

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**