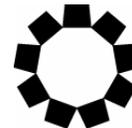


# ASSOCIATION OF BAY AREA GOVERNMENTS

Representing City and County Governments of the San Francisco Bay Area



**ABAG**

Date: August 30, 2013

To: Ezra Rapport, Executive Director

From: Brian Kirking, Human Resources Director  
Herbert L. Pike, Finance Director

Subject: **Report on Diversity and Business Opportunities—FY 2012/13**

This status report summarizes ABAG's business opportunities, recruitment, promotion and training activities during FY 2012-2013 (ending June 30, 2013) and recommends programs that will continue our record toward improving the Agency's diversity.

## **Executive Summary**

ABAG's annual number of hirings and promotions is small due to our size, funding and turnover. During this past fiscal year, ABAG added one permanent full-time male to our management staff and two permanent full-time females to our support staff. In addition, a number of temporary grant-funded professional staff were added. Four are male and five are female. We promoted three employees this fiscal year. One female from an under-represented group was promoted from the professional level to the management level, one male was promoted from within the professional level and one member from an under-represented group was promoted from the support level to the professional level.

## **Goals**

ABAG's Diversity Program has three goals:

- To achieve in major job classifications (Management, Professional, Support) the same proportion of under-represented group members as exists in the nine-county San Francisco Bay Area labor force;
- To provide opportunities for all under-represented group members employed by ABAG to participate in training and education programs that will improve their personal advancement and contributions to the work of the Agency; and
- To ensure that the promotion of under-represented group members employed by ABAG be consistent with relevant skills, experience and background of the employees, performance requirements of higher job classifications and the needs for particular skills and positions in the Agency's work program.

This policy is consistent with the requirements and objectives set forth in Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e); the Age Discrimination in Employment Act of 1967 (29

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U.S.C. § 621 et seq); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 793); the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq.); and California Government Code Sections 12940 et seq.

The following table shows the racial make-up of the total population in the nine Bay Area counties and the racial make-up of the three counties (Alameda, Contra Costa and San Francisco) from which ABAG staff is primarily drawn. The data reflects 2010 census information.

<b>RACIAL MAKE-UP</b>	<b>TOTAL POPULATION NINE BAY AREA COUNTIES</b>	<b>ALAMEDA, CONTRA COSTA AND SAN FRANCISCO COUNTIES</b>
	7,150,739	3,364,531
Amer. Indian & Alaska Native	0.3%	0.3%
Asian, Native Hawaiian & Other Pacific Islander	23.6%	24.5%
Black or African American	6.4%	9.6%
Hispanic*	23.5%	21.3%
Others	0.3%	0.3%
White	42.4%	40.2%
Two or More Races	3.5%	3.8%

\*Persons of Hispanic origin may be of any race.

**Current Composition of Staff**

An examination of the composition of staff by classification and gender in the following table shows an under-representation of females in management and an under-representation of males in professional and support classifications.

<b>STAFF COMPOSITION BY CLASSIFICATION &amp; GENDER</b>			
Management (7)	Professional (69)	Support (5)	Total (81)
Male (5) 71%	Male (28) 41%	Male (1) 20%	Total (34) 42%
Female (2) 29%	Female (41) 59%	Female (4) 80%	Total (47) 58%

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The table below shows the composition of the ABAG staff as of June 30, 2013.

ETHNIC BREAKDOWN BY CLASSIFICATION							
Race	Management		Professional		Support		Total
Amer. Indian	--		1	1.4%	--		1 1.25%
Asian	--		13	18.6%	2	40%	15 18.5%
Black	--		8	11.4%	2	40%	10 12.3%
Hispanic	1	16.66%	1	1.4%	1	20%	3 3.7%
Others	1	16.66%	2	2.9%	--		3 3.7%
White	3	50%	45	64.3%	--		48 59.25%
Two or More	1	16.66%	--		--		1 1.25%
<b>Total</b>	<b>6</b>	<b>100%</b>	<b>70</b>	<b>100%</b>	<b>5</b>	<b>100%</b>	<b>81 100%</b>

During FY 2012-2013, twelve staff members left the Agency. Five retired, five resigned and two were laid off due to the end of their grant-funded positions.

	White	Black	Asian	Hispanic	Two or More Races	Male	Female
Management	1	1	--	--	--	1	1
Professional	3	--	--	2	2	2	5
Support	2	1	--	--	--	1	2
<b>Totals</b>	<b>6</b>	<b>2</b>	<b>--</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>8</b>

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### Recruitment

During FY 2012-2013, the Agency added twelve staff members, five males and seven females.

	White	Black	Asian	Hispanic	Two or More Races	Male	Female
Management	1	--	--	--	--	1	--
Professional	7	1	1	--	--	4	5
Support	--	--	1	1	--	--	2
Totals	8	1	2	1	--	5	7

Job openings were advertised with other regional councils of governments and other professional and non-profit organizations. This includes organizations that provide services to under-represented groups. Examples are the Unity Council in the Fruitvale District of Oakland and the Association of Latino Professionals in Finance and Accounting. Agency job openings were also posted on the Internet and the application was available online.

Interview Panels have, whenever possible, included under-represented group members as well as both genders. This policy will continue. The Human Resources Director and hiring manager select applicants for interview without knowledge of their ethnic status. If, however, this process does not produce representatives of under-represented groups, they are asked to re-examine the credentials of under-represented candidates. Whenever possible, qualified under-represented applicants are invited to interview.

### Promotions

Three employees were promoted during this fiscal year. Two males and one female were promoted. One employee was promoted within the professional level, one was promoted from the support level to the professional level, and one was promoted from the professional level to management. Two of the three promotions were for women or for a member of an under-represented group.

### Internship Program

Our traditional summer intern program consistently attracts a high caliber of applicants. The Agency received a total of 78 applications and hired 3 interns who were continuing or had just completed their college education. Of the 3 interns, 2 were White (66.7 percent), and 1 was Hispanic (33.3 percent).

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The following table presents the salary breakdown for classified staff by race and gender as of June 30, 2013.

**ASSOCIATION OF BAY AREA GOVERNMENTS  
COMPOSITION OF CLASSIFIED STAFF BY GENDER, RACE AND SALARY RANGE  
(As of June 30, 2013)**

SALARY RANGE	WHITE*		BLACK		ASIAN		AMERICAN INDIAN		TWO OR MORE RACES		HISPANIC		SUB-TOTAL		TOTAL
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
<b>MANAGEMENT</b>															
\$120,000-\$200,000	4	1	--	--	--	--	--	--	1	--	--	1	5	2	
SUBTOTAL	4	1	--	--	--	--	--	--	1	--	--	1	5	2	7
<b>PROFESSIONAL</b>															
\$94,932-\$115,380	3	2	--	--	--	1	--	--	--	--	--	--	3	3	
\$75,024-\$100,548	1	7	1	1	2	--	--	--	--	--	--	1	4	9	
\$68,280-\$83,004	10	10	1	1	4	1	1	--	--	--	--	--	16	12	
\$56,820-\$69,060	2	5	--	1	--	2	--	--	--	--	--	--	2	8	
\$49,512-\$60,180	2	4	--	3	1	2	--	--	--	--	--	--	3	9	
SUBTOTAL	18	28	2	6	7	6	1	--	--	--	--	1	28	41	69
<b>SUPPORT</b>															
\$44,832-\$54,660	--	--	--	--	--	1	--	--	--	--	--	1	--	2	
\$38,952-\$47,352	--	--	--	2	1	--	--	--	--	--	--	--	1	2	
\$35,304-\$42,948	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
\$30,360-\$37,080	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
SUBTOTAL	--	--	--	2	1	1	--	--	--	--	--	1	1	4	5
	WHITE*		BLACK		ASIAN		AMER IND		TWO OR MORE		HISPANIC		SUB-TOTAL		TOTAL
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
<b>TOTAL</b>	22	29	2	8	8	7	1	0	1	0	0	3	34	47	81

\*White includes Other

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### **Training**

It is the Agency's policy to encourage staff to participate in training to enhance their performance and develop skills for future growth. Thirty-three employees participated in 79 classes with the assistance of our training and development program. The Agency's expenditure was \$33,422 which compares to \$28,855 invested in FY 11/12 and \$36,401 invested in FY 10/11. The participants were from every classification and represented all races and genders. Although not represented in these numbers, the Agency encourages and supports managers and professionals to participate in workshops and associations related to their field. The expenditures for these on-going professional development programs are included in individual program and project budgets.

All program managers are encouraged to promote the professional growth of their staff. Since funds are limited, we encourage focus on those efforts that enhance the position-related qualifications of regular staff members. A special effort will be made to identify under-represented group members who need guidance and encouragement, as well as financial help, to further their careers. This is especially true for those interested in completing their college education.

### **Business Opportunities - FY 12/13**

Our adopted diversity policy states in part that:

“ABAG will, in its contracts with third parties for technical, consulting or other professional and non-professional services, comply with Federal rules regarding third-party relationships. ABAG will solicit proposals: from consultants with the required expertise who have protected group representatives among their employees, and from protected group consultants with the required expertise.”

In this spirit during FY 2012-13, ABAG used—and in most cases continues to use—the MBE/WBW firms, organizations or companies presented on Tables I and II.

In the past year, the agency consulting/service contracts with MBE/WBE organizations totaled \$833 thousand representing a decrease of 19.8 percent (\$206 thousand) from FY 2011-12. Accounting for \$50 thousand of this reduction was ABAG hiring of an individual formerly contracted under V-Soft Inc., an Asian-owned enterprise; the individual is Asian. The moving of the General Assembly from the Oakland Marriott City Center (Asian-owned) to another venue accounted for another \$102 thousand decrease.

At the same time, total contracted services increased in FY 2012-13 over FY 2011-12 by 22.4% (\$982 thousand). The largest factor being a \$1.03 million increase in Technical Consultant Services, primarily for technical reports issued by the Planning and Estuary Divisions.

The percent of all contracts representing MBE/WBE enterprises decreased from 23.7 percent in FY 2011-12 to 8.8 percent in FY 2012-13. In addition to the causes mentioned above, contributing to the reportable decline is the lack of self-reporting as to

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the potential MBE/WBE status of many new vendors. Accounting is contemplating establishing a postcard query process to update our vendor files to strengthen confidence in the status reporting of our vendors. An example of poor reporting is that two vendors were added as MBE/WBE vendors because of firsthand knowledge of their ownership situation, but neither was listed within our purchasing system as MBE/WBE enterprises.

Table I--List of Firms/Contracts by Name and Table II—List of Firms/Contracts by Type are attached and provide additional detail.

### **Conclusion**

Progress toward achieving and maintaining a diverse workforce continues to be a challenge. As in previous years, we continue to seek Hispanic applicants to round out ABAG's diverse workforce. We will also continue to reach out and provide contracting opportunities to as many under-represented groups as possible, while maintaining our requirements of excellence.

Attachments:

Table I—List of Firms/Contracts by Name

Table II—List of Firms/Contracts by Type

**TABLE I--LIST OF FIRMS/CONTRACTS BY NAME**

<b>COMPANY</b>	<b>NATURE OF WORK</b>	<b>TYPE</b>	<b>FY2011/12 (\$'000)</b>	<b>FY2012/13 (\$'000)</b>
ASIA PACIFIC OFFSET LIMITED	PRINTING	Asian	0	15
BARR, EILEEN C	CONSULTANT	Woman	1	1
CAREER ALLIANCE INC	TEMP. PERSONNEL AGENCY	African-American	157	197
CUSTOMIZED PERFORMANCE	JANITORIAL SERVICES	Hispanic	19	34
DRLIK, TANYA	CONSULTANT	Woman	1	0
EARTHTEAM ENVIRONMENTAL NETWORK	CONSULTANT	Woman	3	0
GOODWIN CONSULTING GROUP INC	CONSULTANT	Woman	22	26
JEANNE PERKINS CONSULTING	CONSULTANT	Woman	0	8
JODY LONDON CONSULTING	CONSULTANT	Woman	0	4
JP GRAPHICS INC	PRINTING	Woman	0	9
JT LITHO	PRINTING	Asian	55	39
KRIESHOK, LISA	CONSULTANT	Woman	1	0
LUNCHSTOP CAFE METRO CENTER	CATERING	Asian	15	9
MAZE AND ASSOCIATES	AUDITOR	Woman	140	109
NATL FORUM FOR BLACK PUBLIC	PROFESSIONAL ORG.	African-American	5	0
NETWORK CONSULTING SERVICES	CONSULTANT	Woman	4	2
OAKLAND MARRIOTT CITY CENTER	HOTEL	Asian	102	0
OKAMOTO, ARIEL RUBISSOW	CONSULTANT	Woman	25	30
PATTON, JOANE	CONSULTANT	Woman	4	0
PAULA SCHULZ	CONSULTANT	Woman	0	8
PDO PRINT COPY MAIL	PRINTING/MAILING	Asian	1	0
PRISTIA, ELIZABETH	TRANSCRIPTION SERVICES	Woman	2	0
PRUNUSKE CHATHAM INC	CONSULTANT	Woman	58	3
REED, DENISE	CONSULTANT	Woman	9	11
SAFETY COMPLIANCE MANAGEMENT INC	CONSULTANT	Woman	276	262
SIGHT & SOUND CORP. STAGING & EVENTS	ONLINE INSTRUCTION	African-American	0	21
SLOAN, ROBERTA	AUDIOVISUAL SERVICES	Woman	13	0
SPENCER, LINDA	CONSULTANT	Woman	3	0
SSP DATA PRODUCTS	CONSULTANT	Woman	3	0
SULLIVAN, VERONICA	COMPUTER SUPPLIES	Asian	44	45
TDC ENVIRONMENTAL LLC	CONSULTANT	Woman	1	0
V-SOFT INC	CONSULTANT	Woman	14	0
ZERO WASTE SOLUTIONS	TECHNICAL CONSULTANT JANITORIAL SERVICES	Asian Asian	50 14	0 0
<b>TOTAL</b>			<b>1025</b>	<b>833</b>
<b>% of ALL ABAG CONTRACTS/SERVICES</b>			<b>23.7%</b>	<b>8.8%</b>

**TABLE II--LIST OF FIRMS/CONTRACTS BY TYPE**

<b>COMPANY</b>	<b>NATURE OF WORK</b>	<b>FY2011/12 (\$'000)</b>	<b>FY2012/13 (\$'000)</b>
<b>AFRICAN-AMERICAN</b>			
CAREER ALLIANCE INC	TEMP. PERSONNEL AGENCY	157	197
NAT'L FORUM FOR BLACK PUBLIC ADMINISTRATORS	PROFESSIONAL ORG.	5	0
SIGHT & SOUND CORP. STAGING & EVENTS	AUDIOVISUAL SERVICES	0	21
<b>TOTAL AFRICAN-AMERICAN</b>		<b>162</b>	<b>218</b>
<b>ASIAN</b>			
ASIA PACIFIC OFFSET LIMITED	PRINTING	0	15
JT LITHO	PRINTING	55	39
LUNCHSTOP CAFE METRO CENTER	CATERING	15	9
OAKLAND MARRIOTT CITY CENTER	HOTEL	102	0
PDQ PRINT COPY MAIL	PRINTING/MAILING	1	0
SSP DATA PRODUCTS	COMPUTER SUPPLIES	44	45
V-SOFT INC	TECHNICAL CONSULTANT	50	0
ZERO WASTE SOLUTIONS	JANITORIAL SERVICES	14	0
<b>TOTAL ASIAN</b>		<b>281</b>	<b>108</b>
<b>HISPANIC</b>			
CUSTOMIZED PERFORMANCE	JANITORIAL SERVICES	19	34
<b>WOMAN</b>			
BARR, EILEEN C	CONSULTANT	1	1
DRLIK, TANYA	CONSULTANT	1	0
EARTHTEAM ENVIRONMENTAL NETWORK	CONSULTANT	3	0
GOODWIN CONSULTING GROUP INC	CONSULTANT	22	26
JEANNE PERKINS CONSULTING	CONSULTANT	0	8
JP GRAPHICS INC	PRINTING	0	9
KRIESHOK, LISA	CONSULTANT	1	0
NETWORK CONSULTING SERVICES	CONSULTANT	4	2
OKAMOTO, ARIEL RUBISSOW	CONSULTANT	25	30
PATTON, JOAN E	CONSULTANT	4	0
PRISTIA, ELIZABETH	TRANSCRIPTION SERVICES	2	0
PRUNUSKE CHATHAM INC	CONSULTANT	58	3
SAFETY COMPLIANCE MANAGEMENT INC	ONLINE INSTRUCTION	276	262
SLOAN, ROBERTA	CONSULTANT	13	0
SPENCER, LINDA	CONSULTANT	3	0
SULLIVAN, VERONICA	CONSULTANT	1	0
TDC ENVIRONMENTAL LLC	CONSULTANT	14	0
JODY LONDON CONSULTING	CONSULTANT	0	4
MAZE AND ASSOCIATES	AUDITOR	140	109
PAULA SCHULZ	CONSULTANT	0	8
REED, DENISE	CONSULTANT	9	11
<b>TOTAL WOMAN</b>		<b>577</b>	<b>473</b>
<b>TOTAL MBE/WBE</b>		<b>1039</b>	<b>833</b>
<b>TOTAL ABAG CONSULTING/SERVICE CONTRACTS</b>		<b>4,393</b>	<b>5,375</b>
<b>% of ALL ABAG CONTRACTS/SERVICES</b>		<b>23.7%</b>	<b>8.8%</b>