

**COMMUNITY HEALTH AND EQUITY  
COUNCIL COMMITTEE MEETING  
MAY 1, 2018  
8:45 A.M.  
MUNICIPAL PLAZA BUILDING**

**Members Present:** Councilmember Ana Sandoval, Chair, *District 7*  
Councilmember William Cruz Shaw, *District 2*  
Councilmember Rey Saldaña, *District 4*  
Councilmember Greg Brockhouse, *District 6*  
Councilmember Manny Pelaez, *District 8*

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**Members Absent:** None

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**Staff Present:** Rebecca Viagran, *Councilmember, District 3*; Rod Sanchez, *Assistant City Manager*; Krista Cover, *Assistant City Attorney*; Chris Hebner, *Assistant City Attorney*; Ben Gorzell, *Chief Financial Officer*; Lori Steward, *Director, Department of Human Resources*; Mike Shannon, *Director, Development Services Department*; Edward Gonzales, *Assistant Director, Department of Human Services*; Mario Martinez, *Assistant Director, Metro Health*; Denice F. Treviño, *Office of the City Clerk*

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**Others Present:** Rhonda Krisch, *Chief of Staff, Operations & Strategy, CPS Energy*; Lisa M. Gomez, *Vice President, San Antonio Chamber of Commerce*

**Call to order**

Chairperson Sandoval called the meeting to order.

**1. Approval of the Minutes for the April 3, 2018 Community Health and Equity Committee Meeting.**

Councilmember Shaw moved to approve the minutes of the April 3, 2018 Community Health and Equity Council Committee Meeting. Councilmember Saldaña seconded the motion. The motion carried unanimously.

**Citizens to be Heard**

There were no citizens registered to speak.

**Briefing and Possible Action on:**

**2. A Briefing on the Diversity of the City of San Antonio Workforce and Recruitment Strategies.** [Ben Gorzell, Chief Financial Officer; Lori Steward, Director, Human Resources]

Lori Steward reviewed data from the 2010 Census of the San Antonio-New Braunfels Metropolitan Statistical Area (MSA) and the civilian and uniform demographics. She stated that the Workforce Diversity Plan (WDP) was utilized to gauge progress toward diversity. She noted that the WDP:

- Follows Office of Federal Contract Compliance Programs Guidelines
- Adopted by the City Council in June of 2015
- Used to establish and monitor goals to achieve a diverse workforce
- Updated annually

Ms. Steward stated that the purpose of the WDP was to ensure that the workforce was reflective of the community it served. She noted that the city had achieved 98% of its diversity goals and reviewed the hiring opportunities needed to meet the goal. She stated that the Affirmative Action Advisory Committee was established in 1985 and members were appointed by the Mayor and City Council. She noted that the Human Resources Department partnered with this committee to achieve workforce diversity goals. She stated that 10,000 applications were received every month and over 200 hires were made during that same time period. She reviewed the various types of outreach which were employed to increase the recruiting pool. She stated that eligible applicants were forwarded to the Hiring Manager and the Hiring Managers were provided with diversity goals. She stated that Human Resources would continue their goals for a diverse workforce.

Chairperson Sandoval asked of the goals of the Affirmative Action Advisory Committee. Ms. Steward replied that the Affirmative Action Advisory Committee goals were to review the WDP and make recommendations regarding recruitment efforts. Chairperson Sandoval requested that any follow up questions be addressed in a memorandum.

Councilmember Pelaez requested demographic data for the last 10 years for Uniform Personnel.

Councilmember Brockhouse requested demographics by substation and fire station.

Councilmember Viagran requested additional demographics for Civilian Personnel on average salaries and also the demographics for executive level employees. She requested a comparison of strategies for employee recruitment and recruitment for boards and commissions.

Councilmember Shaw asked how individuals, especially those in lower income area without access to a computer, were targeted. Ms. Steward stated that Human Resources partnered with various organizations and community groups to enhance recruitment in those areas. She stated that Library Personnel were trained to assist individuals with submission of their application. She noted that assistance was also available at the Human Resources Customer Service Center and at job fairs. Councilmember Shaw requested demographics of city employees by district, gender, and ethnicity, and demographics of applicants and hires. He also requested retention data.

Councilmember Saldaña spoke in support of assistance provided to women with family obligations. Ms. Steward stated that discussions had been held regarding child care.

Councilmember Pelaez requested data comparable to Bexar County and data from the four major Texas Cities.

Chairperson Sandoval requested a copy of the WDP for Committee Members. She requested demographics of the workforce by strata, by department, and by geography, and also a summary of retention and advancement efforts.

**3. An Update on Mobile Living Parks, Chapter 18, Proactive Inspections Program.** [Roderick J. Sanchez, Assistant City Manager; Michael Shannon, Director, Development Services]

Michael Shannon reviewed the incident at the Oak Hollow Mobile Living Park (MLP) where unacceptable conditions existed. He noted that multiple departments were involved in addressing the conditions there. He stated that the Oak Hollow MLP post-mortem report identified:

- Successes
- Areas of improvement to include proactive inspections

He stated that Chapter 18 of the Municipal Code was updated to reflect the addition of proactive inspections. He noted that this followed a six-month stakeholder process led by the Development Services Department (DSD). He stated that the update to mandate proactive inspections was approved by Ordinance on December 14, 2017 and went into effect on January 29, 2018. He noted that there were no changes to fees. He stated that the changes had been successful and noted that MLPs were:

- Required to register with the City
- Required to pay \$35 per lot annually
- Subject to monthly/quarterly proactive inspections

He stated that the application process included:

- National background checks
- Insurance
- Owner/operator training upon renewal

Mr. Shannon noted that all efforts were led by DSD in partnership with the Department of Human Services, City Attorney's Office, and Metro Health. He stated that there were 106 registered properties and 43 of them had been inspected so far. He noted that of those inspected; 217 violations were identified. He stated that of those; 30% had been corrected so far. He noted that five MLPs were found to be in full compliance. He stated that four properties had to be vacated as the result of the inspections due to imminent life safety and health hazards. He noted that 37 residents relocated to safer living conditions, 22 residents received relocation assistance from the Department of Human Services, and 15 relocated on their own. He reviewed the following next steps:

- Continue to ensure that violations are corrected
- Continue to inspect remaining MLPs
- Provide owner/manager training programs
- Evaluate resources as needed

Councilmember Pelaez asked if the Oak Hollow MLP had been vacated. Mr. Shannon replied that it had. Councilmember Pelaez asked how violations unrelated to MLPs were addressed when found during the inspections. Mr. Shannon replied that inspectors were cross trained to address varied violations.

Chairperson Sandoval asked of feedback received from property owners. Mr. Shannon stated that most property owners were receptive and wanted to comply with few exceptions.

Councilmember Saldaña noted that residents of MLPs were some of the most vulnerable members of the community.

No action was required for Item 3.

### **Adjourn**

There being no further discussion, the meeting was adjourned at 10:19 a.m.

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*Ana Sandoval, Chair*

*Respectfully Submitted*

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*Denice F. Trevino, Office of the City Clerk*