



CITIZENS' EQUAL OPPORTUNITY COMMISSION

MEETING MINUTES

Wednesday, September 03, 2025
6:00p.m. to 8:00 p.m.

City Administration Building – Committee Room (12th Floor)
202 C Street Suite 1200, San Diego, CA 92101

Item 1: CALL TO ORDER at 6:04 p.m.

Item 2: ROLL CALL

Cinnamon Clark	Nicole Howard
Moira Tan	Mark Jones
Dr. Lola Adeyemo	Dr. April Moreno
Julius Alejandro	

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 August 06, 2025:

Motion: Approve Minutes
Moved/Seconded: Jones/ Howard
Vote: 6-0

Minutes for August 06, 2025, passed unanimously.

Item 4: New Commissioner Introductions

- A. Chris Medellin will fill the Native American Seat.
- B. Two vacancies remain in the commission — Latino and Native Hawaiian or Other Pacific Islander.

Item 5: Discussion Items

A. Chair & Vice Chair Nominations

In accordance with the Citizen's Equal Opportunity Commission Bylaws, an election for commission Chair and Vice-Chair will be held at next month's meeting. Desiree Morales will follow up with absent commissioners to notify them about the election.

Commissioner Jones nominated Commissioner Clark for Chair and Commissioner Tan for Vice-Chair. Dr. Adeyemo seconded the nomination.

B. Subcommittee Interests & Objectives

Commissioner Howard provided updates on her subcommittee areas of interest, informed by her experience in federal contracting. She noted the EOC website offers accessible resources and forms that clearly outline program requirements. She expressed interest in analyzing the execution of Good Faith Efforts (GFE), particularly comparing the subcontracting goals firms commit to during the bidding process and the actual percentage achieved post-award. She also raised the possibility of recognizing firms that effectively engage small businesses and comply with subcontracting goals.

Commissioner Clark identified several offices and commissions with efforts that align with the CEOC, including the Division of Race & Equity (Office of the Independent Budget Analyst), the Accessibility Advisory Board, Arts and Culture Commission, and the Civil Service Commission.

Commissioner Alejandro highlighted the Small Business Advisory Board as an additional body with relevant alignment as well.

Commissioner Jones and Dr. Moreno discussed the possibility of expanding current collaboration efforts with the Port of San Diego. Dr. Moreno also expressed interest in better understanding the dynamics for small business contracting, as well as hiring practices related to full-time employment opportunities and equal opportunity employment standards.

Commissioner Tan proposed engaging with chambers and smaller affinity groups within them as part of public outreach efforts. She suggested that Commissioners periodically attend these meetings to build relationships and maintain a community presence.

C. Retreat Dates, Availability, and Speaker Requests

Motion: Hold Commission Retreat on January 14, 2026.
from 9:00 AM to 1:00 PM.

Moved/Seconded: Jones/ Dr. Moreno

Vote: 7-0

Motion passed unanimously.

Commissioners and staff also discussed possible speakers, including representatives from the Purchasing & Contracting Department, Engineering & Capital Projects Department, Office of the City Attorney, and Division of Race & Equity.

Item 6: Staff Updates

Desiree Morales provided EOC program updates.

- a. EOC is currently working to fill several vacancies, including two associate contract compliance officer positions and one senior contract compliance officer position.
- b. Staff is in the process of preparing the FY2025 Business Diversity Annual Report. The report will be presented to the commission when it is completed and commissioners will have also

the opportunity to attend, either in-person or virtually, when the report is presented to committee or city council.

- c. Staff is collaborating with the Office of Race & Equity to develop a written framework for implementation of the disparity study recommendations.
- d. EOC staff will continue to enhance networking and outreach efforts in participation with the Public Agency Consortium (PAC).
- e. Upcoming programming includes the Small Business Contractor Bootcamp and Procurement Academy taking place in Fall 2025.
- f. The Office of the Independent Budget Analyst (IBA) has completed an assessment of the city's current construction bid environment. Their report has identified trends in bid participation, bid frequency, and contractor concentration.
- g. Attachments denote SLBE Application Figures (approvals, denials, and renewals).

Item 7: Chair Announcements

N/A

Item 8: Non-Agenda Public Comment

N/A

Item 9: Adjournment at 6:57 p.m.

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