

# CITY OF SAN DIEGO

## CITIZENS EQUAL OPPORTUNITY COMMISSION

### Contracting and Bidding Processes Improvement Subcommittee

#### MEETING MINUTES

MEETING DATE: 5.14.15 / 8 AM

SUBMITTED REPORT TO STAFF: 5.27.15

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/ requested again by LJ on 3.15 for an April 15 Presentation*
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. Requested KC requested again in March*
3. Requested copy of P & C quarterly report that went to Budget and Efficiency Committee in December 14.  
*Original requested 1.6.15.*
4. 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.
5. Request a presentation about the Consultant As-needed list and As-needed Departmental Contracts – *LW to requested April 21, 2015*
6. Review Orientation Process for new Commissioners – *JL requested this for April 15 meeting topic.*

#### NEW BUSINESS

- Review old business and identify any follow-up items
- Develop Quarterly Goals for Subcommittee – topic of next meeting
- Reviewed an update from the Mayor' s office regarding the issues that were brought up at

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meeting. Need to continue follow-up on these issues.

- Summary of Issues that need to be resolved with contracting – id what is working and not working.
- Disparity study
- CEOC Ordinance change to include women