



CITIZENS' EQUAL OPPORTUNITY COMMISSION

MEETING MINUTES

Wednesday, December 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 6:12 p.m.

Item 2: ROLL CALL

Cinnamon Clark

Dr. Lola Adeyemo

Moira Tan

Nicole Howard

Joseph Anthony Bustamante

Mark Jones

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, Compliance Officer Trainee, Equal Opportunity Contracting

Item 3: APPROVAL OF THE MEETING MINUTES OF September 03, 2025:

Motion: Approve Minutes

Moved/Seconded: Bustamante/ Jones

Vote: 6-0

Minutes for September 03, 2025 pass unanimously.

Item 4: New Commissioners

- a. Chris Medellin will fill the Native American seat.
- b. Evaristo Rafael Parra will fill the Latino seat.
- c. Two vacancies remain in the commission — Disabled Person seat and Native Hawaiian or other Pacific Islander seat.

Item 5: Discussion Items

a. Chair & Vice-Chair Voting

Elect Cinnamon Clark as Commission Chair.

Vote: 6-0

Commissioner Clark is elected Commission Chair.

Elect Moira Tan as Commission Vice-Chair.

Vote: 6-0

Commissioner Tan is elected Commission Vice-Chair.

b. Solidify Subcommittees, Objectives, & Focus Areas

Commissioner Howard will focus on Good Faith Efforts (GFE) and analysis of subcontracting goals. Chair Clark will oversee collaboration with other city commissions and boards.

Commissioner Jones will focus on small business contracting & hiring practices. Vice-Chair Tan will focus on public outreach.

Chair Clark requested that all commissioners prepare their goals & discussion items in advance so the commission can establish its priorities at the retreat.

c. Speaker Requests for Retreat

Commissioners expressed interest in receiving an informational overview of each speakers' department.

Requests for speakers include:

- Boards and Commissions
- Office of the City Attorney
- Purchasing & Contracting
- Engineering & Capital Projects

Future speakers the commissioners would like to hear from include:

- Division of Race & Equity
- Personnel Department
- Equal Opportunity Contracting

Staff also noted that the commission bylaws will be reviewed at next month's retreat.

Item 6: Staff Updates

Desiree Morales provided EOC program updates.

- a. EOC is working to fill several vacancies, including two associate contract compliance officers, one senior contract compliance officer, and one program coordinator.
- b. Staff is preparing to present the FY2025 Business Diversity Annual Report. Commissioners may attend, either in-person or virtually, when the report is presented to committee or City Council. EOC can also present the findings at a future CEOC meeting.
- c. Small Contractor Boot Camp Fall 2025 has concluded. A new cohort will take place in Spring 2026.
- d. Procurement Academy Fall 2025 has concluded. A new cohort will take place in Spring 2026.
- e. Efforts to unbundle contracts continue to expand participation for SLBE/ELBE firms.
- f. Attachments denote SLBE application figures (approvals, renewals, denials).

Upcoming items include the mid-year budget review and updates to the city organization chart.

Commissioner Jones inquired about the data reflected in the SLBE Application figures. Staff noted that California Prop 209 prohibits race-conscious decisions in public contracting. For this reason, the SLBE program is race and gender neutral and focuses on small businesses at large. Chair Clark suggested that the public outreach subcommittee further research barriers to access and availability that may impact participation.

Dr. Adeyemo asked about how the success of outreach events is measured and how staff selects which events to attend. Staff explained that EOC representatives attend nearly all events they are invited to. Because these events are not hosted by the city itself, staff is generally unable to obtain attendance data.

Commissioner Bustamante asked about reasons why a firm's application for SLBE certification may be denied. Staff mentioned that denied firms often don't meet the local requirement.

Vice-Chair Tan inquired where commissioners can view information on awarded contracts. Staff noted that the Purchasing and Contracting department website provides lists of awarded contracts for each category (A&E/Consultant, Construction, Goods and Services). Commissioners can also search online for City of San Diego Sunshine Act.

Item 7: Chair Announcements

The commission retreat will take place at the San Diego Central Library on January 14th from 9:00 AM – 1:00 PM. Further details will be sent to commissioners via email.

Chair Clark requests that commissioners review their binders, California Proposition 209, and subcommittee objectives to discuss strategic planning for the commission at the retreat.

Item 8: Non-Agenda Public Comment

The Division of Race & Equity shared that the Office of the IBA has a public tool for understand the budget review process. This resource can be found at the Independent Budget Analyst (IBA) website, under Public Guides.

Item 9: Adjournment at 7:29 p.m.

Accessibility: This information will be made available in alternative formats upon request as required by the Americans with Disabilities Act (ADA) by contacting Desiree Morales at 619-236-7131. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services, or interpreters, require different lead times, ranging from five business days to two weeks. Please provide as much advance notice as possible to ensure availability. Assistive Listening Devices are available upon request.