



**Local Business Enterprise Advisory Committee (LBEAC)  
June 6, 2024 Meeting Minutes**

1. Call to Order/Introduction

Chair Galarza called the meeting to order at 10:04 a.m.

*Committee Members Present:* Matthew Ajiake, Darolyn Davis, Elahe Enssani, Miguel Galarza, Bruce Giron, Tricia Gregory, Sailaja Kurella, Kent Lim, Queena Lu, Greg Lyman, Wayne Perry, Todd Senigar, Jae Shin.

*Committee Members Absent:* Severino Caranto, Tiffany Tatum.

*CMD Staff Present:* Regina Chan, Caitlin Flammer, Ivan Oldenkamp, Stephanie Tang.

*Members of the Public Present:* See Guest Sign-In Sheet posted on LBEAC Meeting page.

2. LBEAC Recognition

- a. Ivy Fine, Director of Infrastructure, thanked Greg Lyman for his years of public service and announced that Kyndra Cox will represent PUC at future LBEAC meetings.

3. Government operations overview: procurement spotlight – Molly Peterson, Contracts Reform Manager

- a. Molly Peterson reported the following:
  - i. The Government Operations team (Gov Ops) was created to improve City procurement efficiency.
  - ii. Gov Ops has helped improve the LBE program and increase access to City contracting opportunities.
- b. Following Supervisor Mandelman's 2022 inquiry about low-value contract procurement issues, the City Administrator's Office released a report with the following recommendations:
  - i. Improve the informal procurement process.
  - ii. Simplify terms and conditions.
  - iii. Amend legislation to update and reconcile contracting requirements.
  - iv. Explore standardization in future procurement legislation.
  - v. Increase coordination across departments that interact with suppliers.

4. Director's Report – Stephanie Tang, Director of CMD

- a. Stephanie Tang presented the following information:
  - i. CMD has hired 2 new Compliance Managers.
  - ii. LBE stakeholders are not aware of their right to request early release of retention per the City's Administrative Code.
    1. CMD is contacting LBEs to remind them of this perk and to provide a template letter to request their retention when their scope of work is finished.

- iii. CMD is resuming Construction Site Visits
  - iv. New LBE credit restrictions allow new LBEs to form while still offering protection against potential misuse of the program.
  - v. Public-facing PeopleSoft applications are being reworked to be more user-friendly.
  - vi. The US Treasury Department is requiring all businesses, including LBEs, to file a beneficial ownership report before January 1, 2025.
5. Review and approval of the April 4, 2024 LBEAC meeting minutes
- a. Darolyn Davis, seconded by Elahe Enssani, moved to approve the April 4, 2024 LBEAC Meeting Minutes.
    - i. Ayes: Ajiake, Davis, Enssani, Galarza, Giron, Gregory, Kurella, Lim, Lu, Perry, Shin.
    - ii. Abstain: Lyman, Senigar.
6. Public Comment
- a. A member of the public suggested that RFPs/bidding forms be changed to inform LBEs about the availability of early release of retention.
  - b. One asked about how AI can be used to improve the City's compliance tasks.
  - c. Another asked about LBE participation on the City's Vision Zero infrastructure projects.
7. Adjournment
- a. The meeting was adjourned at 12:07 pm.