

**CITY OF SAN JOSE
SMALL BUSINESS DEVELOPMENT COMMISSION
NOVEMBER 14, 2012, 6:00 – 6:15 P.M.**

**200 E. SANTA CLARA ST., T1352; SAN JOSE, CA AND
7 E 39TH STREET; NEW YORK, NY**

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA – 1 MIN.

3. APPROVAL OF AUGUST 8, 2012 MINUTES – 5 MIN.

4. APPROVAL OF SEPTEMBER 5, 2012 SPECIAL MEETING MINUTES – 5 MIN.

5. OPEN FORUM/ PUBLIC COMMENT / ORAL PETITION PERIOD – 2 MIN. EACH

Any person may address the Commission on any subject not on the agenda. Speakers are asked to state their name and address for the record. Since the subject is not on the agenda, the Brown Act (State Open Meeting Law) prohibits action by Commission members or City Staff. However, Commission members and City Staff may briefly respond to statements or questions and/or provide referral to Staff. The Commission may place the item on an agenda for a future meeting.

6. CHAIR REPORT

7. ADJOURNMENT

For questions regarding the agenda, please contact Dhez Woodworth at (408) 535-8181.

You may view this agenda and related documents at <http://www.sjeconomy.com/businessassistance/sbdc.asp> along with minutes, agendas and packets from previous meetings.

The City of San Jose is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public. San Jose's ethics standards are listed at http://www.sanjoseca.gov/clerk/cp_manual/CPM_0_15.pdf.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Manager's Office at San Jose City Hall, 200 E. Santa Clara St., 17th Floor, San Jose, CA 95113 at the same time that the public records are distributed or made available to the legislative body.

To request an accommodation or alternative format for City-sponsored meetings, events or printed materials, please call Dhez Woodworth of the Office of Economic Development at (408) 535-8181 or (408) 294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

**CITY OF SAN JOSE
SMALL BUSINESS DEVELOPMENT COMMISSION**

Synopsis (Not Approved)
August 8, 2012

200 E. Santa Clara St. – Tower 1352

START TIME: 6:07 pm ADJOURNMENT 7:35 pm

COMMISSIONERS PRESENT:

Arash Shokouh
Leo Cortez
Stephen Reiss
John Horton
Brian Ho
Johnny Khamis
Zheng Huang
Molly Uzoh
Richard Reed
David Clancy

COMMISSIONERS ABSENT

Raj Bhanot
Miguel Olivo
Harmeet Bhugra

Council Liaison
Anh Tran

City Staff
Dhez Woodworth (work2future)
BJ Sims (work2future)

Public Present

1. CALL TO ORDER
Called to order by Khamis at 6:07 pm

2. APPROVAL OF AGENDA

Motion: Approval

Motion: 1) Cortez 2) Ho X App no

3. APPROVAL OF MAY 9, 2012 MINUTES

Motion: Approval

Motion: 1) Ho 2) Shokouh X App no

4. APPROVAL OF MAY 9, 2012 SPECIAL MEETING MINUTES

Motion: Approval

Motion: 1) Reiss 2) Cortez X App no

- Reflect Commissioner Huang was present
- Commissioner Reiss voiced accolades for the hard and timely work on the submitting the minimum wage letter

5. OPEN FORUM/ PUBLIC COMMENT / ORAL PETITION PERIOD

- Commissioner Shokouh introduced himself

6. UPDATE ON STRUCTURAL IMPROVEMENTS AND POTENTIAL CONSOLIDATION AND ELIMINATION OF BOARDS AND COMMISSIONS

- Tabled pending speaker arrival; Went to item 9
- Returned to item at 7pm
- Commissioner Khamis would like to hold a Special Meeting based on the Clerk's availability
- Commissioner Uzoh recommended a more personal interaction with the Clerk's Office
- Commissioner Clancy recommended holding the regular meeting in October rather than November; A presence of all Commissioners at the Council meeting would also be useful
- Commissioner Shokouh recommended quantifying the outcomes of the Commission's actions

7:13 Cortez left

- Commissioner Uzoh recommended identifying business advocates to speak on the Commission's behalf

Motion: Move the meeting to October and Coordinate the meeting date based on the Clerk's availability

Motion: 1) Huang 2) Horton X App no

7. CREATE AND DISTRIBUTE MESSAGE TO HIGHLIGHT INCENTIVES FOR SMALL AND DISADVANTAGED BUSINESSES ESPECIALLY IN THE PROCUREMENT AREA

Motion: Approval

Motion: 1) Cortez 2) Clancy X App no

- Edits made to the annual report and workplanAdHoc Committee to update and refine the messaging and brochure
- Commissioner Clancy will be joined by Commissioner Reiss and Shokouh to review and edit brochure
- Message can be freely be distributed to businesses

8. CONSIDERATION OF A PUBLIC INPUT SESSION REGARDING PROCUREMENT AND SBD COMMISSION

- Tabled

9. UPDATE ON ANNUAL REPORT

Motion: Approval

Motion: 1) Clancy 2) Cortez X App no

- Edits made to the annual report and workplan
- Returned to item 7

10. STAFF REPORT

- Roster

11. CHAIR REPORT

- The Chair presents information on the Commission at every opportunity and recommends that the other Commissioners do as well since more bids will result in more money staying local and lower

12. NEW AGENDA ITEMS

- Meet with Clerk's Office re: Consolidation
- Ad Hoc Committee on Brochure/Message
- Procurement report

13. ADJOURNMENT in recognition of victims of Colorado and Sikh Community incidents 7:35

Motion: Approval

Motion: 1) Reiss 2) Clancy X App no

**CITY OF SAN JOSE
SMALL BUSINESS DEVELOPMENT COMMISSION**

Synopsis (Not Approved)
September 5, 2012

200 E. Santa Clara St. – Tower 1352, San Jose, CA and
7 E 39th street; New York, NY

START TIME: 6:01 pm ADJOURNMENT 7:09 pm

COMMISSIONERS PRESENT:

Arash Shokouh
Stephen Reiss
John Horton
Johnny Khamis
Zheng Huang (by phone)
Richard Reed
Raj Bhanot
Molly Uzoh

COMMISSIONERS ABSENT

Brian Ho
David Clancy
Leo Cortez
Miguel Olivo
Harmeet Bhugra

Council Liaison
Stephanie Fong

City Staff
Dhez Woodworth (work2future)
BJ Sims (work2future)
Dennis Hawkins (City Clerk)

Public Present

1. CALL TO ORDER
Called to order by Khamis at 6:07 pm

2. APPROVAL OF AGENDA

Motion: Approval

Motion: 1) Reed 2) Reiss X App no

3. UPDATE ON STRUCTURAL IMPROVEMENTS AND POTENTIAL CONSOLIDATION AND ELIMINATION OF BOARDS AND COMMISSIONS

- Dennis Hawkins, City Clerk, provided background on the review of the Commissions and Boards with a focus on the input received from the community and the timing for the evaluation.
- The SBD Commission and several other Commissions have been recommended for consolidation or elimination.
- The SBD Commission functions outlined in the Municipal Code are fulfilled by other parts of the organization or have been superseded by changes in the law.
- Chair Khamis indicated that the Commission performed a positive role in providing a connection to the minority communities. He expressed concern that the community won't have an influence on Staff without the support from the Commission. He indicated that the group has contributed to discussions on the plastic bag ban, minimum wage, BidSync, and other projects. He raised the issue that there isn't significant overlap with other Commissions. The presence of the Commission also supports the clarity regarding transparency.
- Commissioner Reiss pointed out that there are only limited costs associated with the operations. He also raised concerns that City Staff may not be able to do outreach to the larger community.
- Commissioner Uzoh suggested that the Commission supports the growth of small businesses and its loss represents a failure on the part of the City. The workplan has been a problem. The group performs a grass roots connection which isn't achievable by Staff. She would recommend that a ballot item be created.
- Dennis Hawkins indicated that the City remains committed to small businesses. The Council has the authority to make modifications to the nature, role and number of Commissions. Project Diversity (a Board) is likely to be repurposed to serve a modern purpose. The frequency of meetings may be reconsidered to make them more effective in providing input to Council.
- Commissioner Uzoh pointed out that the Commission wasn't given redirection that it wasn't functioning to expectation. The recruitment and appointment system might also be reviewed. She also expressed that there would be difficulty reflecting on the contributions of the Commission without attending or having all of the documents.
- Dennis Hawkins will be making recommendations regarding the composition of the Boards to select for geographic diversity.
- Commissioner Shokouh pointed that there are 13 Commissioners volunteering their time which is likely to offset the Staff costs. He also

pointed out that BidSync doesn't allow for clarity regarding City performance.

- Chair Khamis reiterated that the Commissioners are volunteering and serve as a connection with the Community. He also pointed out that there were several projects on which they worked (e.g.: bag ban, business taxes). The City's claims of being business friendly aren't reinforced by the elimination of the Commission.
- Appointment by district may not provide an adequate pool of volunteers to provide qualified candidates said Commissioner Reiss.
- Dennis Hawkins indicated that with over 90K people per district, each should result in sufficient candidates. Restricting Council participation in encouraging volunteer enrollment . There is a difference between an advocacy and advisory role.
- Commissioner Uzoh: what is the financial cost of the Commission? Also, the workplan and annual report were completed every year since 2002; how are you measuring the involvement of the Commission?
- The budget is less critical and may not be a driver in the decision that Council makes said Dennis Hawkins. He also has gathered as many metrics as he could to evaluate the performance of each Commission.
- Commissioner Uzoh raised concerns about the lack of clarity about the performance level expectations. Measurement should be a key element in the decision.
- All Council decisions are subject to review by referendum.
- Dennis Hawkins does take into consideration the contributions of the Commissions with whom he's spoken. Changes in consolidation pairings are among the recommendations he's modified previously.
- Commissioner Shokouh suggested that the feedback regarding performance of the Commission would provide a better way to leverage the Commissioners' volunteer role and contribution and allow for redirection rather than removal.
- Chair Khamis pointed out that there are political ramifications of the removal of the conduit provided by the Commission.
- The report will be going to Council on 9/14. Dennis Hawkins invited additional contributions in the next couple of days. He's focused on the last four fiscal years. A supplemental memo may be created for information provided after Tuesday
- Formation of a ad-hoc Committee to discuss the issues
 - i. Commissioner Khamis
 - ii. John Horton
 - iii. Arash Shokouh (will coordinate)
 - iv. Miguel Olivo (to be pursued)
 - v. Joyce Puopolo (to be pursued)

Motion: Authorize the Chair to write and send a letter to the Mayor and Council based on the recommendations of the Ad-Hoc Committee on Previous Accomplishment

Motion: 1) Uzoh 2) Shokouh X App no

4. ADJOURNMENT 7:09