



THE CITY OF SAN DIEGO
CITIZENS' EQUAL OPPORTUNITY COMMISSION
AD HOC ANNUAL REPORT SUBCOMMITTEE
MINUTES

Thursday, November 12, 2015
8:30 a.m. – 9:00 a.m.

- ITEM 1: CALL TO ORDER: ROLL CALL
Chair: Lan Jefferson - Present
Committee Members: Commissioner Kristine M. Custodio, ACP - Present
- ITEM 2: APPROVAL OF:
Today's Agenda and Any Deletions/Additions (**not applicable for first meeting**)
- ITEM 3: DISCUSSION ITEMS:
Objectives: To review annual report documents and prioritize the subcommittee's goals.
Focus:
Reviewed and discussed last 2011 Annual Report, Report Template and 2015 Retreat Objectives for Subcommittee
Reviewed and discussed CEOC Duties and Functions of Annual Report (annually or quarterly)
- Submit written annual reports which evaluate the process of the City and its agencies for review and acceptance by the Rules Committee and Council.
Submittal should coincide with annual submittals by the Mayor, Civil Service Commission, non-managerial departments and agencies.*
- Discussed Priorities for Annual Report
- ITEM 4: ACTION ITEMS:
Type up and submit subcommittee minutes - Jefferson
Outline and submit annual report goals and objectives for CEOC review - Custodio & Jefferson
- ITEM 5: GOALS:
To complete the 2014-2015 Annual Report and establish a sustainable reporting process.
- ITEM 6: CHAIR ANNOUNCEMENTS:
- ITEM 7: COMMITTEE MEMBER ANNOUNCEMENTS:
- ITEM 8: Next Meeting: Thursday, December 10, 2015, from 8:30 a.m. to 9:00 a.m.



THE CITY OF SAN DIEGO
CITIZENS' EQUAL OPPORTUNITY COMMISSION
COMMISSIONER EVENT UPDATE
FORM

COMMISSIONER: _____ DATE: _____

COMMISSIONER ATTENDANCE/PARTICIPATION: (Which Commissioners will attend Event/Activity)

EVENT/ACTIVITY: (Type of Event/Activity)

PURPOSE: (Purpose of Event/Activity)

HIGHLIGHTS: (Main points of Event/Activity)

TAKEAWAYS: (Commissioner Thoughts of Event/Activity)

ACTION ITEMS: (Recommendations/Priorities for Commissioners)
