SMALL BUSINESS ADVISORY BOARD (SBAB)

MEETING MINUTES

**February 19, 2016**

Central Library/Mary Hollis Clark Conference Center

330 Park Blvd.

San Diego, CA 92101

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| **BOARD MEMBERS PRESENT** | BOARD MEMBERS ABSENT |
| Antonio Barbosa  Catherine Arambula  Dr. Ruben Garcia  Edward Barbat  Guy Hanford  Joseph Fox  Michelle Gray  William Lynch  Warren Simon | Gary Peterson  Robert Glick |

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| CITY STAFF |
| Elizabeth Studebaker - SBAB Liaison  Alicia Martinez-Higgs – Business Development Manager  Lydia Moreno – Deputy Director  Tracy Reed – Business Development Officer |

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| Welcome & Call to Order |

* Dr. Ruben Garcia, Chairman of the Small Business Advisory Board, called the

meeting to order at 8:45 a.m.

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| Approval of Minutes: |

* **There was no quorum in December. A motion was made by Warren Simon to approve the October 16, 2015 Minutes. There was a second by Michelle Gray. Yes: 7, No: 0, Abstain: 1 (Catherine Arambula due to absence at October 16, 2015 Board meeting), Absent: 2**

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| Public Comment: |

* No Public Comment

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| Administrative Items: |

1. Board Administrative Items and/or Non-Agenda Comments – None
2. Requests of Agenda Revisions (continuances, changes in order, etc.) – None
3. Development Services Department Technical Advisory Committee – None
4. Business Development Division - None
5. Equal Opportunity Contracting/Purchasing & Contracting – None

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| Information Item: City of San Diego Economic Development Strategy |

* Lydia Moreno, Deputy Director of Economic Development gave an overview/update of the Economic Development Strategy (EDS). The City of San Diego General Plan and Council Policy 900-01 requires that we update our EDS every 3 years.
* Last one adopted in 2004.
* Economic Development Division was audited by the Audit Department.
* Recommended that outreach be done to key stake holders to let them know what our Division has been working on.
* EDS was completed and approved by City Council in 2014.
* In 2015, Consolidated Plan with CDBG was adopted; We also developed a tactical plan for the department and the City developed a City wide Strategic Plan
* Economic Development became a Department in January, 2016.
* With all three of these items, we felt that it’s appropriate to begin incorporating them into the EDS in preparation for 2017
* There are at least 4 dozen action items in the EDS and at least 75% have either been completed, or in process or have started and will always be in process.
* ***Board was asked to review the latest version of the EDS and give input on the existing plan. A draft EDS plan will be heard at the ED&IR committee in late March.***  ***Board was asked to have responses back to Lydia by March 11, 2016, but input is always welcome***.

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| Small Business Advisory Board 2016 Work Plan |

* Discussion on the relevance of the board. We want to start fresh. There are several board seats that may have termed out and new members will need to be appointed. Board was asked: Why are they on the Board and what do they think the outcome of their participation will be on the Board?
* Disseminating information to fellow business owners
* Important group to make changes to existing policies that affect businesses
* To provide input to the City regarding business issues
* Provide information to underserved communities
* To be relevant to the City. Monthly meetings were more proactive
* Committees were used to provide input on policies that impact small businesses
* Obtaining firsthand Economic/Community Development information that can be shared with small businesses
* Having an impact on policies and business regulations that are passed to small businesses
* Being a part of a group that is able to provide information to the City. Being a part of this group has allowed them to know what programs are out there for small businesses.
* The City really needs the Board’s input on any new initiative that our department develops that may affect small business.

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| San Diego Municipal Code regarding the Small Business Advisory Board |

* Discussion on the section of the Municipal Code pertaining to the role of the SBAB. Board members were asked if the internal committee could meet to discuss having the meetings on a monthly basis. Michelle Gray, Catherine Arambula, and Edward Barbat agreed to be on the committee.
* Liz asked them to review the Muni Code and begin to start thinking about new appointments and everyone’s area of expertise and think of any skill set that we may be losing, so when we are thinking of new appointments we can fill that void.

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| 2016 SBAB Outreach Meeting |

* Chair Garcia asked the Board to start thinking of topics for the 2016 Outreach meeting.

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| 1. BIDC Council Report |

* Warren Simon shared that the BIDC is working on a Profile document that will showcase all of the accomplishments of each BID. This document will be provided to all of the elected officials.
* They are having their annual meeting on March 24, 2016.

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| 2016 SBAB Meeting Dates and Location |

* List of the 2016 meeting dates was shared. The Mary Hollis Conference Center is still available to the Board. Staff will ask the Library if the room would be available on a monthly basis.

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| 1. Next Meeting Date |

* The next meeting is April 15, 2016 at 8:45 a.m. at the Central Library, Mary Hollis Clark Conference Room, located at 330 Park Blvd., San Diego, CA 92101.

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| 1. Adjournment |

* The meeting was adjourned by Chairman Ruben Garcia without objection at 10:00 a.m.

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