



THE CITY OF SAN DIEGO

**CITIZENS' EQUAL OPPORTUNITY COMMISSION**

**MINUTES**

**Wednesday, July 2nd, 2014**

**6:00 – 8:00 p.m.**

**City Administration Building**

**12<sup>th</sup> Floor Committee Room**

**202 C Street – 12th Floor**

**San Diego, CA 92101**

---

**CALL TO ORDER:** 6:11 p.m.

**ROLL CALL:**

Jon Cloud

Stampp Corbin, Chair

Kristine Custodio

Lan Jefferson

Monte Jones

Dan Ortiz

Rafael Perez

Gregg Torwick, Vice Chair

**EXCUSED:**

Kim Mettler

Laura Warner

**STAFF & GUESTS:**

Henry Foster, Program Manager, Equal Opportunity Contracting

Denise Sandoval, Executive Assistant, City of San Diego

Cheryl Stadille, Contract Compliance Officer, Equal Opportunity Contracting

---

**APPROVAL OF:** Today's agenda, and Meeting Minutes April 2nd, 2014  
Minutes approved unanimously (8/0)

No meetings were held in May & June due to not having a quorum to conduct business.

**NON AGENDA PUBLIC COMMENT:** None.

**STAFF UPDATES:**

- Henry Foster, Program Manager, Equal Opportunity Contracting
  - Staff Changes – Cheryl Stadille will be replacing Denise Sandoval. Ms. Stadille will email her contact information to the commissioners. All correspondence will go through her moving forward.

**DISCUSSION ITEMS:** None.

**ACTION ITEMS: (Motions needed):**

- Letter to Mayor Faulconer, City Council, Dennis Gakunga & Henry Foster requesting update to SDMC §26.16 to include Women and Veterans as minority groups and to request that CEOC be consulted prior to any policy decisions impacting the Equal Opportunity Contracting Program.

**Motion made by Commissioner Perez to approve the letter for signature and routing to Mayor Faulconer, seconded by Vice Chair Torwick. The signed letter will be delivered via interoffice mail.**

- Commissioner Warner's August Meeting Minutes Amendments (tabled)

**Motion made by Vice Chair Torwick to approve the minutes as is, without revisions, seconded by Commissioner Perez. Vote taken, 4-4. Motion fails, will be tabled for the August meeting.**

Commissioner Jones stated that although the minutes have been pending for almost one year, they are a legal document and that Commissioner Warner should be given the opportunity for amendments. Chair Corbin stated that the item has been tabled since last September.

- Retreat
  - New Date Selection (Motion for date approval tabled)
    - Dates suggested for the retreat were August 28 or 29 and September 4 or 5. Ms. Sandoval will check with Facilitator (Maggie Taylor) for her availability.
  - Location of retreat to be at MOC II

**Motion made by Commissioner Custodio to approve MOC II as the retreat location, seconded by Commissioner Jones. Vote take, 8-0. Motion passes unanimously.**

- Topics listed on provided draft agenda: (Motion for agenda approval tabled)

Ms. Sandoval contacted Dr. Shirley Weber to be a guest speaker at the retreat. She will coordinate scheduling with her assistant.

Chair Corbin stated the September monthly meeting will be held during the first thirty (30) minutes of the retreat, and requested a dashboard of fiscal year-end outreach statistics comparing FY 13 and FY 14 numbers for CIP and goods & services. Mr. Foster will have the CIP data, but needs to consult with the Purchasing & Contracting Department for the goods & services numbers.

Chair Corbin also stated that the previously mentioned data would be needed for the commission's semi-annual Report to the City Council. SDMC §26.16 states that written reports should be submitted quarterly. When Debra Fischle-Faulk was here, the commission voted to submit the report annually. The Purchasing & Contracting Department would need to sponsor the commission's Municipal Code amendments.

Commissioner Jefferson requested a formal orientation for new commissioners and an overview of the bid process from Purchasing & Contracting.

Ms. Sandoval mentioned that SDMC§26.16 states that the commission shall consist of eleven (11) members. There is currently a vacancy for the Asian/Pacific Islander minority group. Ms. Sandoval or Ms. Stadille will contact the Director of Appointments regarding the vacancy and to verify all of the commissioners' term limits.

Commissioner Jefferson also suggested that the commission should set goals with timelines at the retreat.

**CHAIR ANNOUNCEMENTS:** None.

**COMMISSIONER ANNOUNCEMENTS:**

- City Internal Investigation Processes

Commissioner Jefferson stated that a City employee previously came before the commission regarding a discrimination issue in the work place. Mr. Foster explained that the area of investigation on EEO type issues was outside of the duties & responsibility of the commission, and that he could touch base with the City Attorney's Office regarding the determination. The commission's responsibility is in the recruitment process and not this process, and the item should have been taken to the Civil Service Commission.

Commissioner Custodio mentioned that the SDMC states the commission is involved in the equal opportunity program. Mr. Foster explained that this is the Equal Opportunity Contracting Program and external participation.

Chair Corbin suggested that the City Attorney can explain the purview of the commission written in the Municipal Code at the retreat, as it is being interpreted differently by the commissioners.

**ADJOURNMENT:** 7:43 P.M.

**NEXT MEETING:** August 6, 2014

**City of San Diego**  
**Citizens' Equal Opportunity Commission**  
1200 Third Avenue, Suite 200 · San Diego, CA 92101  
619-236-6000 · Fax 619-236-5904

**MATERIALS PROVIDED:**

- Meeting Minutes from April
- Copy of letter to Mayor Faulconer – Request to update SDMC §26.16 to include Women and Veterans as represented minority groups and consulting of CEOC prior to policy decisions impacting EOC.
- Draft of Retreat Agenda
- Meeting Minutes from August 2013