

# CITY OF SAN DIEGO, CITIZENS EQUAL OPPORTUNITY COMMISSION

Contracting and Bidding Processes Improvement Subcommittee

## MEETING MINUTES

MEETING DATE: 1.26.15 / 8 AM

SUBMITTED REPORT TO STAFF: 1.27.15

IN ATTENDANCE: Laura Warner, Kristin Custodio, Lan Jefferson

### OLD BUSINESS:

1. Request for DPW and P& C Staff Presentations to CEOC – DPW presented Jan 15 CEOC meeting.

Request that DPW and P& C add timelines to contract process diagrams. Requested 2014.

Huron Efficiency Analysis should be conducted for DPW as it was for P & C and need Huron report presentation from P & C. Requested 1.6.15

2. Requested copy of P & C quarterly report to Budget and Efficiency Committee. Requested 1.6.15

3. Request for Quarterly E/SLBE status report from City Staff to CEOC, Budget and Efficiency Council Committee, and City Council - (see sub committee Meeting Minutes and Recommendations Report dated 1.6.15 for requested organization for quarterly reports)

4. Request from Staff information from DPW about specific prime contractor issues related to E/SLBE that they reported in CEOC staff report in December 2014. Requested 1.6.15.

5. Request made to Staff to prepare letter from Commissioner Custodio's letter draft for CEOC approval regarding adding women and disabled vets as class covered by the CEOC in the Municipal code. Request made 1.23.15.

Agreed that Commissioner Warner would prepare copy to be prepared to add to the Mayor's letter summarizing this subcommittee's recommendations regarding reporting timelines for E/SLBE program and contracting improvements. And a more detailed bullet list for both items to be attached to Mayor's letter to be prepared and submitted for CEOC consideration.

### NEW BUSINESS:

1. Recommend preparing a letter of immediate changes that should be made to improve the monitoring of the E/SLBE program and the bidding and contracting process. Letter to be sent to the Mayor, Almis Udry, the head of the Mayor's new Department, Director of Performance and Analytics, Budget and Efficiency Council Committee, Infrastructure Council Committee and the City Council. See item #5 under old business.
2. Amend committee goals to add more accountability recommendations and to add a goal for increased participation of E/SLBEs.
3. Agreed that Commissioner Warner would prepare a issues list for both DPW and P&C that Mr. Foster could use to coordinate resolution of contracting problems with the departments. This list could also be used in coordination with the Mayor's department of Performance and Analytics so that inter departmental issues could be resolved.