



**THE CITY OF SAN DIEGO**

**CITIZENS' EQUAL OPPORTUNITY COMMISSION**

**MINUTES**

Wednesday, February 5th, 2014  
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

**CALL TO ORDER: ROLL CALL: 6:15 P.M.**

**INTRODUCTION OF NEW COMMISSIONERS**

Kristine Custodio  
Lan Jefferson

Kimberly Mettler  
Daniel Ortiz

Rafael Perez

**COMMISSIONERS PRESENT:**

Jon Cloud  
Stamp Corbin, Chair

Gregg Torwick, Vice Chair  
Laura Warner

**COMMISSIONERS ABSENT:**

Monte Jones

**MAYOR'S STAFF & Guests:**

Dennis Gakunga, Director, Purchasing and Contracting,  
Henry Foster III, Program Manager, Equal Opportunity Contracting,  
Denise Sandoval, Executive Assistant, City of San Diego  
Lara Easton, Deputy City Attorney, City Attorney's Office  
Glenn Encarnacion, Deputy Personnel Director, Personnel Department  
Harold Barclay, Equal Employment Investigations Manager, Personnel Department  
Cynthia Nelson, Deputy Personnel Director, Personnel Department  
Darren Greenhalgh, Deputy Director, Public Works Department

**APPROVAL OF: Today's Agenda, and Meeting Minutes**

- December 4<sup>th</sup> – Approved with amendments
- August 7<sup>th</sup> , 2013 – Tabled to March Meeting

**PUBLIC COMMENT: None**

**PRESENTATION: CITY ATTORNEY'S OFFICE:**

- **Introduction of Lara Easton, Deputy City Attorney newly assigned to CEOC**
- **Attachment 1:** Brown Act Overview (20-30 min)

**PRESENTATION: PERSONNEL DEPARTMENT**

- Glenn Encarnacion, Deputy Personnel Director
  - The Personnel Department Rose vs. the Hiring Department/Appointing Authority Role
    - The Process of Establishing Candidate Eligibility and the Certification of Lists for Department to Fill Vacancies.
    - Appointing Authority Interviews and Selection Process
  - Specific Personnel Department Recruiting Efforts
  - Specific efforts to Encourage Diverse Appointments
  - Fiscal Year to Date Accomplishments/Ongoing Efforts
- Harold Barclay, Equal Employment Investigations Manager
  - The role of the Equal Employment Investigations Office
  - Accomplishments / Ongoing Efforts
- **Attachment 2:** Discussed Statistics of Hiring and Diversity within City Staff.
  - **Commissioners requested that we invite the Human Relations Director to our next meeting to discuss the “unclassified” positions.**

**DISCUSSION ITEMS:**

- Salary Setting Commission Meeting – Vice Chair Torwick
  - Commissioners requested that the outcome of the Salary Setting Commission be provided at the next meeting.
  - Vice Chair Torwick requested that Staff invite Tom Tomlinson to discuss the Mentor Protégé Program since he has taken it over.
- P&C / EOC Integration Update
- **Attachment 3:** Ordinance approved by Council w/o CEOC input – **Tabled to March**
- **Attachment 4:** The Elite SDVOB Network – Vice Chair Torwick
- **Attachment 5:** Draft CEOC Brochure – **Tabled to March**

**ACTION ITEMS:**

- **Motion Needed:** Commissioner Laura's August Meeting Minutes Amendments – **Tabled to March**
- **Motion Needed: Attachment 6:** Commissioner Warner's Letter regarding Departments presenting to City Council without the input from the CEOC. **Tabled to March**

**CHAIR ANNOUNCEMENTS:**

**COMMISSIONER ANNOUNCEMENTS:**

**ADJOURNMENT: 8:00 P.M.**

**Materials Provided:**

Agenda

Minutes from August 7, 2013 & December 4<sup>th</sup>, 2013

Attachment 1: Brown Act Overview

Attachment 2: speaking Points from the Personnel Department.

Attachment 3: Ordinance approved by Council w/o CEOC input

Attachment 4: The Elite SDVOB Network

Attachment 5: Draft CEOC Brochure

Attachment 6: Commissioner Warner's Letter/Draft