



THE CITY OF SAN DIEGO

## CITIZENS' EQUAL OPPORTUNITY COMMISSION

### MEETING MINUTES

Wednesday, July 1, 2015  
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

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**CALL TO ORDER at:** 6:00 pm by Chair Warner

**ROLL CALL:**

Laura Warner, Chair  
Rafael Perez  
Lan Jefferson

Kristine Custodio, Vice Chair  
Cynthia Suero-Gabler  
Susan Jester

**EXCUSED:**

Monte Jones

Dan Ortiz

**STAFF & GUESTS:**

Claudia Abarca, Supervising Contract Compliance Officer, Equal Opportunity Contracting  
Christian Silva, Senior Contract Compliance Officer, Equal Opportunity Contracting  
Kymeshia Morris, Senior Contract Compliance Officer, Equal Opportunity Contracting

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**APPROVAL OF:** Meeting Minutes of June 3, 2015  
Minutes approved unanimously (5/0)

Chair Warner asked for the following revisions to be made to the June 3, 2015 CEOC minutes:

1. Original Comment: Commissioner Jester stated that she would like to join the Public Relations Subcommittee.

Revised Comment: Commissioner Jester stated that she would like to join the Bidding & Contracting Subcommittee.

2. Original Comment: Chair Warner discussed developing quarterly goals and the Subcommittee's desire to review an update of the issues raised with the meeting the Commissioners had with the Mayor's Office regarding the disparity study.

Revised Comment: Chair Warner discussed developing quarterly goals and the Subcommittee's desire to review an update of the issues raised with the meeting the Commissioners had with the Mayor's Office regarding the disparity study.

**Motion made by Commissioner Rafael Perez to approve modified June 3, 2015 meeting minutes. The motion was seconded by Commissioner Susan Jester. Minutes approved unanimously.**

**NON AGENDA PUBLIC COMMENT:** None.

**DISCUSSION/ACTION ITEMS: CEOC Annual Retreat FY 2016**

- Chair Warner asked commissioners for retreat structure ideas, potential dates, agenda items, and new goal suggestions.
- Commissioner Perez recommended reviewing the previous year's agenda during the start of the retreat to assist in preparing agenda.
- Chair Warner provided an overview of subcommittees established at last year's retreat based on goals established.
- Vice Chair Custodio asked if an overview was previously provided for new commissioners and if it should be included as part of the retreat. Chair Warner suggested creating an Ad Hoc Subcommittee to facilitate an overview for new commissioners. Commissioner Jefferson will provide a draft agenda.
- Commissioner Perez suggested the Central Library as a potential retreat location. Staff will look into availability.

**STAFF UPDATES: Christian Silva, Senior Contract Compliance Officer, Equal Opportunity Contracting (EOC) Program Update**

- The Equal Opportunity Contracting Program Senior Contract Compliance Officer, Christian Silva, provided an update on the SLBE program, contracting updates, training sessions, and updates ([Attachment A](#)).
- Updates to Council Policy 100-10 will go before the Economic Development & Intergovernmental Relations (ED&IR) Committee after the summer Council recess.
- Chair Warner asked when Public Works would present pre-qualification requirements to the commission. Ms. Abarca stated they have not indicated when they will present. Staff will follow up to confirm a presentation date.

## **CHAIR ANNOUNCEMENTS:**

- Chair Warner suggested drafting a letter to the Mayor's Office in response to the meeting with the commission outlining items pending action and a follow up meeting date. Vice Chair Custodio drafted a letter outlining the following issues: 1) request for disparity study; 2) request for Municipal Code change to reflect disabled veteran and woman-owned small businesses; and 3) bidding and contracting barriers.

## **SUBCOMMITTEE REPORTS:**

### **Data Subcommittee**

- Vice Chair Custodio (Subcommittee Chair) stated that the Data Subcommittee was unable to meet due to scheduling conflicts. A meeting will be rescheduled for sometime this month.

### **Public Relations Subcommittee**

- Commissioner Perez (Subcommittee Chair) stated that the subcommittee is looking for community outreach content related to the CEOC and doing business with the City. Additional subcommittee participation and content suggestions for the CEOC Corner in the City's SLBE Newsletter was also discussed. The Data Subcommittee was tasked with providing content for the next newsletter. Staff will provide the subcommittee with a deadline when the newsletter release date nears.
- Commissioner Jefferson asked if staff could track the number of newsletter recipients and who has viewed the newsletter. Ms. Abarca explained the various delivery methods used by staff and will look into the possibility of tracking newsletter recipients and views.
- Chair Warner asked if the subcommittee was still planning on issuing a press release. Commissioner Perez stated that currently there were no recent events for press release content. Chair Warner stated that there was interest in issuing a press release to welcome new committee members and thank outgoing committee members for their service. Staff will provide bio information for outgoing commissioners. Commissioner Perez stated this will be discussed at the next subcommittee meeting.
- Commissioner Jefferson suggested creating a press release template for commission use. Commissioner Perez suggested issuing a press release to announce the upcoming commission retreat and discussion items.
- Commissioner Suero-Gabler requested clarification regarding use of the subcommittee event attendance form. Commissioner Perez stated that it could be used for attendance of any related City sponsored or Non-City sponsored event.

### **Bidding & Contracting Subcommittee**

- Chair Warner (Subcommittee Chair) requested for another subcommittee member to provide updates moving forward. Commissioner Jefferson stated that the subcommittee wanted to follow up with requested data from departments for the upcoming annual report. The subcommittee will

also reach out to local, small businesses for anecdotal information or distribute an anonymous survey. Commissioner Jester will provide an update at the next meeting.

- Commissioner Suero-Gabler requested an overview of PlanetBids registration & utilization and commissioner access. Commissioner Perez requested informational registration material for distribution to the public. Commissioner Jester asked if this overview could be provided during the retreat. Staff will look into required fields for PlanetBids registration and potential access for commissioner use on a staging site.
- Commissioner Jefferson asked if a review by Huron Consulting for the Public Works Department would cost the City money. Chair Warner stated that Huron was hired as a sub consultant for the review of the Purchasing & Contracting (P&C) Department and that an internal audit was recently conducted. Staff will provide a copy of the internal audit report to the new commissioners.
- Commissioner Jefferson requested for Labor Relations to provide a presentation to the commission. Staff indicated there was an email response provided by the Labor Relations Department to the questions submitted by Commissioner Jefferson which would be forwarded for review.
- Chair Warner requested for staff to follow up regarding vacant commissioner positions. Staff indicated that this was the case; however, there have not been any new appointments by the Mayor to date.
- Chair Warner asked if a request for additional staff should be included in the letter that will be sent to the Mayor's office. Ms. Abarca indicated that EOC would be conducting an analysis of the post-award/prevaling wage monitoring staff levels in response to the increase in projects/expenditures from the Public Works department. Once analysis is concluded, if additional staff is needed the request would be made then. Chair Warner indicated that CEOC is willing to advocate on behalf of EOC to obtain more staff for this [monitoring] and in order to assist with potential gathering of contract spend data on a regular basis. Ms. Abarca indicated that the contract spend information can potentially be obtained from SAP once the enhancements are completed.
- Commissioner Jefferson inquired the status of the quarterly and annual commission reports. Chair Warner stated that quarterly updates would be emailed to Council and a new format would need to be established moving forward. Ms. Abarca stated that the EOC program update would go before committee in October and that CEOC provides a separate report. Chair Warner requested a copy of the 2013 CEOC annual report.

**Motion made by Commissioner Perez to adjourn the meeting, seconded by Commissioner Suero-Gabler.**

**ADJOURNMENT:** 6:54 pm

**NEXT MEETING:** August 5, 2015

**MATERIALS PROVIDED:**

- [Attachment A](#) – Equal Opportunity Contracting (EOC) Program Update
- [Attachment B](#) – Data Subcommittee Update
- [Attachment C](#) – Public Relations Subcommittee Update
- [Attachment D](#) – Bidding & Contracting Subcommittee Update