



**Local Business Enterprise Advisory Committee (LBEAC)**  
**April 3<sup>rd</sup>, 2025 Meeting Minutes**

1. Call to Order/Introduction

Chair Galarza called the meeting to order at 10:00 a.m.

*Committee Members Present:* Matthew Ajiake, Kyndra Cox, Darolyn Davis, Alaric Degrafinried, Miguel Galarza, Bruce Giron, Tricia Gregory, Kamal Hubbard, Queena Lu, Wayne Perry, Daniel Sanchez.

*Committee Members Absent:* Elahe Enssani, Kent Lim, Jae Shin, Tiffany Tatum.

*CMD Staff Present:* Regina Chan, Queena Chen, Caitlin Flammer, Ivan Oldenkamp, Stephanie Tang, Sam Wohlforth, La'uton Wells, Michael Cagampan, Kate Mundhenk, Vivian Liu.

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

2. Brief on *Open for Business Contract Streamlining Act of 2025* (Board of Supervisors File #250192).

- a. Molly Peterson, Contract Reform Manager, Office of the City Administrator, presented the following:
  - i. In May 2024, City Administrator's Office (CAO) published the *Improving the Process for Chapter 21 Low-value Procurements* Report
    1. Report outlined 5 recommendations to improve Ch21 low-value procurement; current legislation is to focus on recommendations 3 & 4
      - a. Recommendation 3: Amend Legislation to Update and Reconcile Contracting Requirements
      - b. Recommendation 4: Explore Standardization in Future Procurement Legislation
    - ii. The proposed legislation will make these types of changes to the law:
      1. Large-scale rewrites of existing procurement laws: Standardize threshold, format, and implement sunset date for Article 131, Article 151, and Ch12F
      2. Implements standardized thresholds for existing procurement laws, specifically Ch12N, Ch12Y, Article 101, and Ch12L.
      3. Repeals several procurement laws that are out of date or overlap with state law, specifically Ch12J, Article 141, Article 142, Article 161
      4. Creates a procurement legislative analysis authority for the City Administrator's Office

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

- a. The following updates were provided by Stephanie Tang:
  - i. CMD is pushing forward to update Ch 14B. Mainly to find and replace hard numbers and replace them with the concept that the legislation was intended to follow.
  - ii. Program Evaluation is coming up. Please look out for opportunities to get involved.
  - iii. Old certification system sunset; Launched new systems.

1. LBE Directory updated with Supervisor Districts, LBE Credit Restrictions, and Equal Benefit Status.
  2. LBE Cert Letters updated with certification summary, category size, start and expiration date.
- iv. Upcoming Event – City Contracting 101
4. Review and approval of the February 6, 2025 LBEAC meeting minutes
  - a. Matthew Ajiake, seconded by Tricia Gregory, moved to approve the February 6, 2025 LBEAC Meeting Minutes.
    - i. Ayes: Ajiake, Cox, Davis, Degrafinried, Galarza, Giron, Gregory, Perry, Sanchez
    - ii. Abstain: Hubbard, Lu
    - iii. Absent: Enssani, Lim, Shin, Tatum
5. Public Comment – None.
6. Adjournment
  - a. The meeting was adjourned at 11:27am.