

CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT DEPARTMENT
DIVERSITY ACTION PLAN OVERSIGHT SUBCOMMITTEE MEETING MINUTES

EDD Offices, City Tower 11th Floor
Wednesday, January 29, 2020
11:30 a.m. -1:00 p.m.

- I. CALL TO ORDER** The meeting was called to order at 11:37 a.m. The pledge of allegiance was recited, roll call was taken and quorum was established. Subcommittee members present were Subcommittee Chair Ms. Irene Chavez, Veronica Morales, Siew Pang, and Jane Gonzales. City staff in attendance was, Ms. Shuchi Nagpal, Interim Assistant Director, Ms. Diane Nicho, Interim Economic Development Manager, Ms. Sarah Olivarez, ED Coordinator, Ms. Monica Flores, Sr. Administrative, and Ms. Christina Ramirez, Assistant City Attorney.
- II. CITIZENS TO BE HEARD**
No citizens were signed up to speak or in attendance.
- III. ACTION ITEMS**
- a. Approval of the September 18, 2019 Diversity Action Plan Subcommittee Meeting Minutes.**
Ms. Chavez motioned to approve the minutes of the September 18, 2019 meeting. Ms. Morales seconded; the committee voted and the minutes were approved.
- b. Review of citizen participation on the Diversity Action Plan Subcommittee.**
Ms. Chavez stated that there are currently three members that have been invited with a total of six members total; the other three coming from the Small Business Advocacy Committee. Citizen members include, Ms. Stephanie Zarriello; owner and editor of the SA Observer Newspaper on the East Side, Ms. Janie Gonzales; owner of MedWheels, Inc., hasn't been attending and also Ms. Renee Harris who owns a construction company, who also hasn't attended in the past year.
- Ms. Nagpal suggested to the committee a strategy if the citizen members are not being active participants. Ms. Nagpal identified a recommendation be that the City of San Antonio can send an email, copying the chair, letting them know that the meetings are still being held followed by the question asking if they are still interested in serving on the committee. If the citizen member is not interested anymore that would be the time for them to acknowledge their request to step down. The City will then do a follow up and a call. If there is no response by the following Small Business Advocacy Committee meeting, the committee can entertain recommendations for any vacancies, if any.
- Ms. Chavez asked how much time is adequate to suggest that they either respond or step down from their role. Ms. Nagpal recommended three weeks:
1. Send Email

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2. Send second email
3. Follow up with a call

Once these steps are taken, we will be following a good timeline for the next March meeting because there will be action items during that meeting. Ms. Nagpal stated that she can send an email to the Diversity Action Subcommittee members informing them what responses we have or have not gotten back and the Chair may also attempt to reach out to the members. Ms. Chavez asked for the process if someone does decide to step down. Ms. Nagpal stated that it would go as an action item to present to the Small Business Advocacy Committee and get new member recommendations.

The process was read fully by Ms. Nagpal for the Diversity Action Plan Subcommittee members to accept the process. Ms. Nagpal reiterated that the process will be the following:

- *The City of San Antonio will reach out to all existing citizen members appointed to the Diversity Action Plan Subcommittee three times for the duration of three weeks. In case of acceptance, non-responsiveness, or resignation, information will be provided back to the committee. There will then be an empty spot which will later be fulfilled by the regular Small Business Advocacy Committee meeting and gratified by the SBAC members.*

Ms. Chavez asked for a motion to accept the process. Ms. Gonzales motioned to accept, Ms. Pang seconded the motion. The subcommittee voted and the motion was approved.

IV. REPORTS/PRESENTATIONS/DISCUSSIONS

a. DAP roles vs. SBAC Roles- Ms. Nagpal:

Ms. Nagpal reviewed the roles of the Small Business Advocacy Committee vs. the Diversity Action Plan Subcommittee as a refresher to the new subcommittee members. Ms. Nagpal started by addressing the subcommittee of a request received from the City Attorney's Office to ratify within the Diversity Action Plan Subcommittee the election on the Chair. A motion was taken to confirm Ms. Chavez as the Chair. Ms. Ramirez advised the group that it was best if it was stated separately. Ms. Chavez entertained a motion. Ms. Morales made a motion to ratify Ms. Chavez as the Chair of the Diversity Action Plan Subcommittee. The motion was seconded by Ms. Pang.

Ms. Nagpal shared the DAP Ordinance with the new subcommittee members for their review and future reference. Ms. Gonzales inquired about the request made a year ago requesting all solicitations be shared online. Ms. Nagpal advised that it is done now online and under the bidding and contracting page where the annual Procurement Guide is listed. Ms. Gonzales stated that all the Chambers need to be made aware. Ms. Nagpal stated that she is visiting all of the chambers and taking all the material they need. A Press Release was also issued.

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Subcommittee members recommended inviting other entities to sit in on DAP meetings in the future. Ms. Nagpal indicated that there was an outreach made to Bexar County. The City of San Antonio is attempting to reach out to any organization that is willing to hear the presentation.

b. Update on DAP Ordinance – Ms. Nagpal:

Ms. Nagpal reviewed the background, progress achieved post establishment of DAP, the need to continue the Diversity Action Plan, as well as plan expectations and objectives.

While the Diversity Action Plan includes a variety of measurable strategies and objectives, the plan also calls for certain expectations that the City of San Antonio must follow at all times:

- Consult with vendors, advocacy groups, trade organizations, and chambers of commerce to identify barriers to S/M/WBEs doing business with the City of San Antonio. To facilitate this effort, the City's Finance Department, EDD, and TCI will each designate a Diversity Outreach Coordinator.
- Review each formal solicitation's scope of work and identify de-bundling opportunities to use tools that will maximize the utilization of S/M/WBEs on City contracts.
- Identify, implement and maintain S/M/WBE capacity building initiatives and programs, such as the Small Business Economic Development Advocacy (SBEDA) program and Business Empowerment Plan.
- Assist S/M/WBEs seeking certifications from the South Central Texas Regional Certification Agency (SCTRCA), by facilitating connections with SCTRCA staff and identifying efficiencies to SCTRCA processes.
- Assist S/M/WBEs registering in the City's CVR, by facilitating connections with City staff who oversee the CVR and identifying efficiencies to CVR registration and system processes.
- Conduct outreach and education on City small business programs to San Antonio area businesses, focusing on S/M/WBEs, and as an additional effort, include businesses owned by veterans, people with disabilities, and lesbian, gay, bisexual, transgender and queer (LGBTQ).
- Promote and provide S/M/WBEs a debriefing meeting, upon request, for unsuccessful bids to help them understand how to improve their response and be more competitive on future solicitations.
- Review insurance requirements on all solicitations to align with the scope of work/specifications requested to potentially lower insurance limits for lower risk projects in order to make them more accessible for S/M/WBEs.
- Ensure the Goal Setting Committee, Small Business Advocacy Committee, and Diversity Action Plan have no vacancies that last longer than 120 days.
- Ensure diversity on the City's evaluation committees when reviewing bids for discretionary City solicitations.

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- Ensure new and existing City staff associated with procurement is informed of the SB EDA program.

Ms. Pang questioned if the city can share information on how citizens can purchase things from the city, for example city equipment, vehicles or property. Ms. Nagpal stated that conversations have been made Center City Development Operations and Transportation and Capital Improvements because they are the ones that deal with real estate transactions. Ms. Nagpal stated that we intend to provide that educational piece in the workshop.

Ms. Gonzales recommended Kristi Villanueva, President and CEO of the West San Antonio Chamber of Commerce as a great advocate. She detailed that the Hispanic Chamber of Commerce is not taking a leadership role for small businesses in San Antonio. She has heard a lot of criticism within the community. Ms. Nagpal stated that the City of San Antonio makes a conservative effort to reach out to all community partners. Ms. Gonzales also recommended the Maestro Center as a community leader.

Ms. Olivares reviewed the status of developing training and informative videos for vendors to learn how to do business with the City. Mid-February is a set goal to have a timeline set for when the videos can be released after working closely with Government and Public Affairs. Ms. Nagpal stated issues have arisen with the scripting the videos but we do hope to complete at least four this year. Ms. Pang asked if they are all public and if any of the information is on channel 17. Ms. Nagpal stated not at the time but we can look into that when the time comes to roll them. Ms. Siew stated it might be a good way to entice the business owners.

Discussion arose by Ms. Pang asking if you are registered through SCTRCA you are automatically entered as a vendor. Ms. Nagpal stated that anyone from anywhere can register as a vendor through SCTRCA but doesn't necessarily mean that you fall under a certain category or do business with the City of San Antonio. The clarification was made that once a vendor registers, they have the option to click that they are interested in doing business with the City. The City gives them that choice. Other entities do not have that programming with SCTRCA. Ms. Gonzales commented that she believes the SCTRCA is too lenient and there are people that abuse the system.

Ms. Pang asked for an overview of the objective that stated that we need to facilitate consortium of banks and financial institutions to work with contractors and provide all levels of banking services. Ms. Nagpal emphasized that the city is aware that that is a continuous struggle that small businesses have; easy and less costly access to capital. Ms. Nagpal also reviewed the quick pay process. Norbert Dziuk may be able to come by and discuss further with the group.

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The group discussed the date and time of the Diversity Action Plan Subcommittee meetings. Ms. Pang suggested early morning meetings work best. The group agreed to change the meetings to 8:30 a.m. on Tuesday's for the next meeting in April. The meeting will be on Tuesday, April 28, 2020.

Siew commented that maybe including a "payment page" on the procurement guide may be helpful. Ms. Morales stated that it was a problem for her as well when she was as sub and didn't have the information that the prime had. Ms. Nagpal stated that it can be updated in the next report since its updated annually.

Ms. Chavez reviewed action items for the next meeting:

- Invite David De La Garza from Finance to report out on CVR. (if available)
 - If David is not available, invite Norbert Dziuk.
- Report out on the SASpeakUp Survey data to dig deeper on results.
- Outreach return on investment details for marketing efforts; share anything insightful with the group.
- Update on the top three initiatives to focus on; access to capital will continue to be a priority, quick pay process and buy down program.

V. UPCOMING EVENTS

- January 29 – February 5 (Mon. Wed. & Fri.) Break Fast & Launch Info Sessions @ Launch SA- 600 Soledad St.
- January 30- 5:30 p.m. Black Contractors Association Meeting @ 2803 E. Commerce
- February 11 - 12:00 p.m. I <3 SBO Event & Vendor Orientation@ Launch SA - 600 Soledad St.
- February 12 Southside First - Echale Gas @ Palo Alto College - 1400 W. Villaret Blvd.
- February 12 - 7:30 a.m. - South Chamber Breakfast @ Don Pero's - 1526 SW Military Dr. Blvd.

VI. FUTURE AGENDA ITEMS

- Discussion regarding banks assisting with the Buy Down Program – Ms. Chavez suggested inviting representatives from LiftFund, Ms. Donna Normandy with Frost Bank and Ms. Laura Cabanello with Wells Fargo to attend an initial discussion regarding the bank consortium with the subcommittee.
- Discussion regarding Chamber Equity Spend
- Invite finance, David de la Garza or Norbert Dziuk to report out on CVR and payment process.
- Share SASpeakUp survey results with the subcommittee.

VII. ADJOURNMENT

Meeting adjourned at 1:13 p.m.