



THE CITY OF SAN DIEGO

CITIZENS' EQUAL OPPORTUNITY COMMISSION

MINUTES

Wednesday, March 5th, 2014
6:00 p.m. – 8:00 p.m.
City Administration Building
Committee Room
202 C Street, 12th floor
San Diego, CA 92101

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

COMMISSIONERS PRESENT:

Jon Cloud	Monte Jones	Daniel Ortiz
Stamp Corbin, Chair	Kimberly Mettler	Rafael Perez
Kristine Custodio	Gregg Torwick, Vice Chair	
Lan Jefferson	Laura Warner	

COMMISSIONERS ABSENT: NONE

MAYOR'S STAFF & Guests:

Dennis Gakunga, Director, Purchasing and Contracting
E.J. Harbin, Deputy Director, Purchasing and Contracting
Kristina Peralta, Program Manager, 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
Darren Greenhalgh, Deputy Director, Public Works Department

APPROVAL OF: Today's Agenda, and Meeting Minutes for February 5th, 2014

- February 5th, 2014 – approved unanimously (9-0-1 abstention)
- August 7th, 2013 – ***Tabled*** from February & March Meeting

City of San Diego
Citizens' Equal Opportunity Commission
202 C Street, MS 9A • San Diego, CA 92101
619-533-6387 • Fax 619-236-7344

PUBLIC COMMENT: None

PRESENTATION: Purchasing and Contracting

- Dennis Gakunga, Director, Purchasing and Contracting
- E.J. Harbin, Deputy Director, Purchasing and Contracting
- Kristina Peralta, Program Manager, Purchasing and Contracting
- Purchasing & Contracting Improvement Measures to Benefit Our Customers and Communities to be presented to the Budget and Government Efficiency Committee. (*PowerPoint*)
- Dennis Gakunga mentioned that the Electronic Vendor Registration System (*planet bids*) is now up and working.
 - Chair Corbin expressed that one concern is that the contractors will go around the process if departments are able to approved \$25k projects.
 - Commissioner Jefferson expressed her concern for the lack of oversight (check and balance) if the Departments are able to approve \$25K projects.
 - Commissioner Warner would like to see \$25k increased.
 - Vice Chair Torwick asked if vendors will be paid quicker, with the changes that are recommended?
 - Dennis Gakunga responded that it will allow us to process the purchase order in a more streamlined manner therefore decreasing the wait period for the original approval thus allowing the work to happen sooner and the invoice to be processed quicker and lastly turning into the provider getting reimbursed faster.
 - Commissioner Warner requested a flow chart of the beginning to end process of a contract.
 - Commissioner Warner asked how vendors are being notified of the New Vendor System?
 - Dennis explained that they are currently holding workshops and informing with email blasts and we are also working with the provider Planet Bids.

DISCUSSION ITEMS:

- **Attachment 1:** Commissioner Laura's August Meeting Minutes Amendments- ***Tabled***
- **Attachment 2:** Ordinance #20325 – CIP Streamlining Contracting Process -***Tabled***
 - There was discussion regarding the reference of City Manager vs. Mayor
 - It was explained by the Deputy City Attorney that wherever City Manager is referenced, it should be known that it is referring to the Mayor.
 - Commission requested that back up (muni code 23108) materials for the CIP Ordinance be provided to appropriately
- **Attachment 3:** Commissioner Warner's Letter regarding Departments presenting to City Council without the input from the CEOC – ***Tabled***
 - Commissioner Perez mentioned that this letter should be turned into an opportunity to address the fact that we have a New Mayor and ask that yes this happened but we would like you to not do this again.
 - Commissioner Mettler expressed that the letter needs to be more direct in what we need.
 - It was determined that the Administration subcommittee would get together and discuss the letter.
- **Attachment 4:** Version #1 – Submitted by the CEOC to the City Attorney's Office
- **Attachment 5:** Version #2 – Returned by City Attorney's Office with Changes

- Commissioners questioned why women and disabled veterans were removed
 - Deputy City Attorney informed that it would require the Commission to request an update Municipal Code to include women and disabled veterans
 - Staff informed that the Commission would recommend to the Mayor and City Council of the changes and then they would inform us of how they would like us to proceed.
 - Commissioners questioned the removal of the Oath
 - Deputy City Attorney informed that it was removed because it is a standard oath and does not need to be included, and that you cannot add language to it.
 - Commissioner Mettler asked why Conflict of Interest language wasn't included.
 - Commission requested that Standard Conflict of Interest language be added.
- **Attachment 6:** Draft CEOC Brochure
 - Commission decided to bring this item back at another time

ACTION ITEMS:

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

CHAIR ANNOUNCEMENTS:

COMMISSIONER ANNOUNCEMENTS:

Commissioner Jefferson inquired about a working retreat

The Month of May was requested and commissioners will submit their availability to Denise Sandoval

Commissioner Perez suggested the New Central Library as a possible location.

Commissioner Cloud shared that his daughter was accepted to all of the Colleges she applied for but, the best offer she has received is from St. Johns University in Queens that included a merit scholarship of \$33,000 a year.

ADJOURNMENT: 7:40 P.M.

Materials Provided:

Agenda & Minutes

Attachment 1: Commissioner Laura's August Meeting Minutes Amendments

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