



The City of San Diego
CITIZEN'S EQUAL OPPORTUNITY COMMISSION

MEETING MINUTES

Tuesday, January 23, 2019
8:30 a.m. – 12:30 p.m.
San Diego Central Library
Library Commission Room
330 Park Boulevard
San Diego, CA 92101

CALL TO ORDER at: 8:44 a.m.

ROLL CALL:

Tony Teravainen
Kristine Custodio
Lan Jefferson
Beth Kransberger

Susan Jester
Rafael Perez
Dan Ortiz (absent)

STAFF & GUESTS

Cheryl Smoot, Supervising Management Analyst, Equal Opportunity Contracting
Paola Muñoz, Contract Compliance Officer, Equal Opportunity Contracting
Victoria Carrillo, Contract Compliance Officer, Equal Opportunity Contracting

APPROVAL OF: Meeting Minutes of December 3, 2018 (Attachment A)
Minutes approved unanimously
(AYE: Custodio, Jefferson, Kransberger, Jester, Teravainen, Perez;
NOT PRESENT: Ortiz)

Motion made by Vice-Chair Jefferson, seconded by Commissioner Jester, to approve December 3, 2018 Meeting Minutes. Minutes approved unanimously.

NON-AGENDA PUBLIC COMMENT: None.

GUEST SPEAKER: None.

A. Kristina Peralta, Director of Purchasing & Contracting

- Ms. Peralta provided an overview of Purchasing & Contracting and Equal Opportunity Contracting goals, obstacles and recent personnel changes. Some of the highlights of her presentation are as follows:
- The Purchasing & Contracting department will be posting the job application for the following positions: Program Manager, Procurement, Purchasing and Contracting Department and Program Manager, Equal Opportunity Contracting, Purchasing and Contracting Department.
- The administrative hearings program under the Purchasing & Contracting department will be expanding; in-house administration of these hearings will provide cost savings to the City.

- Supplier of Life Profile Manager: This program allows vendors to self-register, similar to Planet Bids, but they will be held more accountable to updating information. The new program will enable staff to collect metrics to track diversity and performance. For example, the new program will prompt internal customers to rate the vendors' performance. The new program will allow the existing system programs to better sync and communicate with one another.
 - Implementation is expected in late Spring. A communication blast goes out to Planet Bids and email; including to all vendors that Purchasing & Contracting/EOC outreach to. Current vendors will be grandfathered in to the new program.
- B. Darren Keenaghan, Deputy Personnel Director, *"Incorporation of Equal Employment Goals in City Personnel"*
 - Data presented based on the 2017 Equal Opportunity Report: <https://www.sandiego.gov/sites/default/files/csceoreport.pdf>
 - How do we advise the civil service commission: forwarded relevant data that is within the mission of the CEOC.
 - Concerns on data, no trends showing progress, they will make a presentation to the Civil Service Commission.
 - The Personnel Department's role, goals and strategic plan/process of doing an audit of internal system?
 - Goal: provide departments with a candidate pool that mirrors the community; anything after with the interview process is up to the department
 - Role: The Personnel Department is independent of the Mayor and they report to the Civil Service Commission; they can advise and assist a mayoral department only.. The Personnel Department highlights the department's shortcomings and assist department directors with their goals to achieve a diverse workplace.
 - Training, specific to the process related to interviews; roles of the individuals on the interview panel; guidelines regarding the interview process.
 - Each department has the discretion of hiring candidates for open position and is responsible for remedying any areas where they are not meeting the city and county work force availability targets.

DISCUSSION ITEMS

- A. Importance of Attendance and Filling Vacancies
 - The Commissioners want to the CEOC representative/liasion from the Mayor's office to introduce themselves and discuss appointments to the Commission.
 - The Commissioners request clarification on the definition of quorum.
- B. Annual Report
 - a. Draft 2018-2018 Annual Report to the City Council
 - Under the Commissioners' direction, staff made live edits directly on the draft.
- C. CEOC Bylaws
 - a. Section 5.2 Draft Language for Complaint Procedure
 - The Commissioners unanimously accepted the Deputy City Attorney's recommendation to delete the complaint section of the Bylaws.
- D. 2019 CEOC Planning
 - a. Goal Setting – The Commissioners decided on the following CEOC Goals for 2019:
 1. Support Disparity Study process by providing feedback regarding the scope of work.
 2. Develop a clear understanding of key stakeholders and process of inclusive hiring, purchasing and contracting towards better outcomes.
 3. Achieve and continually advocate for processes for inclusive hiring, purchasing and contracting to reflect the demography of our community.
 - By March, Commissioners Jester and Kransberger should meet with Kris Michelle and/or a representative from her office regarding inclusive hiring.

- The Commissioners request for staff to reach out to Kris Michelle's office to setup a meeting.
- By June, Commissioners should have met with Councilmembers/representatives of Councilmembers and the Mayor/representatives of the Mayor advocating to include a line item in the budget for the Disparity Study.
- Councilmember Liaison Pairings:
 - Chair Custodio: Councilwoman Moreno
 - Vice-Chair Jefferson: Councilwoman Montgomery
 - Commissioner Kransberger: Councilwoman Bry
 - Commissioner Jester: Councilman Cate (backup to Commissioner Teravainen)
 - Commissioner Teravainen: Councilmembers Cate and Kersey
 - Commissioner Perez: Councilman Ward
- Civil Service Commission: Commissioners Krasberger and Teravainen to attend the April meeting where Darren Keenaghan is to present the 2018 Equal Employment Opportunity Annual Report.
- The July meeting is rescheduled to: July 17th.
- b. Upcoming Speakers

February 6: James Naglevoort, Felipe Monroig

March 6: Invite Fire & Police Department representative in-charge of monitoring inclusive hiring practices and recruiting to provide an overview of their current practices.

- The Commissioners request for staff to reach out to Fire & Police department to schedule a representative to attend the March CEOC meeting and if they can send any documents/information explaining their EEO practices.

April 3: Invite a representative from the Chambers that were previously invited that they would want to hold a Joint Chamber meeting.

May 1: Invite Darren Keenaghan to present the 2018 Equal Employment Opportunity Annual Report.

June 5: Invite Kristina to update and possibly demo the Supplier of Life Profile Manager system.

July: Revisit budget discussions.

E. Subcommittee Reports

- Commissioner Kransberger will attend monthly budget committee meetings and Commissioner Teravainen will attend monthly Economic Development & Intergovernmental Relations committee meetings.

ACTION ITEMS:

A. Approval of Draft Annual Report

- Approved unanimously (AYE: Custodio, Jefferson, Kransberger, Jester, Teravainen, Perez; NOT PRESENT: Ortiz)

B. Approval of Draft CEOC Bylaws

- The Commissioners unanimously accepted the Deputy City Attorney's recommendation to delete the complaint section of the Bylaws.
- Approved unanimously (AYE: Custodio, Jefferson, Kransberger, Jester, Teravainen, Perez; NOT PRESENT: Ortiz)

STAFF UPDATES: EOC Staff provided the Commissioners a copy of data from December 2018 for the SLBE program and upcoming SLBE program outreaches.

CHAIR ANNOUCEMENTS: None

SUBCOMMITTEE REPORTS: None.

ADJOURNMENT: 12:31 p.m.

Motioned: Commissioner Jester

Second: Commissioner Perez

NEXT MEETING: Wednesday, February 6, 2019