards and Commissions will reach out when current commissioners are close to the end of their term regarding renewals.

Item 6: Action Items

Chair Clark asks that for the next meeting, commissioners come ready to discuss their priorities.

Commissioner Alejandro and Commissioner Bustamante request for a summary of the commission and EOC program to better inform commissioners of their duties.

Item 7: Staff Updates

Christian Silva provides EOC program updates.

- a. The business diversity report is an annual report presented to city council. Fiscal Year 2025 has just wrapped up and EOC staff will begin to gather statistical data. Quarterly reports will be provided to the commission when available. Previous business diversity reports including FY24 are available on the EOC website.

- b. EOC has historically had issues with staff retention. Program staff was recently reclassified from the management analyst series (found across all city departments) to a more specialized role – Compliance Officers.
- c. Procurement Academy is an internal training for city staff where they learn every step of procurement and city contracts including how to get insurance, advertise a project, funding sources, etc. The academy has received great feedback and continues to evolve.
- d. Updates in contracting include the establishment of mandatory goals for architectural & engineering and goods and services contracts, which include restricted bidding, and unbundling of large contracts.
- e. Bonding & technical assistance program has been established, managed by Maria Quiroz.
- f. Attachments denote SLBE program application figures (approvals, denials, and renewals).

Item 8: Subcommittee Reports

Item 9: Chair Announcements

Item 10: Non-Agenda Public Comment

Item 11: Adjournment at 8:05 p.m.

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Public Comment on an Agenda Item: If you wish to address the Commission on an item on today's agenda, please complete a speaker form (on the table near the door) and give it to the Commission's staff before the Commission hears the agenda item. You will be called at the time the item is heard.

Public Comment on Matters Not on the Agenda: You may address the Commission on any matter not listed on today's agenda. Complete a speaker form and give it to the Commission's staff. However, California's open meeting laws do not permit the Commission to discuss or take any action on the matter at today's meeting. At its discretion, the Commission may refer the matter to staff or committee.

Individual's comments are limited to three minutes per speaker. At the discretion of the Chair, if many people wish to speak on the same item, comments may be limited to a set period per item.