



CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



Local Business Enterprise Advisory Committee (LBEAC) June 1, 2023 Meeting Minutes

1. Call to Order/Introduction

Chair Galarza called the meeting to order at 10:02 a.m.

Committee Members Present: Severino Caranto, Darolyn Davis, Miguel Galarza, Bruce Giron, Dwayne Jones, Sailaja Kurella, Kent Lim, Queena Lu, Greg Lyman, Todd Senigar, Jae Shin, Tiffany Tatum.

Committee Members Absent: Matthew Ajiake, Elahe Enssani, Wayne Perry.

CMD Staff Present: Selormey Dzikunu, Finbarr Jewell, Ivan Oldenkamp, Sheila Tagle, Stephanie Tang.

Other City Personnel: Allison Beresford, Controller's Office; Rachel Cukierman, City Administrator's Office; Janice Levy, Controller's Office; Michael West, Controller's Office.

Members of the Public Present: See Guest Sign-In Sheet posted on LBEAC Meeting page.

2. Policy Updates: Office of Racial Equity and Office of the Controller on Supplier Diversity Data
 - a. Janice Levy and Allison Beresford, analysts at the Controller's Office, reported on the collection of Supplier Diversity Data.
 - i. The Controller's Office has implemented a Supplier Portal form which will ask all sole proprietorships to self-report their ethnicity in order to study the wider pool of City contractors and not just LBEs.
 - ii. The supplier team has been conducting workshops and community outreach to determine the best way to request and evaluate the data.
 - b. Michael West, Supplier Portal Lead, demonstrated the new reporting feature in SF City Partner and answered technical questions about business registration.
 - c. Comments from the Committee and the Public:
 - i. A member of the Committee asked about how the collection of diversity data can lead to actual changes in City contracting.
 - ii. Another member of the Committee asked about ways to help departments Racial Equity Leaders be more effective.
3. Nomination and election of Chair and Vice Chair
 - a. Dwayne Jones, seconded by Greg Lyman, nominated Miguel Galarza for Chair and Darolyn Davis for Vice Chair.
 - i. Ayes: Caranto, Giron, Jones, Kurella, Lim, Lu, Lyman, Senigar, Shin, Tatum.
 - ii. Nays: None.
4. Director's Report
 - a. Director Stephanie Tang discussed the CMD within the context of other Supplier Diversity Programs.

- i. CMD's LBE program is just one amongst many opportunities for local small businesses such as OCII, California CPUC, and negotiated Agreements with Jurisdictions.
 - ii. Key questions to determine jurisdiction of LBE/SBE/DBE programs: Who is the owner/authority? Where is the funding coming from? Where is the location?
 - b. Director Tang also provided the following CMD updates:
 - i. Data is moving from CMD's legacy directory to a PeopleSoft module within the Supplier Portal, and LBEs are invited to test it.
 - ii. CMD exploring program evaluation to advance LBE program. LBEs were asked to volunteer to assist.
 - iii. 2 new pilot projects have been incorporated into the program.
 - c. Comments from the Committee and the Public:
 - i. A member of the committee asked about reporting on the impact of the pilot programs.
 - ii. Another member of the committee mentioned the need to get developers into LBEAC meetings early because their projects can take years to negotiate.
 - iii. A member of the public remarked that disparity studies are quantitative and they miss the real stories of minority companies struggling to survive.
- 5. Review and Approval of the April 6, 2023 LBEAC Meeting Minutes
 - a. Dwayne Jones, seconded by Kent Lim, moved to approve the April 6, 2023 LBEAC Meeting Minutes.
 - i. Ayes: Caranto, Galarza, Jones, Kurella, Lim, Lu, Senigar, Shin, Tatum.
 - ii. Abstain: Lyman.
- 6. Public Comment
 - a. Jae Shin was welcomed as the newest member of the LBE Advisory Committee.
 - b. A member of the public asked about the most recent disparity study and how to obtain a copy of its findings.
- 7. Adjournment
 - a. The meeting was adjourned at 12:08 pm.