



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

Tuesday, December 6, 2022 from 8:30 to 10:00 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 Recording](#)

Call to Order and Introductions: Meeting was called to order at 8:32 a.m.

Member	Present	Absent
Shane Beard	X	
Donna DeBerry		X
Austin Evans	X	
Sarah Mattinson	X	
Sam Nejabat		X
Jason Paguio	X	
Natasha Salgado	X	
Jim Schneider		X
Shadiya Hagsufi	X	
Brandon S. Johnson	X	

Public Comment

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
- C. Approval of October 25, 2022 Minutes (**ACTION**)
 - With a motion by Shane Beard and a second by Sarah Mattinson, the board voted to approve the October 25, 2022 minutes. Yes: Shane Beard, Brandon S. Johnson, Jason Paguio, Natasha Salgado, Sarah Mattinson, Shadiya Hagsufi, and Austin Evans. Abstain: None. Absent: Donna DeBerry, Sam Nejabat, Jim Schneider.

2. Discussion Items

- A. Small Business Administration: Business Resources
Sandra Cancinos-Grisolia, Public Affairs, U.S. Small Business Administration
 - Genevieve Fong shared updates on initiatives supported by Congressmen Juan Vargas.
 - Sandra Cancinos-Grisolia presented business resources from the Small Business Administration (SBA).
- B. Get It Done: Request Process
Alex Hempton, Deputy Director, Performance & Analytics Department, City of San Diego

Moriah Gaynor, Program Coordinator, Performance & Analytics Department, City of San Diego

- Alex Hempton and Moriah Gaynor presented on the back-end functions of the Get It Done (GID) app.
- Currently supports 60 services with 10 represented City departments.
- Resolution time is dependent on backlog and staffing. More details and other information available on the FAQ page- getitdone.sandiego.gov/SiteArticlesList
- Data portal updates daily and can show trends- data.sandiego.gov/
- Public can email feedback or comments to GIDFeedback@sandiego.gov

C. Update: Public Safety Resource Document

Alex Southard, Small Business Engagement Specialist, Economic Development Department, City of San Diego

- Alex Southard presented an updated version of the Public Safety resource document developed by the Mayor's Office and received feedback from the board.

3. Action Items

A. Draft advising Letter (**ACTION**)

- None.

B. 2023 Tentative Meeting Schedule (**ACTION**)

- With a motion by Jason Paguio and a second by Brandon S. Johnson, the board voted to approve the Tentative Meeting Schedule for 2023 noting that there will be a combined November/December meeting and the schedule is subject to change upon space availability or other scheduling factors. Yes: Shane Beard, Brandon S. Johnson, Jason Paguio, Natasha Salgado, Shadiya Hagsufi, Sarah Mattinson, and Austin Evans. Abstain: None. Absent: Donna DeBerry, Sam Nejabat, Jim Schneider.
 - Combined November/December 2023 meeting scheduled for December 5th.

4. Administrative Items

A. Development Services Department Technical Advisory Committee Report

- Shane Beard shared there is a new permit system. Meetings are occurring on a quarterly basis.

B. Economic Development Department Staff Report

- Alex Southard announced EDD is updating their Focused Economic Development Strategy. Four community workshops are taking place. The webpage has more information and offers an opportunity to provide feedback online - www.sandiego.gov/economic-development/edstrategy
- The Storefront Improvement Program currently has no wait list - www.sandiego.gov/storefront

C. Suggested Items for Future Meetings

- Jason Paguio reported he will be representing San Diego at the California Office of the Small Business Advocate, 2022-2023 Entrepreneurship and Economic Mobility taskforce.
- Next SBAB meeting is scheduled for January 24, 2023.

D. Adjournment*

- The meeting was adjourned at 9:57 a.m.

*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.