

**CITY OF SAN JOSE
SMALL BUSINESS DEVELOPMENT COMMISSION
FEBRUARY 8, 2011, 6:00 – 8:00 P.M.**

SAN JOSE CITY HALL – 200 E. SANTA CLARA ST. – TOWER 1352

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA – 1 MIN.**
- 3. APPROVAL OF NOVEMBER 9, 2011 MINUTES – 5 MIN.**
- 4. APPROVAL OF JANUARY 11, 2012, 2011 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. ACKNOWLEDEMENT OF COMMISSIONER HELEN WANG’S PARTICIPATION ON COMMISSION – 5 MIN.** COMMISSIONERS, INFORMATION
Helen Wang will be recognized for her volunteering on the Commission. Due to an oversight the end of her term wasn’t known until after her last meeting with the Commission.
- 7. NON-PREFERENTIAL, NON-DISCRIMINATION POLICIES – 10 MIN.** STAFF, INFORMATION
The Commission will receive information on the City’s non-preferential and non-discrimination policies.
- 8. DISCUSSION ABOUT PUBLIC MEETING REGARDING STRUCTURAL IMPROVEMENTS AND POTENTIAL CONSOLIDATION AND ELIMINATION OF BOARDS AND COMMISSIONS – 20 MIN.** COMMISSIONERS, ACTION
Commissioners who attended the public meetings will provide their observations regarding the meetings. The group will discuss further actions if any.
- 9. WORKPLAN DISCUSSION – 20 MIN.** COMMISSIONERS, ACTION
The Commission will review draft 2012 workplan.

10. STAFF REPORT

11. CHAIR REPORT

12. NEW AGENDA ITEMS – 5 MIN.

13. 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 Rosemary Maire or 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)
November 9, 2011

200 E. Santa Clara St. – Tower 1352

START TIME: 6:03 ADJOURNMENT 7:25

COMMISSIONERS PRESENT:

Miguel Olivo
Johnny Khamis
Harmeet Bhugra
John Horton
Zheng Huang
David Clancy
Leo Cortez
Richard Reed
Brian Ho
Helen Wang
Joyce Puopolo
Molly Uzoh

COMMISSIONERS ABSENT

Robert Braunstein

Council Liaison

Ahn Tran

City Staff

Dhez Woodworth (work2future)
BJ Sims (work2future)

Public Present

1. CALL TO ORDER
 Called to order by Olivo at 6:08 pm

2. APPROVAL OF AGENDA

Corrections:

- None

Motion: Approval

Motion: 1) Khamis 2) Cortez X App no

3. APPROVAL OF AUGUST 10, 2011 SYNOPSIS

Corrections:

- None

Motion: Approval

Motion: 1) Khamis 2) Puopolo X App no

4. APPROVAL OF SEPTEMBER 28, 2011 SYNOPSIS

Corrections:

- None

Motion: Approval

Motion: 1) Khamis 2) Ho X App no

5. OPEN FORUM/ PUBLIC COMMENT / ORAL PETITION PERIOD

- Commissioners Introduced themselves
- Anh Tran of Councilmember Chu's Office

6. CONVENTION CENTER EXPANSION

- Paul Marino, Senior Architect at Public Works introduced the project and the representative of the design-build contractor Cory Anderson, Project Manager with Hunt Construction
- Ms. Anderson discussed the outreach plan
- Local trades will be hired
- Prequalification is required from website: www.hunt-connect.com/sjcc
- 24 month project with quick time-line
- \$120 million project
- A Commissioner requested that the number of bids submitted for each package and minority ownership.
- Initial Team was built with local participation in mind
- Breaking up the contract also helps with smaller contractor participation

7. LOCAL/SMALL BUSINESS PARTICIPATION

- Barry Ng presented Capital Improvement Program Contracts – Local/Small Business Participation

- Finance/Purchasing was unable to gather information

8. WORKPLAN DISCUSSION

- Brief discussion of workplan developed in September.
- Woodworth recommended that the timeframe be specified

Motion: Approval of Workplan 2012

Motion: 1) Khamis 2) Bhugra X App no

9. AD-HOC COMMITTEE ON CREATV MESSAGING

- Content was distilled from various City websites and sources
- Will need to be formatted for the specific messaging approach; different pieces could be used for different audiences/objectives
- Contracts should also be included in Councilmember websites

10. ELECTION OF CHAIR AND VICE-CHAIR

- Nominations for Chair:
 - i. Khamis – Chair
 - ii. Huang – Chair
- Vote for Chair:
 - i. **Khamis** - 7
 - ii. Huang - 2
- Nominations for Vice-Chair:
 - i. Uzoh – Vice Chair
 - ii. Clancy – Vice Chair
- Vote for Vice-Chair:
 - i. Uzoh – Vice Chair - 2
 - ii. **Clancy** – Vice Chair - 6

11. STAFF REPORT

- None

12. CHAIR REPORT

- Thank you
- Wonderful ideas and progress

13. AGENDA ITEMS

- Convention Center Report
- Charter Amendment Process

14. WORKPLAN DISCUSSION

- Returned to this item

- Staff cautioned that some workplan items might require staff

15. ADJOURNMENT 7:25

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

Synopsis (Not Approved)
January 11, 2012

200 E. Santa Clara St. – Tower 1352

START TIME: 6:03 ADJOURNMENT 7:40

COMMISSIONERS PRESENT:

Stephen Reiss
Miguel Olivo
Zheng Huang (via conference call)
John Horton
Johnny Khamis
David Clancy
Richard Reed
Harmeet Bhugra
Leo Cortez

COMMISSIONERS ABSENT

Molly Uzoh
Brian Ho
Raj Bhanot

Council Liaison
Anh Tran

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

Public Present

1. CALL TO ORDER
 Called to order by Khamis at 6:08 pm

2. APPROVAL OF AGENDA

Corrections:

- None

Motion: Approval

Motion: 1) Clancy 2) Reed X App no

3. OPEN FORUM/ PUBLIC COMMENT / ORAL PETITION PERIOD

- None

4. PREPARATION FOR PUBLIC MEETING REGARDING STRUCTURAL IMPROVEMENTS AND POTENTIAL CONSOLIDATION AND ELIMINATION OF BOARDS AND COMMISSIONS

- Staff typically spends 8 hours to prepare for each meeting; additional staff doing preparations also requires preparation
- Questions were raised about the difference between the characterization of the Commission and the municipal code definition
- Concerns were raised about how bids would be issued without Commission oversight
- Identifying past achievements would be critical to making the case for continuation of the Commission
- An argument that non-staff perspective adds value to the City was made
- Topics for discussion
 - i. Staff hours saved (Reiss)
 - ii. Volunteer hours (Olivo)
 - iii. Loss of connections with outside groups (Khamis)
 - iv. History of accomplishments (Puopolo; Olivo; past Commissioners)
 - v. Future necessity of Commission (upcoming projects) (Bhurga)
 - vi. Assisting Council in providing open governance (Clancy)
 - vii. Industry perspective (Clancy)
 - viii. Personal reasons for participation (all)
- Planned attendees of meeting on 18th
 - i. 4
- Planned for 27th
 - i. 4
- Planned attendees for 30th
 - i. 4

Woodworth to provide annual reports; look for slide show on convention center; Airport DBE information

5. ADJOURNMENT 7:40

Small Business Development Commission Workplan for 2012

Objective for FY 2010-11	Area	Actions	Timeframe
Provide more contract Literacy Awareness Programs	Procurement	Recommend an annual class be held (training/workshop) for SBE on the ABC of how to be successful with San Jose City contracts	
Provide more contract Literacy Awareness Programs	Procurement	Recommend making a self-paced version of the classes available online so the those that could not attend the instructor-led classes can access them online. SBD would distribute the information.	
Market contract opportunities adequately to San Jose residents	Procurement	Recommend that procurement opportunities be published using Councilmember Newsletters, TV community bulletins, and brochures (to be available on City Building lobbies) as well as City web site.	
Designate some contracts as "Small Business Set-Aside"	Procurement	Review current small business contract procedures; Advocate for very simple contract procedure for very small contracts (e.g. below \$50,000); Review Federal contract requirements and how they impact City contracts; Review guidelines regarding awardee outreach to small businesses; Explore ways to assist small business to participate in larger contracts (e.g. mentor protégé program).	
Monitor procurement pipeline and Awards	Procurement	Request that quarterly procurement updates be presented to SBDC quarterly	
Provide Awareness that Small Business Development Commission exists	Awareness	Commissioners to report their efforts to make the public more aware about the Commission's work to increase procurement opportunities for small and disadvantaged businesses at each commission meeting	
Provide Awareness that Small Business Development Commission exists	Awareness	Collaborate with Staff on a annual public input session regarding procurement that integrates presentation about SBD Commission	
Provide Awareness that Small Business Development Commission exists	Awareness	Create a message, develop brochure and pursue media opportunities to highlight incentives for small and disadvantaged businesses especially in the procurement area.	

**Small Business Development Commission
Workplan for 2012 (continued)**

		Clarify municipal code regarding the nondiscrimination/nonpreferential treatment program and policies	1 st Quarter
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