



**SMALL BUSINESS ADVISORY BOARD (SBAB)
MEETING MINUTES**

Friday, March 19, 2021 from 9:00 to 10:30 A.M.

To attend the meeting, use the Zoom Webinar login information below. Members of the public will be muted during the webinar; however, the public will be able to communicate with the host via the chat function.

Meeting Link: <https://sandiego.zoomgov.com/j/1609114066>

Call to Order and Introductions: Chair, Michelle Gray called the meeting to order at 9:01a.m.

Public Comment: No public comment was given.

Public comment may be made on any non-agenda topic in the committee's area of responsibility. Attendees will be muted during the webinar. The host will take those off mute that wish to give public comment.

1. Administrative Items

- A. Board Administrative Items and/or Non-Agenda Comment: None
- B. Requests for Agenda Revisions (continuances, change in order, etc.): None

2. Presentation Items

- A. [San Diego Regional EDC: "Anchor Institutions: Leveraging Big Buyers for Small Business"](#)
Eduardo Velasquez, Research Director
 - Shared the report, completed in partnership with the City of San Diego, that highlights the work in the region to encourage inclusive growth, increase quality jobs, and promote procurement from small businesses among large institutions
 - Noted that it is difficult to determine the diversity among local businesses through the data that is available

3. Administrative Items (Continued)

- A. Approval of February 19, 2020 Minutes (ACTION): With a motion from Austin Evans and a second from Jim Schneider, the minutes passed with amendments. Yes: Michelle Gray, Shane Beard, Austin Evans, Tristan Barnum, Jim Schneider, Catherine Arambula, Jeff Barger. No: None. Absent: Edward Barbat, Ruben Garcia. Abstain: None.
- B. Development Services Department Technical Advisory Committee Report: None
- C. Economic Development Department Staff Report:
 - Shared that the City Council would be voting on appointing four new members to the Small Business Advisory Board on April 6, 2021
 - Relayed the access to capital matrix, as shared by the Jewish Community Foundation at the February meeting, was reintroduced to Economic Development Staff to ensure increased awareness among small businesses
 - Introduced Temporary Outdoor Business Operations grant program

4. Action/Discussion Item(s)

- A. American Rescue Plan Funds (DISCUSSION)
 - Members discussed continuing small business grants and determining methods to prioritizing businesses that receive assistance
 - Jim Schneider recommended that the Economic Development Department and Small Business

Enhancement Program is fully funded for the next two fiscal years.

B. Advising Letter Template (DISCUSSION)

- Michelle Gray mentioned each letter needs to have direct advice
- Tristan Barnum noted the need for context to be added to the advising letters following the advice
- Jim Schneider added that key points should be highlighted in the letter

C. Draft Advising Letter(s) (ACTION): No action was taken

D. Suggested Items for Future Meetings (DISCUSSION)

- Tristan Barnum stated that there may be Board of Cosmetology licensing delays at the State level and suggested looking into if board can provide support on this issue.

5. Adjournment

Unfinished business shall be tabled and placed on the agenda for the next committee meeting.

THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST. To request an alternative format or to request a sign language or oral interpreter for the meeting, please contact Economic Development Department at least five (5) working days before the meeting at (619) 236-6700 to ensure availability.