

CITY OF SAN DIEGO

CITIZENS EQUAL OPPORTUNITY COMMISSION

Contracting and Bidding Processes Improvement Subcommittee

MEETING MINUTES

MEETING DATE: 8.27.15 / 8 AM

SUBMITTED REPORT TO STAFF: 8.27.15

IN ATTENDANCE: Laura Warner, Kristine Custodio, Lan Jefferson, Susan Jester

MEETING MINUTES APPROVED: done by email

OLD BUSINESS:

1. *Items requested of staff – prioritize follow-up based on quarterly goals assessment:*

- DPW and P& C add timelines to bid and contract process diagrams. *Requested 12.14/ requested again by LJ on 3.15 for an April 15 Presentation*
- 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. Requested KC requested again in March*
- Copy of P & C quarterly report that went to Budget and Efficiency Committee in December 14.
 - *Original requested 1.6.15.*
- 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.*
 - 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.
 - 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.
- Request a presentation about the Consultant Rotational list and As-needed Departmental Contracts – *LW to requested April 21, 2015*
- Review Orientation Process for new Commissioners – *LJ requested this for April 15 meeting topic.*
- Requested that Labor present their process, policies and protocols related to consultant contract processing

2. *Commission to provide quarterly reporting and requests on such items as:*

- Ombudsperson to help small businesses navigate contracting issues between departments
- Appointments for a full commission
- DPW increase in contracting and staffing and ensuring small business participation

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NEW BUSINESS

Priority for the coming month and quarter:

1. Revise Mayor' s letter / Last Month' s Contracting Issues list (LW)
2. Request Meeting with Scott Chadwick / Ron Villa to review internal audit report and contract process improvements (LW to set up with Henry Foster)
3. Attend and testify Budget and Efficiency Committee Meeting – internal audit and contracting issues (LW, SJ) send out date to committee, contact Myrtle Cole' s staff person before the Committee mtg.
4. Request DPW and P&C to report their strategy to the CEOC Commission for maintaining and increasing E/SLBE participation and making the contracting process work better at Fall Commission Meetings

Small Business Outreach

- Coordinate this idea with EOC
- Identify process and what will be delivered
- Identify which firms to solicit input
- Confirm questions to ask
- Whistler Blower protections for those that would like to testify?