



THE CITY OF SAN DIEGO

CITIZENS' EQUAL OPPORTUNITY COMMISSION

SPECIAL MEETING MINUTES - RETREAT

Friday, September 11, 2015

8:30 – 11:30 am

Central Library - Sullivan Committee Room

330 Park Blvd.

San Diego, CA 92101

CALL TO ORDER at: 8:46 a.m. by Chair Warner

ROLL CALL:

Laura Warner, Chair

Kristine Custodio, Vice Chair

Lan Jefferson

Susan Jester

Rafael Perez

Cynthia Suero-Gabler

EXCUSED:

Monte Jones

Dan Ortiz

STAFF & GUESTS:

Ramone Lewis, Supervising Management Analyst, Equal Opportunity Contracting

Cheryl Stadille, Associate Management Analyst, Equal Opportunity Contracting

Chair Warner welcomed all participants in attendance. Chair Warner indicated the commission will review some of the policies around the areas they are responsible to monitor, which include contracting, equal opportunity standards, and personnel policies and procedures of the City. The overall purpose of the meeting is to set the commission's goals and objectives for FY16-17.

NON AGENDA PUBLIC COMMENT: None.

STRATEGIC PLANNING FOR FY16 - 17:

- Staff led the commission in a planning session to discuss commission needs and identify goals.
- The following subcommittees were established with assigned members below:

Data	Business & Political Leadership	Public Outreach	Ad Hoc Annual Report
Susan Jester Kristine Custodio Cynthia Suero-Gabler	Laura Warner Rafael Perez Kristine Custodio Lan Jefferson	Lan Jefferson Cynthia Suero-Gabler	Kristine Custodio Lan Jefferson

Motion made by Commissioner Jester to adjourn the meeting, seconded by Commissioner Jefferson.

ADJOURNMENT: 11:24 a.m.

NEXT MEETING: October 7th

MEETING MATERIALS:

- Attachment A – Planning Session Notes

Attachment A – Planning Session Notes

- Commission Goals for FY16-17
 1. Seek data for recommendations
 2. Improve relationship with business & political leaders about CEOC mission
 3. Inform & educate public about EOC
- Disparity Study
 - Writing to Mayor
 - Funding → commit to funding
 - Budget & Efficiency study
 - Good data needed
 - Utilize existing studies
 - Force issue of data collection
 - Outside consultant to collect data
 - Automated spend tracking and tracking S/ELBEs
 - Need annual City anticipated budget for Goods & Services vs. Construction
 - → No specifics of spend breakdown available except annually
 - Start with existing resources
 - City Auditor Report – Contract Oversight
 - PRISM
 - Commissioners to look into details of what a disparity study can provide & what are the benefits
- Ideas for the Future
 - Media to promote mission
 - SDMC §26.16 update – public outreach for update – women & disabled veterans
 - Look to Mayor’s office → press release
 - 30 second video clip – “How to do Business with the City of San Diego”
- Goal Setting for FY16-17
 - Public awareness of CEOC/EOC/SLBE program/Small Business office
 - Purpose & community access
 - Advocate for SLBE spend data
 - Monthly data from PRISM
 - Review of Internal Audit
 - Improvements to processes based on City Auditor’s recommendations
 - Training & mentoring
 - Business support
 - Small Business Advocate
 - Benchmarking other agencies’ Equal Opportunity Contracting programs/commissions
 - Political strategy development
 - Interdepartmental responsibilities for Equal Opportunity
- Data

- Seek data for recommendations
- Review of internal data results
- Benchmarking other agencies
- SLBE spend is needed
- Identify what are interdepartmental responsibilities for Equal Opportunity
- Business & Political Leadership
 - Political strategy
 - Advocate CEOC mission to political & business leaders
 - Improve relationship with business & political leaders about CEOC mission
- Public Outreach
 - Inform & educate public about EOC
 - SLBE training & mentoring
 - Small business advocacy
 - Public awareness
 - Media to promote mission
 - SDMC §26.16 update → include women & veterans
 - Commissioner training about city EO efforts in different departments

Newly Established Subcommittees

Data	Business & Political Leadership	Public Outreach	Ad Hoc Annual Report
Susan Jester Kristine Custodio Cynthia Suero-Gabler	Laura Warner Rafael Perez Kristine Custodio Lan Jefferson	Lan Jefferson Cynthia Suero-Gabler	Kristine Custodio Lan Jefferson