



CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



Local Business Enterprise Advisory Committee (LBEAC) February 3, 2022 Meeting Minutes

1. Call to Order/Introduction

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

Committee Members Present: Matthew Ajiake, Juliana Choy-Sommer, Elahe Enssani, Miguel Galarza, Bruce Giron, Dwayne Jones, Sailaja Kurella, Greg Lyman, Wayne Perry, Todd Senigar, Stephanie Tang.

Committee Members Absent: Darolyn Davis, Kimberly Wilson.

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

Other City Personnel: Ronald Alameida, Public Works; Rachel Cukierman, Deputy City Administrator; Ivy Fine, SFPUC; Janie Levy, Controller's Office.

Members of the Public Present: Noelle Bonner, Bonner Communications; Tricia Gregory, HVYW8 Trucking Inc.; James Mabrey, Yadejs Inc.; Claytis Norman, Integrity First Plumbing Inc.

2. Update on Chapter 14B Amendments

a. Rachel Cukierman provided the following updates:

i. The changes will be implemented in 2 phases.

1. LBE certification thresholds changes took effect on 12/13/2021.

2. All other legislative changes will take effect on 7/1/2022.

a. In preparation, the city is conducting outreach to LBE stakeholders, updating the 14B Rules & Regulations, and training departments on the new changes to the legislation.

ii. Janice Levy provided the following information:

1. The City Performance Team, part of the Office of the Controller, helps the City on data and implementation projects, making transparent, data-driven decisions, and aligning programming with resources.

a. The Team is assisting CMD with meeting its July 1st commitments.

(i) Feedback will be continually solicited from stakeholders, outreach will vary by pilot program, trainings on certification changes will continue for the next 6

months, and training materials will be designed for LBEs and awarding departments.

2. The changes to the Rules & Regulations will be finalized in May and then brought back to the LBEAC for review before a public hearing on the changes.
- b. Comments and Questions from Committee Members:
 - i. Chair Galarza stated that the LBEAC Meetings will return to a bimonthly basis.
 - ii. Matthew Ajiake asked about plans to increase the capacity of small businesses in San Francisco.
 1. The City will leverage CAO's newsletter and website to highlight the new 14B changes, outreach is being conducted to current LBEs to provide technical assistance, and plans are being developed to inform Non-LBE small businesses in SF about the LBE program.
 - iii. Chair Galarza asked about the current percentage of Committee members who are certified as Small or Micro LBEs.
 1. Roughly 100% of LBE members on the Committee are Micro certified.
 - iv. Chair Galarza introduced Ron Almeida, City Architect for Public Works, who is attending the meeting following Nicholas King's departure.
3. Update and Discussion on LBE Recertification Process and Size Standards
 - a. L'auton Wells provided the following updates:
 - i. The LBE application template is updated so firms can request a review of their certification status, the number of years for calculating average gross receipts has been increased from 3 to 5; the supplier portal at SF City Partner website has been updated.
 - ii. 33 applications have been received, of which 22 have been processed already.
 - iii. Last week was the first roadshow presentation with SFO and as a result new firms have applied for certification; CMD will continue doing outreach with the public and city departments.
4. Update and Discussion on LBEAC Subcommittees
 - a. Trucking Subcommittee Update:
 - i. Subcommittee Chair Dwayne Jones provided the following updates:
 1. 2 meetings have taken place since the last LBEAC Meeting centered around fact-finding and brainstorming solutions.
 2. LBEs are having trouble competing with trucking firms outside San Francisco which have lower operating costs.
 3. The subcommittee is investigating feasibility of trucking specific LBE goals on City contracts.
 - a. Good Faith Outreach is not helping trucking LBEs to get work with primes, many of whom only partner with the same firms.
 - b. Smaller LBEs don't have the back office support to scale up and take on larger projects; mentorship or surety bond program might help.
 - ii. Comments and Questions from Committee Members:

1. Greg Lyman asked about the concern of price coordinating too much between trucking firms. It was suggested that OLSE should be involved to prevent this.
 - b. Chair Galarza provided updates on other subcommittees:
 - i. The MPP Pilot Program needs a chair, and the Neighborhood Preference Program has invited people to respond to a survey to setup the subcommittee.
 1. Bruce Giron volunteered to chair the Neighborhood Preference Program Subcommittee.
 2. Wayne Perry and Juliana Choy-Sommer volunteered to assist the MPP Subcommittee, but not as chairs.
 - c. Comments and Questions from Members of the Public on the topic of Subcommittees
 1. James Mabrey volunteered to co-chair Neighborhood Preference Program.
 2. Noelle Bonner asked for clarification about whether mentors for the MPP will be assigned to proteges across disciplines.
 - a. The City is trying to broaden the types of mentors, at present most mentors are from the construction trades so there is some difficulty in finding matches.
 3. Noelle Bonner suggested that the CMD find a way to incentivize firms who have been mentors in the past.
5. Review and Approval of the November 11, 2021 LBEAC Meeting Minutes
 - a. Wayne Perry, seconded by Elahe Enssani, moved to approve the November 11, 2021 LBEAC Meeting Minutes.
 - i. Ayes: Ajiake, Choy-Sommer, Enssani, Galarza, Giron, Jones, Kurella, Perry, Senigar.
 - ii. Abstain: Greg Lyman, Stephanie Tang.
6. Potential Future Agenda Items
 - a. Wayne Perry notified the LBE community that Supervisor Walton will be hosting a web-based forum on February 17, 2022 titled "Diversity, Equity & Inclusion in SF Contracting Opportunities" to discuss the 14B changes.
 - b. Greg Lyman offered to give a presentation at a future LBEAC meeting on the Safety Prequalification Process.
 - c. Dr. Enssani suggested future conversation to compare how other departments, especially Bart, advertise their RFPs.
 - d. Stephanie Tang informed the committee that the Port plans to resume one-on-one meetings with contractors and City staff in March or April, and also reminded the LBE community that SF City Partner has a function for primes and subcontractors to find contracting partners.
7. Staff Report/Public Comment
 - a. Director Asenloo informed the Committee that CMD is continuing to implement changes to the LBE certification program and working with the community and internal stakeholders to come up with designs for pilot programs to meet the July 1st, 2022 rollout. CMD will be meeting with the Office of the Controller to discuss how the 14B changes will affect the PeopleSoft implementation.

b. Chair Galarza suggested the CMD Director invite PeopleSoft representatives to brief the Committee in 2 months on updates and implementation progress.

8. Adjournment

Meeting adjourned at 11:37 a.m.