



THE CITY OF SAN DIEGO

**CITIZENS' EQUAL OPPORTUNITY COMMISSION**

Wednesday, April 3<sup>rd</sup>, 2013  
6:00 p.m. – 8:00 p.m.  
City Administration Building  
Committee Room  
202 C Street, 12<sup>th</sup> floor  
San Diego, CA 92101

**COMMISSIONERS PRESENT:**

Ron T. Cho  
Jon Cloud  
Stamp Corbin, Chair

Monte Jones  
Jay M. Montenegro  
Gregg Torwick, Acting Chair

Laura Warner

**COMMISSIONERS ABSENT:**

**MAYOR'S STAFF & Guests:**

Henry Foster, Administration Department, Interim Director  
Denise Sandoval, Administration Department Executive Secretary  
Elena Perez, Disbursements Manager, Office of the Comptroller  
Angela Colton, Program Manager, Engineering & Capital Projects

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**CALL TO ORDER:** ROLL CALL

**APPROVAL OF:** Today's Agenda, and Meeting Minutes for March 6, 2013

**NON-AGENDA PUBLIC COMMENT:** None

**STAFF UPDATE:**

- OFFICE OF THE COMPTROLLER - Elena Perez, Disbursements Manager
  - Report on Payment Statistics (*Handouts*)

- PUBLIC WORKS – Angela Colton, Program Manager, Engineering & Capital Projects
  - Report on Payment Statistics in regards to Contracts
  - Most accounts that are over the 90 day payment cycle are typically due to retention.

There was extensive discussion as to the procedures and understanding the flow of the process from the Comptroller's prospective, as well as, where there could be potential congestion in regards to, Vendors receiving timely payments.

The Commission expressed their concerns with the year to year "close-out" process that occurred the past years, it impacted some Vendors from receiving payments for an extended period of time.

Comptrollers responded that it continues to be a challenge but that the time frame has considerably reduced due to training and advance deadline notifications.

Staff to contact the Purchasing and Contracting Department and request that a presentation be provided on the payment process and the year end carry over.

- EOCP – Henry Foster, Interim Administration Direction
  - Semi Annual Statistics on A/E, Construction, and Mentor Protégé
  - Staff to provide statistics in May.

**SUB-COMMITTEE UPDATES:**

It was recommended that Staff create a new list with the new members of each sub-committee for reference and send it to all Commissioners.

- Recognition Sub-Committee
  - Stamp Corbin
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- Contracting Issues Sub-Committee
  - Laura Warner
  - Jon Cloud
  - Monte Jones
- Commission Administration
  - Stamp Corbin
  - Laura Warner
  - Jay Montenegro
- Mentor Protégé Sub-Committee
  - Jon Cloud
  - Gregg Torwick
  - Monte Jones

**ACTION ITEMS:** (Motions required)

- Proposed Debarment Changes – Informed that a meeting was currently scheduled to take place with the City Attorney's Office to discuss changes, Staff will return with report of meeting in May.

**CHAIR ANNOUNCEMENTS:**

**COMMISSIONER ANNOUNCEMENTS:**

- Commissioner Cloud presented the AGC Plan Room Statistics.
  - Commissioners requested that the AGC be asked to provide a more detailed report and that it include measures of success.
  - Commissioner Cloud also reminded the Commission that the AGC would be holding the SLBE/ELBE Open House & Luncheon and invited the Commission to come. An invitation will be sent out and RSVP will be included.

**ADJOURNMENT:** 7:30 PM

**NEXT MEETING:** May 1<sup>st</sup>, 2012

**MATERIALS PROVIDED:**

- Minutes from April
- Comptroller's Power point
- Upcoming Bid List
- AGC Handout