



THE CITY OF SAN DIEGO

CITIZENS' EQUAL OPPORTUNITY COMMISSION

CEOC RETREAT - MEETING MINUTES

Wednesday, February 17, 2017

8:30 a.m. – 11:30 a.m.

**San Diego Central Library - Commission Room
330 Park Blvd.
San Diego, CA 92101**

CALL TO ORDER at: 8:37 a.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
Cheryl Smoot, Associate Management Analyst, Equal Opportunity Contracting
Martha Rivera, Clerical Assistant II, Equal Opportunity Contracting
Jonathan Herrera, Community Representative, Mayor's Office
Douglas Edwards, Deputy Director, Personnel Department
Dave Stucky, Associate Management Analyst, Public Works – Contracts

WELCOME & INTRODUCTIONS:

Chair Custodio welcomed all participants in attendance. Chair Custodio indicated the commission will review some of the policies around the areas they are responsible to monitor, which include contracting, equal opportunity standards, and personnel policies and procedures of the City. The overall purpose of the meeting is to set the commission's goals and objectives for FY17-18.

APPROVAL OF: Agenda and Meeting Minutes of January 4, 2017

ACTION: Motion by Commissioner Jester, seconded by Commissioner Perez, to approve Meeting Minutes of January 4, 2017

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

NON-AGENDA PUBLIC COMMENT: None

ACTION ITEMS: None

TRAINING: Claudia Abarca, Equal Opportunity Contracting

- Staff discussed the current make-up of the Commission and the number of Commissioners running on expired terms. Staff indicated that the Mayor's Office is vetting potential candidates and anticipate filling the vacant seats in April 2017.
- Seats for the following four (4) advocacy groups will be filled:
 - 1. Women
 - 2. Disabled
 - 3. Disabled Veterans
 - 4. Native American
- Staff discussed the FY 15-16 participation statistics for CIP (Construction and A&E)

GUEST SPEAKER: Jonathan Herrera, Mayor's Office

- Reiterated the Mayor's objectives for the upcoming fiscal year as indicated in the State of the City Address.
- Stated the San Diego Police Department is currently recruiting and looking to diversify their work force by reaching out our various Council Districts.
- Mr. Herrera stated that the Mayor's Office is looking to assist with the homeless issue in San Diego.
- Mr. Herrera stated that the Mayor's Office is not opposed to breaking up Public Works Contracts into smaller contracts for disadvantaged firms looking to do business with the City of San Diego.
- Mr. Herrera stated that he be included in any discussion where specific issues of missed bidding opportunities have occurred.

PRESENTATION: Douglas Edwards, Personnel Department

- Mr. Edwards discussed the Civil Service Commission's establishment – 1991.
- Mr. Edwards discussed the Personnel Department's responsibility which is administer the Civil Services Commission's (CSC) goals.

PRESENTATION: Dave Stucky, Public Works Department

- Mr. Stucky discussed the revisions to the pre-qualification process regarding SLBE/ELBE contractors seeking to bid as prime contractors, which took effect October 1, 2016. Part of those revisions are the trainings for contractors who do not have experience bidding as prime contractors. The Construction and Field Services Department will be conducting these trainings.
- There are three (3) Levels of Pre-Qualification based on project size:
 - \$0 - \$500K
 - \$500K - \$15 Million
 - \$15 Million+

DISCUSSION ITEMS: Establishing CEOC Goals & Objectives for FY17-18

1. Establish Leadership & Political Relationships with Councilmembers

Commissioner	Councilmember
Dan Ortiz Susan Jester Kristine Custodio Cynthia Suero-Gabler Monte Jones Rafael Perez Lan Jefferson	David Alvarez / Chris Ward Lori Zapf / Chris Ward / Scott Sherman / Mayor's Office Mark Kersey / Scott Sherman Chris Cate Myrtle Cole / Chris Cate Georgette Gomez Barbara Bry

Chair Custodio assigned each Commissioner a Councilmember to develop relationships throughout the fiscal year 17. The Commissioners can serve as educators for Councilmembers and constituents about CEOC. This assignment will allow Commissioners opportunity and access to Councilmembers and their constituents to assist small businesses looking to contract with the City of San Diego. Chair Custodio would also like the CEOC to assist in the recruitment of competent minorities.

2. Strategic Planning: (1) Economic Development Committee (EDC) and (2) Budget and Government Efficiency (B&GE) Committee

	Budget & Government Efficiency Committee (B&GE)	Economic Development Committee (EDC)
Meeting Time:	Wednesdays: March 8 th and 22 nd @ 9:00 a.m.	Thursdays: March 9 th @ 2:00 p.m.
Chair	Barbara Bry	Lori Zapf
Vice-Chair	Scott Sherman	Mark Kersey
Committee Member(s)	Chris Cate, Georgette Gomez	David Alvarez, Barbara Bry
Commissioner Attendee Rotation	Susan Jester, Monte Jones, Dan Ortiz	Kristine Custodio, Rafael Perez, Dan Ortiz

*Dan Ortiz suggested that the Committee rotation be updated once new Commissioners are appointed.

3. Outreach /Community Forum

- Identify Key Stakeholders (2) Set Goals and Objectives (3) Dates, Time and EOC Staff and (4) Survey

Leadership/Political Relationships	Research/Disparity Study	Outreach
Susan Jester (Chair) Kristine Custodio Lan Jefferson	Cynthia Suero-Gabler (Chair) Dan Ortiz Lan Jefferson	Rafael Perez (Chair) Monte Jones Kristine Custodio

*As new commissioners are appointed they have the option of joining one of the Subcommittees.

4. FY19 Disparity Study / Research

- Chair Custodio would like the CEOC to conduct research during the remaining 8 months of this calendar year and develop a proposal in effort to advocate for a disparity study, which the CEOC would like to request in Fiscal Year 2019.
- Commissioner Jester stated there needs to be five Councilmembers who vote yes on a disparity study to obtain approval.

5. Review Previously Established Subcommittees & Revisions

- Build upon previously formed subcommittees to establish alliances with current Councilmembers that will support the commission's petition for a disparity study for FY19.

6. Annual Report & Appointment of Commissioners

- Quarterly Reports: 9/30/17, 12/31/17, 3/31/18, 6/30/18)

7. Bylaw Revisions (Target: April 5, 2017)

- Chair Custodio stated that she would like all Commissioners to review the Bylaws and provide suggestions on improvement at the next regularly schedule CEOC meeting.

Staff indicated that the Mayor's Office will reappoint current Commissioners sometime in April 2017.

Staff stated that the Mayor's Office is currently vetting three (3) new appointees for the CEOC.

Chair Custodio stated to the subcommittees that they need to provide in their subcommittee reports who they spoke to and when.

Chair Custodio stated that she, Commissioner Jester and Commissioner Ortiz will develop an executive summary (guide) with talking points when in discussion with Councilmembers, on a quarterly basis as assigned.

ADJOURNMENT: 11:37 a.m.

NEXT MEETING: March 8, 2017