



Local Business Enterprise Advisory Committee (LBEAC)
December 4, 2025 Meeting Minutes

1. Call to Order/Introduction

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

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

Committee Members Absent: Elahe Enssani, Sailaja Kurella, Kent Lim

CMD Staff Present: Regina Chan, Queena Chen, Caitlin Flammer, Ivan Oldenkamp

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

1. Mayor's Office of Housing and Community Development (MOHCD)'s Local Business Enterprise Program - Brendan Dwyer, MOHCD
 - i. New MOHCD projects will have LBE goals, in place of SBE goals. The new LBE Program Guide is now available on MOHCD site and details information on program implementation.
 - ii. Projects that have already started will still get credit for SBE participation but MOHCD will emphasize LBE participation.
 - iii. If anyone in the community knows about unfair practices, please reach out to MOHCD and CMD. Brendan can be contacted at brendan.dwyer@sfgov.org.
 - iv. Good faith is done at bid review and throughout the duration of the project.
2. Discussion on changes to the DBE Program
 - i. This discussion was moved to public comment.
3. New Supplier Onboarding Resource - Molly Peterson, GovOps
 - i. This new resource launched on SF.Gov to make it easier to contact correct agencies. View the new page here: <https://www.sf.gov/who-to-contact-city-contracting-compliance>
4. Director's Report - Regina Chan, CMD Director:
 - i. The Affordable Housing Construction Mixer was a success. Over 150 people attended, and the announcement was made that MOHCD will be moving from an SBE to an LBE program.
 - ii. CMD was audited, and there is an auditor report which is available to the public. 5 contracts were chosen to audit. Audit finding found issues with one contract, which was involved in a legal settlement that complicated document collection and compliance work.
 - iii. The LBE Program Evaluation should be done early next year in the spring.
 - iv. Vivian Liu is the new deputy director of CMD.
5. Review and approval of the October 2, 2025 LBEAC meeting minutes

- i. Wayne Perry, seconded by Matthew Ajiake, moved to approve the October 2, 2025 LBEAC Meeting Minutes.
 - ii. Ayes: Kyndra Cox, Alaric Degrafinried, Miguel Galarza, Bruce Giron, Tricia Gregory, Kamal Hubbard, Queena Lu, Jae Shin
 - iii. Abstain: Darolyn Davis
6. Public Comment
- i. Comment: There used to be an assistance program to help people with their websites and business cards through the contractor's assistance center. I would like those services to be provided again.
 - ii. Comment: Please provide a point of contact to give feedback on permit changes.
 - 1. Comment: Please reach out to OEWD.
 - iii. Comment: There are a lot of changes to the DBE program. If you're DBE certified you will receive info from your certifying agency about guidance and what to expect.
 - 1. If MTA is your certifying agency, you can find more info on their contract compliance website. USDOT is still going to give more guidance, and MTA is waiting on a final judgement.
 - iv. Question: How are departments using set asides?
 - 1. Comment: Departments let out eligible contracts as micro set-asides. CMD Contract Compliance Officers are trained to assess whether a project opportunity should be a micro set-aside.
7. Adjournment
- i. The meeting was adjourned at 12:02pm.