



THE CITY OF SAN DIEGO

CITIZENS' EQUAL OPPORTUNITY COMMISSION

MEETING MINUTES

Wednesday, February 4th, 2015

6:00 – 8:00 p.m.

City Administration Building

12th Floor Committee Room

202 C Street – 12th Floor

San Diego, CA 92101

CALL TO ORDER at: 6:02 pm

ROLL CALL:

Stampp Corbin, Chair

Kristine Custodio

Lan Jefferson

Dan Ortiz

Gregg Torwick, Vice Chair

Laura Warner

Monte Jones

EXCUSED:

Rafael Perez

Jon Cloud

STAFF & GUESTS:

Henry Foster III, Program Manager, Equal Opportunity Contracting

Christian Silva, Senior Management Analyst, Equal Opportunity Contracting

Kymeshia Morris, Associate Management Analyst, Equal Opportunity Contracting

Cheryl Stadille, Associate Management Analyst, Equal Opportunity Contracting

Dennis Gakunga, Director, Purchasing & Contracting Department

EJ Harbin, Deputy Director, Purchasing & Contracting Department

Miguel Duran, Principal Procurement Specialist, Purchasing & Contracting Department

APPROVAL OF: Meeting Minutes of January 7, 2015
Minutes approved unanimously (7/0)

Motion made by Vice Chair Torwick to approve the January 7th Meeting Minutes, seconded by Commissioner Warner. Minutes approved unanimously.

NON AGENDA PUBLIC COMMENT: None.

DISCUSSION/ACTION ITEMS: Dennis Gakunga, Director, Purchasing & Contracting Department and Miguel Duran, Principal Procurement Specialist, Purchasing & Contracting

Mr. Gakunga & Mr. Duran provided the commission with an overview of the process for good & service procurements ([Attachment A](#)) and Purchasing & Contracting Department make-up (4 divisions – Procurement, Central Stores, Living Wage/Equal Benefits Ordinance, & Equal Opportunity Contracting).

Commissioner Warner requested a timeline for Council approval of contracts from Purchasing & Contracting.

DISCUSSION/ACTION ITEMS: Letter to Mayor Faulconer & City Council

This item will be carried forward to the March 4th meeting for action.

STAFF UPDATES: Christian Silva, Equal Opportunity Contracting (EOC) Program Update

Staff gave an update on the SLBE program, contracting updates, training attended by employees, and outreach events ([Attachment B](#)).

CHAIR ANNOUNCEMENTS: None.

SUBCOMMITTEE REPORTS:

- **Data Subcommittee**
Commissioner Custodio (Subcommittee Chair) provided an update to the commission ([Attachment C](#)).
- **Public Relations Subcommittee**
Commissioner Jefferson noted that the subcommittee will attend Council Committee meetings and provide highlights on an activity form to report back to the commission.
- **Bidding & Contracting Subcommittee**
Commissioner Warner (Subcommittee Chair) stated that the subcommittee focused on two main categories in the previous month – protocols/monitoring and more reporting for transparency ([Attachment D](#)). An issues list regarding requirements of consultants will be provided on a later date.

Motion made by Commissioner Jones to adjourn the meeting, seconded by Commissioner Ortiz.

ADJOURNMENT: 7:41 pm

NEXT MEETING: March 4th

MATERIALS PROVIDED:

- [Attachment A](#) – Purchasing & Contracting Procurement Presentation Slides
- [Attachment B](#) – EOC Program Update
- [Attachment C](#) – Data Subcommittee Update
- [Attachment D](#) – Bidding & Contracting Subcommittee Update