



The City of San Diego
CITIZEN'S EQUAL OPPORTUNITY COMMISSION

MEETING MINUTES

Wednesday, May 29, 2019
6:00 p.m. – 8:00 p.m.
City Administration Building
Committee Room
202 C Street – 12th Floor
San Diego, C 92101

CALL TO ORDER at:

6:52 pm by Chair Custodio Suero

ROLL CALL:

Daniel Ortiz
Lan Jefferson (via teleconference)
Rafael Perez
Susan Jester

Beth Kransberger
Tony Teravainen
Kristine Custodio Suero

STAFF & GUESTS

Christian Silva, Program Manager, Equal Opportunity Contracting
Cheryl Smoot, Supervising Management Analyst, Equal Opportunity Contracting
Paola Muñoz, Senior Management Analyst, Equal Opportunity Contracting

PRIOR TO ROLL CALL:

Pursuant to California Government Code Section 5493, Vice-Chair Lan Jefferson participated via teleconference call from the Holiday Inn Laval – Montreal, Board Room Suite 535 in Opal Hall. Chair Custodio Suero confirmed the following with Vice-Chair Jefferson:

1. Commissioner Jefferson, can you hear me well?
2. Were you able to hear our proceedings on this end up until now?
3. Do you have a copy of the agenda for this meeting?
4. Have you posted the agenda at the location where you are?
5. Is your location reasonably accessible to the public, such that any member of the public could participate in this teleconference from your location if he or she wished to do so?
6. Is there any member of the public there with you who would like to participate in the public comment portion of this meeting, or otherwise address any agenda item for this meeting?

All Commissioners, Staff and public present indicated they were able to hear Vice-Chair Jefferson clearly.

APPROVAL OF: Meeting Minutes of April 3, 2019 (Attachment A)
Minutes approved unanimously
(AYE: Teravainen, Kransberger, Jester, Perez, Custodio Suero, Ortiz, Jefferson)
NOT PRESENT: Monte Jones)

Motion made by Commissioner Chair Kransberger, seconded by Commissioner Ortiz, to approve April 3rd Meeting Minutes. Minutes approved unanimously.

NON-AGENDA PUBLIC COMMENT: None.

GUEST SPEAKER: None.

DISCUSSION ITEMS

- A. Disparity Study Update – Cheryl Smoot
 - a. Timeline – RFP Milestones
 - i. Scope of Work Completed – Estimated End of June
 - ii. Advertisement – Estimated Mid-July (advertisement to last 40 days)
 - iii. RFP Evaluations – Estimated August/September
 - iv. Presentation to City Council Budget and Government Efficiency Committee – Estimated September/October
 - b. Scope of Work Development
 - i. Draft copy scope of work provided to all commissioners.
 - ii. Commissioners are to provide comments and feedback regarding the scope of work within 2 weeks.
 - iii. Items for commissioners to consider
 - 1. Time period of contract data (anything after 2008) though the larger the data set – the more costly it can get
 - 2. Is it imperative that the prospective proposer have completed “x” amount of studies in order to be awarded?
 - 3. Do we care about successful implementation of a study as an evaluation factor?
 - 4. Are their firms on their radar which they would like to ensure are contacted when this becomes public?
 - c. Questions
 - i. Commissioner Kransberger inquired on whether the City reviewing scope of work of similar RFPs from other jurisdictions.
 - 1. Response: Caltrans, City of Memphis, City of Boston. Other jurisdictions included in a Dropbox link provided to the Commissioners.
 - ii. Commissioner Kransberger inquired on how the contract data time period was determined.
 - 1. Response: Cost can affect how much data can be collected. The systems available (such as SAP, Prism, etc.) that record and maintain data can also affect what data is collected and how far back data can be obtained.
 - iii. Commissioner Teravainen inquired on whether the City holds forums with vendors on best practice?
 - 1. Response: Generally, different industry meetings are held with vendors, however, not specific to a disparity study.

- iv. Commissioner Perez inquired on whether it would be worth to look at data before Prism was implemented?
 - 1. Response: At the time Prism was implemented, many of the contracts did not require Prism utilization, however, hard copy contract data was maintained.
- v. Commissioner Teravainen inquired on groups that may challenge the disparity study?
 - 1. Response: Possibly receive some challenges similar to what occurred with the Caltrans disparity study.
- d. Special Meeting scheduled for June 12th to further discuss the disparity study.
- B. Council Committee Meeting Updates
 - a. ED&IR Meeting: No meeting in May. Commissioner Teravainen will attend the June meeting.
 - b. Budget & Government Efficiency: No update.

ACTION ITEMS: None.

STAFF UPDATES

- A. EOC Program Update provided. (Attachment B)

CHAIR ANNOUCEMENTS: None.

SUBCOMMITTEE REPORTS: None.

ADJOURNMENT: 7:59 pm

NEXT MEETING: June 12, 2019.