

CITIZENS' EQUAL OPPORTUNITY COMMISSION

MEETING MINUTES

**Wednesday, March 8, 2017
6:00 p.m. – 8:00 p.m.
City Administration Building
Committee Room
202 C Street – 12th Floor
San Diego, CA 92101**

CALL TO ORDER: 6:21 p.m.

ROLL CALL:

Kristine Custodio, Chair
Rafael Perez
Susan Jester
Monte Jones
Dan Ortiz
Cynthia Suero-Gabler

EXCUSED:

Lan Jefferson, Vice-Chair

STAFF & GUESTS:

Claudia Abarca, Program Manager, Equal Opportunity Contracting
Damian Singleton, Senior Management Analyst, Equal Opportunity Contracting
Kristina Peralta, Director, Purchasing and Contracting Department
Bridget Reilly, Ariba Project Manager (SAP Consultant), Department of IT - SAP
Jill Cristich, Deputy City Attorney, City Attorneys' Office
Martha Rivera, Clerical Assistant II, Equal Opportunity Contracting

APPROVAL OF: Meeting Minutes of March 8, 2017

Motion by Commissioner Perez, seconded by Commissioner Jester, to approve Meeting Minutes of February 17, 2017. Passes unanimously.

VOTE: 6-0; Custodio-yes, Perez-yes, Jester-yes, Jones-yes, Ortiz-yes, Suero-Gabler-yes; Jefferson-not present

NON-AGENDA PUBLIC COMMENT: Wendell Stemley, NAMC

- Mr. Stemley requested that the CEOC strongly consider writing Council President Cole and the Mayor regarding last year's contracting numbers.
- Mr. Stemley stated that out of 48 contracts that the City of San Diego let there was one contract awarded to a minority business enterprise in the amount of \$29,000 out of \$24.8 million dollars in awarded contracts.

PRESENTATION: Kristina Peralta, Director, Purchasing and Contracting

- Ms. Peralta provided an overview of Ariba Contract Pro.

VIDEO: Jill Cristich, Deputy City Attorney, City Attorneys' Office

- Overview of the Ralph M. Brown Act California's Open Meeting Law

DISCUSSION ITEMS: A. Goals for the Commission – Committees

1. Council Members (Leadership & Political Relations Committee)

- Chair Custodio stated the purpose of establishing this subcommittee is so the CEOC can serve as educators for the constituents of EOC.

2. Economic Development Commission (EDC) / Budget & Government Efficiency (B&GE)

- Budget & Government Efficiency Committee Meeting is scheduled for (1) March 22, 2017 at 9 am and (2) April 19, 2017 at 2pm. Commissioner Jester will attend both meetings.

3. Outreach and Community Forum

- Commissioner Perez stated the main goals for this subcommittee are to (1) identify stakeholders, (2) goals and objectives of outreach, (3) date and times for outreach and (4) create a survey to assess how CEOC can serve the public.
- Commissioner Perez stated he will move toward establishing regular meeting times for the subcommittee and will distribute emails to the commissioner on the subcommittee once coordinated.

4. FY19 Request for Disparity Study – Research

- Commissioner Suero-Gabler stated she will be reaching out to the Commissioners on this subcommittee to setup regular scheduled meeting appointments.
- Commissioner Suero-Gabler stated her plan to continue researching disparity studies and decide what course of action the CEOC will take.

5. Review/Comment on Current Bylaws

- Staff provided the Commission with the most recent bylaws revised by former CEOC Chair Laura Warner.

- Staff informed CEOC that six (6) of the seven (7) Commissioners need to be present at CEOC meetings in order to have a quorum.

6. Outreach Community Forum

- No discussion

DISCUSSION ITEMS: B. Appointment of Commissioners

- No discussion

DISCUSSION ITEMS: C. Quarterly Report

- Chair Custodio stated according to Municipal Code §26.16 the Commission is supposed submit a quarterly report to City Council on the Commission.
- Chair Custodio agreed to compile a draft quarterly report to route to the Commissioners prior to the April 5, 2017 CEOC meeting.

ACTION ITEMS: A. Review: Draft Annual Report and Quarterly Report, Modify and Approve

- Chair Custodio and the Commissioners agreed to table this item to the April 5th CEOC meeting.

ACTION ITEMS: B. Executive Summary & Talking Points for Discussion with Councilmembers

- Chair Custodio stated that this item be added to the agenda for the April 5, 2017 CEOC meeting.

ACTION ITEMS: C. Approval of Bylaws

- Chair Custodio stated that this item be added to the agenda for the April 5, 2017 CEOC meeting.

STAFF UPDATES: Damian Singleton, Senior Management Analyst, Equal Opportunity Contracting

- Staff provided updates on SLBE Program, contracting updates, training sessions and outreach updates.
- Staff clarified the manner the City of San Diego reports MBE awards in response to the non-agenda public comment made by Mr. Wendell Stemley. The information provided in the FY 2016 Diversity report includes a table which shows certification types and award amounts. Dollars assigned to each certification are assigned to each certification based on what subcontracting requirement the subcontractor is fulfilling. If a vendor holds multiple certifications, then only the certification required to meet the subcontracting goal is utilized. This does not necessarily mean that there was only one MBE awarded a contract during the fiscal year, but rather, the company noted only held the one certification.

CHAIR ANNOUNCEMENTS:

- Chair Custodio and Commissioner Jester attended the Neighborhood Experience Networking Event with various people from the City Council and Mayor offices.
- Commissioner Jones stated that the Commission did not discuss or agendaize the public comment request that a letter be sent to City Council.
- Chair Custodio requested the public comment request be agendaized as a discussion and action item on the April 5th CEOC agenda.

SUBCOMMITTEE REPORTS:

- Chair Custodio stated that the subcommittees will report at the next CEOC meeting.

ADJOURNMENT: 8:01 p.m.

NEXT MEETING: April 5, 2017