THE CITY OF SAN DIEGO

SMALL BUSINESS ADVISORY BOARD
MEETING MINUTES

June 25, 2008
8:45 a.m.

Civic Center Plaza
1200 Third Avenue, Fourteenth Floor Large Conference Room
San Diego, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Faith Bautista	Auday Arabo
Scott Cummins	Kurt Chilcott
Dr. Ruben Garcia	Chi Tran
Warren Simon	
Richard Sims	
Spencer Skeen	

CITY STAFF
Steve Bal, Office of Small Business
Meredith Dibden Brown, Office of Small Business
Ron Halbritter, Development Services Department
Scott Kessler, Economic Development Division
Luis Ojeda, Office of Small Business

OTHERS PRESENT
Jennifer Finnegan, College Area Business Improvement District
Cindy Lehman, Business Improvement District Council
Joni Low, Asian Business Association
Troy Merkel, College Area Business Improvement District
Gunnar Schalin, San Diego Contracting Opportunities Center
Jim Schneider, Adams Avenue Business Improvement District
Diana Spryridonidis, Business Improvement District Council

Introduction

- Chair Mr. Richard Sims called the meeting to order at 9:40 a.m. A quorum was present.

Approval of Minutes

- The minutes of May 28, 2008 were voted upon and unanimously approved.

Public Comment

- Mr. Gunnar Schalin of the San Diego Contracting Opportunities Center (SDCOC) commented that he has heard that there may be changes to the SCOPe Program, administered by Equal Opportunity Contracting (EOC). Members requested that Office of Small Business (OSB) staff contact Ms. Debra Fischle-Faulk to request information on the proposed changes to SCOPe and on the EOC Program in general and report back to the Board.

- A letter was submitted by Ms. Joni Low, Executive Director of the Asian Business Association that was distributed to the Board concerning issues pertaining to the Economic Development and Tourism Support (ED&TS) Program grant process. Members fully discussed the issues that were raised in the letter and asked Mr. Luis Ojeda of the Office of Small Business (OSB) for clarification on some issues. Members noted that funding is constrained, which prevents organizations with above average scores from receiving grant funds. In future funding cycles, a letter will be sent to all grant applicants that explains the scoring process and how the funds have been allocated after the ED&TS Review Panel have made their funding recommendations. OSB staff will prepare a response letter signed by Mr. Sims (Chair).

Subcommittee Reports

- Internal: No Information to Report.

- External: No Information to Report.

Small Business Enhancement Program (SBEP) Policy Proposal: Meredith Dibden Brown and Scott Kessler

- Ms. Meredith Dibden Brown stated that the draft report generally reflects the percentages of staffing and activities for SBEP in the Office of Small Business. The appropriation is on the low side, because although Financial Management may anticipate a certain revenue amount, they are conservative when budgeting for SBEP. The City's financial constraints make it difficult to implement the year end adjustment. It is in the best interests of the Program to have a set higher appropriation at the beginning of the fiscal year, rather than relying on an uncertain end adjustment.

- Members discussed the EOC line item and recommended contracting out the certification services position, rather than adding a position in-house and reviewing whether it would be the equivalent of a full-time or half-time position.

- The City's fee and services are included in the draft SBEP Policy on the BID Council side. There was discussion on the amount to offset City fees and services.

- **Mr. Spencer Skeen motioned for the Board "To adopt the proposed changes to the Small Business Enhancement Program Council Policy as recommended by City staff, but subject**

to modifications that the Board may make, following the BID Council's motion and vote. Also, the EOC line item will be changed to a program funded position." The motion was voted upon and unanimously approved.

Next Meeting Date

- The Small Business Roundtable meeting will be held on Wednesday, July 23 at 8:45 a.m. and will be held in the 4th Floor Conference Room in Civic Center Plaza, located at 1200 Third Avenue.

Meeting Adjournment

- The meeting was adjourned at 10:35 a.m.