



CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

Romulus Asenloo, Director

LBEAC August 3, 2017 Meeting Minutes

1. Call to Order

Chair Galarza called the meeting to order at 10:16 a.m.

Committee Members present: Matthew Ajiake, Juliana Choy-Sommer, Darolyn Davis, Boris Delepine, Elahe Enssani, Miguel Galarza, Alan Guy, Virginia Harmon, Iris Martin-Lopez, Wayne Perry, Ruben Santana

Committee Members Absent: Emylene Aspilla

Staff Present: CMD: Romulus Asenloo, Regina Chan, Mindy Lee, Arthur Marcelo, Nichole Truax, L'auton Wells

Other City Personnel: Jennifer Johnston, Deputy City Administrator; Nicolas King, Public Works; Dana Lang, SFO; Veronica Ng, SFPUC; Alex Yuan, GSA

2. Project Labor Agreement Update

- a. Chair Galarza met with district supervisors Yee, Kim, Farrell, and Ronen.
 - i. None of the four supervisors knew of CMD, possibly due to the transfer of function from the Human Rights Commission. CMD and its duties should be introduced to the supervisors. Supervisors should learn that LBEs are constituents.
 - ii. Boris Delepine volunteered to introduce CMD to the supervisors.
- b. There are a set of amendments being presented to the Board of Supervisors that, if accepted, would be favorable for small businesses.
- c. The PLA, as it is currently written, has a one million dollar threshold. A one million dollar threshold would deter LBEs from participating in City contracts because many small businesses do not want to be signatory to unions.
- d. Decrease in LBE participation in City contracts will have the ancillary effect on the labor market, diversity, local hire in construction projects.
- e. PLA would affect not just current pool of LBEs but also future LBEs and the future of the LBE program.
- f. Committee members are invited to participate in discussions with supervisors.
- g. Director Asenloo and Stephanie Tang will provide logistical support with Chair Galarza's data requests.

3. Best Value Public Works Procurement Update

- a. Nicolas King announced the latest updates for the Contractor Evaluation Program
 - i. No updates from departments on the program start date.
 - ii. A contractor has been hired to build the software program for the contractor evaluation; estimated completion date is January or February of 2018.
 - iii. The evaluation will first be tested on a few projects. The working group is trying to decide criteria for choosing the projects for the pilot.

- b. There is an evaluation section that already exists in Peoplesoft. Nicolas King was not informed by the FSP team that an evaluation section was included in Peoplesoft.
- 4. Financial Systems Replacement Project Update
 - a. No representatives from FSP were available to attend.
 - b. City contractors are experiencing difficulty with Peoplesoft.
 - i. Contractors need uniform responses to questions.
 - ii. The FSP team should have tested the system on a small group of vendors before rolling out Peoplesoft.
 - iii. Many contractors are unable to invoice for work performed.
 - iv. SFPUC Accounting is asking vendors to email invoices.
- 5. Member Vacancies and Revision of the LBEAC Guidelines
 - a. The two vacant positions will be filled once the applicants have been appointed by the Mayor's Office.
 - b. The LBEAC Guidelines should be revised to define quorum as "one half plus one member" instead of a set number.
 - c. Virginia Harmon, seconded by Miguel Galarza, moved to revise the LBEAC Guidelines so that "quorum" is defined as "one half plus one member." The motion carried by the following vote:
 - i. Ayes: Ajiake, Choy-Sommer, Davis, Delepine, Enssani, Galarza, Guy, Harmon, Martin-Lopez, Perry, Santana
- 6. Election
 - a. Juliana Choy-Sommer, seconded by Wayne Perry, moved to table the election. The motion carried by the following vote:
 - i. Ayes: Ajiake, Choy-Sommer, Davis, Delepine, Enssani, Galarza, Guy, Harmon, Martin-Lopez, Perry, Santana
- 7. Approval of Meeting Minutes
 - a. Iris Martin-Lopez, seconded by Darolyn Davis, moved to approve the LBEAC Meeting Minutes of April 6, 2017 and June 1, 2017. The motion carried by the following vote:
 - i. Ayes: Ajiake, Choy-Sommer, Davis, Delepine, Enssani, Galarza, Guy, Harmon, Martin-Lopez, Perry, Santana
- 8. Staff Reports/Updates
 - a. SFPUC will host its 4th annual Women in Construction Expo on November 3, at Hotel Whitcomb.
 - b. CMD Certification Staff presented an infographic map of construction LBEs.
 - c. Director Asenloo provided an overview of the Committee's strategic planning.
- 9. Adjournment

The Committee adjourned at 12:10 p.m.