

CITY OF SAN DIEGO

CITIZENS EQUAL OPPORTUNITY COMMISSION

Contracting and Bidding Processes Improvement Subcommittee

MEETING MINUTES

MEETING DATE: 4.9.15 / 8 AM

SUBMITTED REPORT TO STAFF: 4.21.15

IN ATTENDANCE: Laura Warner, Kristine Custodio, Lan Jefferson

MEETING MINUTES APPROVED: done by email

OLD BUSINESS:

1. Request that DPW and P& C add timelines to bid and contract process diagrams. Requested 12.14.
2. Huron Efficiency Analysis should be conducted for DPW as it was for P & C and need Huron report presentation from P & C. *Original request 1.6.15.*
3. Requested copy of P & C quarterly report that went to Budget and Efficiency Committee in December 14.
Original requested 1.6.15.
4. Discussed what works or doesn' t work with the current Consultant Rotation List.
5. Recommend adds to Commission' s Annual Report & Quarterly Reports: **Made Request to Commission at February 2015 Meeting. No motion made at that time – just discussion.**
 - a. Quarterly Report: Provide data that is already being provided about contract awards and also for the spend. Add a one page summary from each Subcommittee.
 - b. Annual Report: Would have an Executive Summary, a summary of the data and an attachment of all the quarterly reports as well as other previously required items.
6. Request a presentation about the Consultant As-needed list and As-needed Departmental Contracts – **LW to request. LW to double check or follow-up. Done. Did April 21, 2015**
7. Action Item: Request that DPW provide timeline with process diagrams at 4.1.15. Commission Meeting Presentation. **LJ to requested March 2015. Done.**
8. Action Items: Requested copy of P & C quarterly report that went to Budget and Efficiency Committee on December 14. Requested 1.6.15 – **KC to requested in March – done.**

NEW BUSINESS

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- Request a presentation about SAP system from the financial department as it relates to the CEOC tracking of the spend. **Lan to request this.**
- Review Orientation Process for new Commissioners – **Lan to request to add to this month's agenda as discussion item.**
- Request Stamp to present to the commission and new commissioners about the history he has experienced. **Kristin to do this. Done.**
- Develop Quarterly Goals for Subcommittee – topic of next meeting