



THE CITY OF SAN DIEGO
CITIZENS' EQUAL OPPORTUNITY COMMISSION
DATA SUBCOMMITTEE
MINUTES

Tuesday, August 18, 2015
8:00 a.m. – 8:45 a.m.
Telephonic - (619) 533-5646

- ITEM 1: CALL TO ORDER: ROLL CALL
Chair: Kristine M. Custodio, ACP - Present
Committee Members:
Commissioner Dan Ortiz - Absent
Commissioner Cynthia Suero-Gabler - Present
- ITEM 2: APPROVAL OF: Today's Agenda and Any Deletions/Additions
- ITEM 3: DISCUSSION ITEMS:
- Recap Goals/Objective
 - Objective: To obtain information from various City departments that inform this subcommittee and the CEOC to make good decisions
 - Goals:
 1. Identify key stakeholders (point of contact of various City Departments) who are in control data that is important to this subcommittee and CEOC (ie. EOC and Personnel)
 2. To request and receive various data that is important to this subcommittee and CEOC available within 30 days of such request
 3. Establish a baseline for SLBE and ELBE certified vendors statistics
 4. To determine whether a disparity study is needed
 - New Commissioners/Data Subcommittee Members
 - Determine if any new commissioners are interested in joining the Data Subcommittee

ACTION ITEM: Request Mayor's office to appoint additional Commissioners
 - Request formal written response to 3/24/15 Meeting with Marshall Anderson, Policy Advisor to Mayor Faulconer to include following requests:
 - City of San Diego Disparity Study using BBC-prepared 2014 SANDAG Disparity Study
 - B&C Subcommittee Request: Change in Municipal Code to include women and disabled veterans

ACTION ITEM: KC - follow up letter to Mayor's office re 3/24/15 meeting and written response

- Budget & Efficiency Council Committee
 - Determine meeting schedule and EOP attendance at meetings
ACTION ITEM: Work with B&C Subcommittee to determine Commissioner attendance and reporting

- CEOC Quarterly Reports
 - Recommended to submit cover summary page attaching EOC monthly reports as information reports to City Council
 - Summary should include high-level bullet point summary from each sub-committee chair on current issues
ACTION ITEM: Work with B&C Subcommittee to determine reporting schedule and submission to the Budget & Efficiency Committee

- Department of Public Works
 - Request periodic in-person reports from James Nagelvoort

ACTION ITEM: Request follow-up meeting/presentation from James Nagelvoort re increased contract limit(s), oversight and reporting - per H. Foster at 7/1/15 CEOC meeting P&W Director Nagelvoort will present to CEOC in the near future (date to be determined)

- Goods & Services
 - Statistics re estimated \$900mm budget needed (determine percentage attributed to inventory/goods versus services)
 - Request PRISM & SAP demo

ACTION ITEM: Request status update re details released to Voice of San Diego re Dennis Gukunga

ITEM 4: ACTION ITEMS:
*CSG – will be brainstorming on ideas for data acquisition from departments and draft proposed outline – See Appendix A
 ALL - propose report to Council regarding timeline of data request(s) and response(s) and work on a CEOC calendar of action items*

ITEM 5: CHAIR ANNOUNCEMENTS:

ITEM 6: COMMITTEE MEMBER ANNOUNCEMENTS:

ITEM 7: Next Meeting: Tuesday, September 20, 2015, from 8:00 a.m. to 8:45 a.m.

APPENDIX A

Proposed Timeline – CEOC Requests for Data

	ACTION	REQUEST	RESPONSE TIME
STEP 1	Send request(s) to the Purchasing Manager/Interim Purchasing manager and copy Cheryl Stadille, Contract Compliance Officer.	1) Confirmation of receipt of request and 2) A <u>2-week turn around</u> on an answer or at a minimum, a status update including the expected date of fulfillment for accountability purposes.	2 Weeks
STEP 2	After <u>2-weeks</u> , if no response has been received, proceed with contacting Ronald Villa, Deputy COO, copy Cheryl Stadille and his Executive Assistant, Patricia (Tricia) Santillan.	Forward the original request and email trail. Communicate the following requests: 1) Confirmation of receipt of request and 2) A <u>1-week turn around</u> on an answer or at a minimum, a status update including the expected date of fulfillment for accountability purposes.	1 Week
STEP 3	After <u>1-week</u> , if no response has been received, proceed with contacting Scott Chadwick, COO, copy Cheryl Stadille and his Executive Assistant, Jacqueline Palmer. Also copy the DCOO and Purchasing Manager/ Interim Purchasing Manager.	Forward the original request and email trails. Communicate the following requests: 1) Confirmation of receipt of request and 2) A <u>1-week turn around</u> on an answer or at a minimum, a status update including the expected date of fulfillment for accountability purposes.	1 Week
STEP 4	After <u>1-week</u> , if no response has been received, proceed with contacting Stephen Puetz, Chief of Staff to the Mayor, copy Cheryl Stadille and his Assistant, Cheri Hoy. Also copy the COO and DCOO (and their assistants), and Purchasing Manager/ Interim Purchasing Manager.	Forward the original request and email trails. Communicate the following requests: 1) Confirmation of receipt of request and 2) A <u>1-week turn around</u> on an answer or at a minimum, a status update including the expected date of fulfillment for accountability purposes.	1 Week
STEP 5	After <u>1-week</u> , if no response has been received, consider filing a formal PRA request with the City of San Diego's City Attorney's Office.	Forward the original request, email trails and timeline of all requests made. Communicate the following requests: 1) Confirmation of receipt of request and 2) A <u>1-week turn around</u> on an answer or at a minimum, a status update including the expected date of fulfillment for accountability purposes.	TBD

Proposed Timeline – CEOC Requests for Data

STEP 1

Send request(s) to the **Purchasing Manager/Interim Purchasing Manager** and copy Cheryl Stadille, Contract Compliance Officer.

STEP 2

After 2-weeks, if no response has been received, proceed with contacting **Ronald Villa, Deputy COO**, copy Cheryl Stadille and his Executive Assistant, Patricia (Tricia) Santillan.

STEP 3

After 1-week, if no response has been received, proceed with contacting **Scott Chadwick, COO**, copy Cheryl Stadille and his Executive Assistant, Jacqueline Palmer. Also copy the DCOO and Purchasing Manager/ Interim Purchasing Manager.

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STEP 5

After 1-week, if no response has been received, consider filing a formal PRA request with the City of San Diego's City Attorney's Office.