



THE CITY OF SAN DIEGO

**SMALL BUSINESS ADVISORY BOARD
MEETING MINUTES**

December 9, 2009

Civic Center Plaza
1200 Third Avenue, Suite 1400 (14th Floor) Large Conference Room
San Diego, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Edward Barbat Scott Cummins Dr. Ruben Garcia Michelle Gray William Lynch James Schneider Matthew Spencer Tom Woolway	Faith Bautista Warren Simon Chi Tran

CITY STAFF
Meredith Dibden Brown, Office of Small Business Suzanne Prevost, Office of Small Business Alicia Martinez-Higgs, Office of Small Business Luis Ojeda, Office of Small Business

OTHERS PRESENT
See December 9, 2009 Attendance Sheet

1. Call to Order

- The meeting was called to order at 8:50 a.m.

2. Approval of Minutes

- A motion was made by Scott Cummins to approve the October 28, 2009 Minutes. There was a second from Michelle Gray. Yes 8, No 0, Absent 3.

3. Public Comment

- Gunnar Schalin of San Diego Contracting Opportunities Center (SDCOC) gave an update on the City's Mentor Protégé Program. The program is growing and we are expecting a graduation in January 2010. He explained what the Mentor Protégé Program is and how mentors are selected.
- Gunnar provided copies of the revised SDCOC CY 2009 3rd Quarter Sponsor Report.
- Ken Clark of Small Business Development Center and Center for International Trade Development (SBDC & CITD) asked the SBAB to provide a letter of support, for grant funds to develop a Transportation and Logistics training program. Southwestern College (SWC) is working to develop the program with Department of Education funds. The organization needs to have the letter of support before January 6, 2010. The amount of the grant is approximately \$300K, over three years.
- Dr. Ruben Garcia as District Director of the U.S. Small Business Administration announced the signing of a Strategic Alliance Memorandum last month with the City of San Diego and official signed by Mayor Sanders. The purpose of the MOU is to help contractors in the City of San Diego, on where they can get surety bonding.
- Dr. Garcia announced The City of San Diego's Bonding Assistance Workshop, Friday, December 11, 2009. Dr. Garcia provided information to the Board Member's on the SBA's Internet Radio program link www.SBAradio.us, every Thursday from 11-12p.m.

4. Administrative Items

- a. Board Administrative Items and/or Non-Agenda Comments - None
- b. Conflict of Interest Declarations - None
- c. Requests of Agenda Revisions (continuances, changes in order, etc.) - None
- d. Subcommittee Reports
 - 1. Internal: No report – members are Edward Barbat, Scott Cummins, Warren Simon, Jim Schneider, Bill Lynch and Tom Woolway
 - 2. External: No report – members are Michelle Gray, Faith Bautista, Matt Spencer, Dr. Ruben Garcia and Chi Tran
- e. City Staff Monthly Reports
 - 1. Economic Development Division/Office of Small Business –
 - Meredith reported that there are no cuts to the Office of Small Business at this time and there is support for small business and the City's small business programs.
 - Meredith commented that the BID Council took a \$30K hit on their annual contract for this year.
 - Matt inquired about promoting the board.
 - 2. Development Services Department (DSD) – No report –
 - Meredith noted that there is no update on the DSD small business liaison position and there is no contact person at this time for small business issues.
 - Dr. Garcia inquired about the Mayor's radio comments on budget cuts. Meredith commented that the proposed budget cuts have been provided to the Independent Budget Analysis for the Council Members budget

discussion, on December 14, 2009 for Council Members to make their recommendations for budget cuts for this year.

- Meredith responded to Bill Lynch's inquiry on inviting guests to the meetings. The agenda needs to be published 72 hours prior to meet the Brown Act requirements.

5. SBAB 2010 Meeting Schedule

- Bill Lynch inquired about the legal requirements that the board members should be aware of. Meredith will ask the City Attorney's Office for someone to attend the next scheduled meeting to discuss the Brown Act and Conflict of Interest issues.
- The board members discussed setting the SBAB 2010 meeting schedule. Jim Schneider offered to schedule the meetings locations, after the 2010 meeting schedule is set.
- **A motion was made by Jim Schneider that the SBAB 2010 meeting schedule be on third Friday of the even numbered months. There was a second by Matt Spencer. Yes 8, No 0, Absent 3.**
- Meredith provided copies of the Business Matters 2009 summer issue that goes out through the Business Tax Office with the business tax certificate. We are working on the winter issue and would like to include the SBAB members, meeting locations and topics of interest.

6. EDTS/SBEP

- Meredith distributed the 2009 Economic Development & Tourism Support Program (EDTS) application.
- Luis Ojeda, EDTS Program Manager is looking to the Board for suggestions and revisions for the 2012 application. He is seeking greater participation from the board for the FY11 review panel. Matt Spencer, Edward Barbat, Jim Schneider, Tom Woolway, and Michelle Gray have agreed to participate. The EDTS panel is an eleven member panel and receives the EDTS applications one month prior to the ranking for review and comments. The review panel hearing is one full day in March and a half day in April for the appeals process.
- EDTS funding is directly related to the TOT tax.
- Meredith suggested that the board adopt a policy that if you are on the review panel you cannot apply for funding.
- **A motion was made by Edward Barbat that if you work for or affiliated with a nonprofit applying for funding, you cannot participate on the review panel. There was a second by Matt Spencer. Yes 7, No 0, Absent 4.**
- Meredith suggested for the FY11 SBEP application, the board may want to consider changing the focus from having any nonprofit small business program eligible to possibly increasing participation in public sector contracting. There is still time for the board to consider a new focus.

7. BID Council Monthly Report

- No report – Warren Simon absent.

8. Next Meeting Date

- The next meeting is February 19, 2010

9. Meeting Adjournment

- The meeting was adjourned by Chairman, Dr. Garcia without objection at 10:23 a.m.