

# City of Gainesville

*City Hall  
200 East University Avenue  
Gainesville, Florida 32601*



## **Minutes - Final**

**December 9, 2015**

**1:00 PM**

**MODIFIED AGENDA**

**Roberta Lisle Kline Conference Room**

## **Equal Opportunity Committee**

*Commissioner Charles Goston, Chair  
Commissioner Todd Chase, Member*

*Persons with disabilities who require assistance to participate in this meeting are requested to notify the Equal Opportunity Department at 334-5051 or call the TDD phone line at 334-2069 at least two business days in advance.*

**CALL TO ORDER - 1:17 PM**

**ROLL CALL**

*Commissioner Charles Goston, Chair  
Commissioner Todd Chase, Member*

**ATTENDANCE**

*Torey Alston, Equal Opportunity Director  
Mark Benton, Budget & Finance  
Yvette Carter, GRU Community Relations  
Aleta Cozart, Budget & Finance  
Joan Dorval, GRU Purchasing  
James Frampton, GRU Purchasing  
Dana Gauthier, GRU Purchasing  
Diane Holder, Budget & Finance  
Zanorfa Lynch, Office of Equal Opportunity  
Cheryl McBride, Human Resources  
Glenda Russell, GRU Community Relations  
Steve Stagliano, GRU Administrative Services  
Gwendolyn Saffo, Office of Equal Opportunity  
Elizabeth Waratuke, City Attorney's Office  
Sylvia Warren, Office of Equal Opportunity  
Teresa Williams, GRU Purchasing*

**ADOPTION OF THE AGENDA**

**Adopted**

**APPROVAL OF THE MINUTES**

[150615.](#) **Equal Opportunity Committee (EOC) Minutes (B)**

**Attachments:** [150615. EOC Minutes 16-Sept-2015 20151209.pdf](#)

**RECOMMENDATION** *The EOC approve the minutes of 09/16/2015 as circulated.*

**Approved as Recommended**

**DISCUSSION ITEMS**

150616.**Part-1 Recommendations to Increase Access, Equity & Diversity in Procurement (B)**

**Attachments:** [150616a\\_PPT Increase Access, Equity&Diversity in Procurement.20151209](#)  
[150616\\_draft resolution\\_20160121.pdf](#)  
[150616\\_Resolution\\_20160121.pdf](#)

*Torey Alston, Equal Opportunity Director, gave a presentation on “Part-1 Recommendations to Increase Access, Equity & Diversity in Procurement.” This presentation is in follow-up to Strategic Initiative 2.4, aimed at increasing the dollar amount of contracts between the city and small, minority and women-owned local businesses by 10%. Mr. Alston’s provided four recommendations as follows:*

- 1. Creation of a Service-Disabled Veteran Business Enterprise Program*
- 2. Amend both Procurement Policy and Procedures for purchases more than \$2,000 and less than \$50,000 to have 3 written quotes, and require one of the quotes to come from a certified small and/or service-disabled veteran business, if they exist.*
- 3. Realign the Procurement Policy and Procedures for scoring process during bid selection; re-align point breakdown to include points if you are certified small and/or service disabled veteran business (5% of total points)*
- 4. Policy Language Revision: (a.) Policy language allowing the City to provide affirmative procurement initiatives in our race and gender neutral program; language should include sheltered market opportunities for small and service-disabled veteran businesses. (b.) Policy language to create an internal staff committee to review upcoming solicitations for affirmative procurement initiatives on a monthly basis.*

*Mr. Alston also discussed staff’s involvement and the extensive collaborative effort by everyone involved in the process.*

*Following discussion, the EOC approved and authorized Office of Equal Opportunity Staff, in conjunction with the City Attorney’s Office, to draft formal procurement policy changes for submission to the full City Commission.*

**RECOMMENDATION**

*The EOC: 1) hear a presentation by Equal Opportunity Director, Torey Alston titled, “Part-1 Recommendations to Increase Access, Equity & Diversity in Procurement;” and 2) authorize Office of Equal Opportunity Staff, in conjunction with the City Attorney’s Office, to draft formal changes and take action as deemed appropriate.*

**Approved as Recommended**

150339.**City of Gainesville: Diversity in Business Contracting (B)**

**Attachments:** [150339 Diversity in Business Contracting DRAFT.pdf](#)  
[150339\\_PPT 2015 Diversity in Business Contracting.pdf](#)

*The EOC heard a brief discussion on this item by Director Alston. Director Alston noted this item was no longer needed since its intent is achieved in item 150616 - Recommendation to Increase Access, Equity & Diversity in Procurement (B).*

**RECOMMENDATION** *The Office of Equal Opportunity Staff recommends that the EOC: 1) provide no further action to this item and 2) dispose of this item.*

**Approved as Recommended**

**MEMBER COMMENT**

*Chair Goston recognized Mark Benton, Steve Stagliano, and Joann Dorval to speak on the items presented. Mr. Benton clarified purchasing questions stating amounts between \$2,000 and \$50,000 are handled by departments.*

*Mr. Stagliano referenced high-level details and components of the recommendations by Mr. Alston. Mr. Alston stated the OEO would be deeply involved and there would be minimal impact for both GRU and GG. He indicated available resources and collaboration would be used to execute these recommendations.*

*Ms. Dorval requested clarification in determining if the City's Legislative & Organizational Policy Committee was needed to approve the OEO policy changes. It was agreed that the LOPC's involvement is not necessary. Ms. Dorval also spoke on challenges of working with businesses within the City due to the type of services needed on large projects.*

*Chair Goston commended OEO staff and expressed that he is pleased with where the OEO is headed, and hoped everyone can work together to complete this initiative. Commissioner Chase spoke to the matter and indicated he was onboard due to staff buy-in and fully supported these recommendations.*

**CITIZEN COMMENT**

**NEXT MEETING DATE - January 13, 2016 (Tentative)**

**ADJOURNMENT: 2:10 PM**