



SMALL BUSINESS ADVISORY BOARD

Meeting Notice and Agenda

TUESDAY, January 24, 2023

Virtual/Teleconference, 8:30 a.m.

Please click the link below to join the webinar:

<https://sandiego.zoomgov.com/j/1613852010>

Members:

Austin Evans, Brandon S. Johnson, Donna Deberry, Jason Paguio, Jim Schneider, Natasha Salgado, Sam Nejabat, Sarah Mattinson, Shadiya Hagusufi, and Shane Beard.

Staff Liaison: Alex Southard and Sean Karafin

- Item 1: Call to Order
- Item 2: Roll Call
- Item 3: Approval of December 5, 2022 Minutes (ACTION)
- Item 4: Board Administrative Items and/or Non-Agenda Comment
- Item 5: Non-Agenda Public Comment
- Item 6: Brown Act Review and Updates
The Economic Development Department will review resources for the Brown Act and updates regarding in-person meetings.
 - Sean Karafin, Economic Development Department, City of San Diego
 - Alex Southard, Economic Development Department, City of San Diego
- Item 7: Update on the Public Safety Resource Document
The Economic Development Department will provide an updated version of the Public Safety document.
 - Alex Southard, Economic Development Department, City of San Diego
- Item 8: FY2024 Budget Discussion
The Board will review and discuss Council Budget Priority Letters for the upcoming Fiscal Year 2024.
 - Austin Evans, Chair, Small Business Advisory Board
 - Natasha Salgado, Vice Chair, Small Business Advisory Board

- Item 9: Draft Advising Letter (ACTION)
The Board will determine if a recommendation or advising letter is needed during this meeting.
- Austin Evans, Chair, Small Business Advisory Board
 - Natasha Salgado, Vice Chair, Small Business Advisory Board
- Item 10: Development Services Department Technical Advisory Committee Report
- Item 11: Economic Development Department Staff Report
- Item 12: Suggested Items for Future Meeting
- Item 13: Adjournment

BOARD MEETING ACCESS AND PUBLIC COMMENT DURING COVID-19

Until further notice, the Small Business Advisory Board meeting will be conducted pursuant to the provision of California Government Code section 54953(e), as amended by Assembly Bill 361, which allows the Small Business Advisory Board to use teleconferencing and to provide the public an opportunity to address the Small Business Advisory Board via a call-in option or an internet-based service option, during a proclaimed state of emergency. On November 15, 2022, the San Diego City Council made findings under amended Assembly Bill 361 which apply to all boards, commissions, and committees of the City of San Diego. Members of the public in attendance at the Small Business Advisory Board meetings are encouraged to maintain social distancing. Additionally, we are continuing to provide alternatives to in-person attendance for participating in the Small Business Advisory Board meetings. In lieu of in-person attendance, members of the public may participate and provide comment via telephone or ZOOM, using the Small Business Advisory Board webform or via U.S. Mail of written materials, as follows:

THE LINK TO JOIN THE WEBINAR BY COMPUTER, TABLET, OR SMARTPHONE IS:

<https://sandiego.zoomgov.com/j/1613852010>

TO JOIN BY USING IPHONE ONE-TAP:

US: +16692545252,,1613852010# or +14154494000,,1613852010#

TO JOIN BY TELEPHONE:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 254 5252 or +1 415 449 4000 or +1 669 216 1590 or +1 551 285 1373 or +1 646 828 7666 or +1 646 964 1167 or 833 568 8864 (Toll Free)

Webinar ID: 161 385 2010

International numbers available: <https://sandiego.zoomgov.com/u/ab00118imE>

HOW TO SPEAK TO A PARTICULAR ITEM OR DURING NON-AGENDA PUBLIC COMMENT:

VIA VIRTUAL PLATFORM

When the Chair introduces the item you would like to comment on (or indicates it is time for Non-Agenda Public Comment), raise your hand by either tapping the “Raise Your Hand” button on your computer, tablet, or Smartphone, or by dialing *9 on your phone. You will be taken in the order in which you raised your hand. You may only speak once on a particular item. When the Chair indicates it is your turn to speak, click the unmute prompt that will appear on your computer, tablet or Smartphone, or dial *6 on your phone.

WRITTEN COMMENT

Webform: Comment on Agenda items and Non-Agenda Public Comment may be submitted using the webform indicating the agenda item number for which you wish to submit your comment. Comments received by 11:00 AM the day of the meeting will be distributed to the Small Business Advisory Board and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the deadlines described above but before the item is called will be submitted into written record for the relevant item. Please go to the Small Business Advisory Board website for further instructions. **Written Materials:** Instead of submitting written materials as an attachment to the webform, you may submit via U.S. Mail to Attn: Boards and Commissions/Small Business Advisory Board, 202 C Street, 11th Floor, San Diego, CA 92101. Materials submitted via U.S. Mail must be received the business day prior to the meeting to be distributed to the Small Business Advisory Board.

WATCH THE MEETING

The public may view the meetings within 24 to 48 hours of the meeting depending upon technical streaming issues.



**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.