



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



## Local Business Enterprise Advisory Committee (LBEAC) November 4, 2021 Meeting Minutes

### 1. Call to Order/Introduction

Co-Chair Choy-Sommer called the meeting to order at 10:05 a.m.

*Committee Members Present:* Matthew Aijake, Juliana Choy-Sommer, Darolyn Davis, Elahe Enssani, Dwayne Jones, Sailaja Kurella, Wayne Perry, Todd Senigar, Kimberly Wilson.

*Committee Members Absent:* Miguel Galarza, Bruce Giron, Nicolas King, Greg Lyman, Stephanie Tang.

*CMD Staff Present:* Romulus Asenloo, Jason Chow, Daniel Guarente, Mindy Lee, Vivian Liu, Ivan Oldenkamp, Linda Rainaldi, Kate Svyatecs, Nichole Truax, La'uton Wells.

*Members of the Public Present:* Ali Altaha; Randy Collins, FTF Engineering; Noelle Bonner, Bonner Communications.

### 2. Update on Chapter 14B Amendments

a. Darolyn Davis provided the following updates:

- i. The legislation went to the Board of Supervisors last Tuesday, 10/26/2021, and passed with unanimous approval.
- ii. Mayor Breed is expected to sign the legislation in the coming days.
- iii. The Signing Ceremony will be within the next thirty days.

### 3. Discussion on the LBE Re-Certification Process

a. Director Asenloo and La'uton Wells provided the following information:

- i. The CMD Certification Unit will assist firms to become certified as LBEs as more firms become eligible due to the legislative changes to Chapter 14B.
  1. Supplier Portal is quickest way to become recertified. The Certification Unit is also accepting certification requests by email at [LBEcert@sfgov.org](mailto:LBEcert@sfgov.org) or hand delivery to 1155 Market Street, 4<sup>th</sup> floor.
  2. Firms will be notified about the changes to certification criteria by email and the changes will be noted on the CMD Website.
  3. Firms eligible under the new legislative changes can apply now, however, they will not receive the re-certification letter until the effective date of the new legislation.

b. Comments and Questions from Committee Members:

- i. A member asked if all LBEs need to re-apply to become recertified under the new rules.
      1. No, LBE firms that are currently certified do not need to re-apply.
    - ii. A member asked where on the CMD website the information will be posted.
      1. The information will be on public announcements and reports tab, with a possible banner on homepage.
4. Update and Discussion on LBEAC Subcommittees
  - a. Tech Marketplace Update:
    - i. Subcommittee is currently compiling feedback from community which they will then send to OCA to respond to.
  - b. Currently, there is no lead for the mentor protégé and good faith outreach subcommittees. If anyone is interested, please reach out to Chair Galarza or Co-Chair Choy-Sommer.
5. Discussion on LBEAC Open House
  - a. Director Asenloo reported that details are still being worked out.
6. Review and Approval of the October 7, 2021 LBEAC Meeting Minutes
  - a. Darolyn Davis, seconded by Dwyane Jones, moved to approve the October 7, 2021 LBEAC Meeting Minutes.
    - i. Ayes: Choy-Sommer, Davis, Enssani, Jones, Kurella, Perry, Senigar, Wilson.
    - ii. Abstain: Aijake.
7. Potential Future Agenda Items
  - a. A member requested that for future agendas, the subcommittees should be separated out.
  - b. Darolyn Davis requested for CMD to give an update on the certification effort at the next meeting.
8. Staff Report/Public Comment
  - a. Director Asenloo reminded the Committee that the revision of the legislation is opportunity for Committee to update the good faith outreach requirements and that vaccination will be required for some contractors, per the Mayor's mandate.
  - b. Public attendee Noelle Bonner requested a future discussion topic on LBE certifications held in separate size criteria.
  - c. A member suggested that departments should regularly brief the LBE community on upcoming projects and opportunities.
    - i. Sailaja Kurella expressed that OCA has been wanting to do this, with a possible idea being a citywide newsletter.
  - d. A member asked if we could have a PR campaign informing the community of the changes to the LBE program.
9. Adjournment

Meeting adjourned at 11:19 a.m.