



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

Friday, October 15, 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](#)

Call to Order and Introductions: Meeting was called to order at 9:00 a.m.

Member	Present	Absent
Jeff Barger		x
Tristan Barnum	x	
Shane Beard	x	
Donna DeBerry	x	
Austin Evans	x	
Michelle Gray	x	
Sarah Mattinson	x	
Jason Paguio		x
Natasha Salgado	x	
Jim Schneider	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.

- No public comment.

1. Administrative Items

- A. Board Administrative Items and/or Non-Agenda Comment
 - No Comment
- B. Requests for Agenda Revisions (continuances, change in order, etc.)
 - No Revisions
- C. Approval of September 17, 2021 Minutes (**ACTION**)
 - With a motion by Jim Schneider and a second by Austin Evans, the board voted to approve the September 17, 2021 minutes. Yes; Jeff Barger, Sarah Mattinson, Austin Evans, Natasha Salgado, Michelle Gray, Shane Beard, Tristan Barnum and Jim Schneider. No: None. Absent: Donna DeBerry, Jason Paguio, and Jeff Barger.

2. Discussion Items

- None

3. Action Items

- A. Confirm Process, Responsibilities and Term for Chair and Vice Chair **(ACTION)**
- Michelle Gray made a motion with a second by Sarah Mattinson to make the Chair and Vice Chair terms two years.
 - Michelle Gray amended the motion to recommend the next term for Chair and Vice Chair to start on January 1, 2022 and expire on June 30, 2023 and subsequent terms will be the length of one year to align with the terms of board members and the City fiscal year. Sarah Mattinson reaffirmed her second to the amended motion. Yes: Shane Beard, Michelle Gray, Sarah Mattinson, Austin Evans, Natasha Salgado, Jim Schneider, and Tristan Barnum. No: None. Absent: Jason Paguio, Jeff Barger, and Donna DeBerry.
 - Michelle Gray made a motion and a second by Natasha Salgado to set the responsibilities for Chair and Vice Chair to include attendance to monthly prep meetings with City staff, regular attendance to board meetings, as well as maintain communications and relationship development as needed between the Mayor, Council Offices, and this Board. Yes: Shane Beard, Michelle Gray, Sarah Mattinson, Austin Evans, Natasha Salgado, Jim Schneider, and Tristan Barnum. No: None. Absent: Jason Paguio, Jeff Barger, and Donna DeBerry.
 - With a motion by Jim Schneider and a second by Michelle Gray, the board voted for future elections to require the submission of a letter of interest for chair and/or vice chair with a file naming protocol communicated as well as posting and distributing the letters with other meetings materials ahead of the meeting. The motion also recognized that Robert's Rules of Order would be used in parliamentary elections. Yes: Shane Beard, Michelle Gray, Sarah Mattinson, Austin Evans, Natasha Salgado, Jim Schneider, Donna DeBerry and Tristan Barnum. No: None. Absent: Jason Paguio and Jeff Barger.
- B. Selection of Chair and Vice Chair **(ACTION)**
- Jim Schneider nominated Austin Evans to the Chair position with a second by Natasha Salgado. Austin Evans accepted the nomination. Shane Beard made a motion with a second by Natasha Salgado to elect Austin Evans the next Chair. Yes: Shane Beard, Michelle Gray, Sarah Mattinson, Austin Evans, Natasha Salgado, Jim Schneider, Donna DeBerry and Tristan Barnum. No: None. Absent: Jason Paguio and Jeff Barger. Austin Evans was elected the new Chair of the Board.
 - Jim Schneider nominated Natasha Salgado to the Vice Chair position with a second by Donna DeBerry. Natasha Salgado accepted the nomination. Shane Beard made a motion with a second by Austin Evans to elect Natasha Salgado the next Vice Chair. Yes: Shane Beard, Michelle Gray, Sarah Mattinson, Austin Evans, Natasha Salgado, Jim Schneider, Donna DeBerry and Tristan Barnum. No: None. Absent: Jason Paguio and Jeff Barger. Natasha Salgado was elected the new Vice Chair of the Board.
- C. Development Services Technical Advisory Committee Appointment **(ACTION)**
- It was determined by consensus that this item will be placed on a future agenda.
- D. External Committee Membership and Purpose **(ACTION)**
- Jim Schneider made a motion with a second by Donna DeBerry to pause the External Committee and revisit its role in January. Yes: Shane Beard, Michelle Gray, Sarah Mattinson, Austin Evans, Natasha Salgado, Jim Schneider, Donna DeBerry and Tristan Barnum. No: None. Absent: Jason Paguio and Jeff Barger.
- E. Draft Advising Letter(s) **(ACTION)**

- Michelle Gray made a motion with a second by Jim Schneider to pause the Draft Advising Letters and revisit at the next meeting. Yes: Shane Beard, Michelle Gray, Sarah Mattinson, Austin Evans, Natasha Salgado, Jim Schneider, Donna DeBerry and Tristan Barnum. No: None. Absent: Jason Paguio and Jeff Barger.

4. Administrative Items (Continued)

- A. Development Services Department Technical Advisory Committee Report
 - Shane Beard reported that the Technical Advisory Committee continues to be presented with information on streamlining business services, specifically online and with the rollout of Accela.
- B. Economic Development Department Staff Report
 - Alex Southard provided an update on the American Rescue Plan Act (ARPA) Microgrant Capacity Building Program, part of the Mayor's Back to Work SD Budget that allocated \$400,000 for capacity building grants for nonprofits who serve businesses in under-resourced communities.
 - Staff has received 23 applications and at this time have awarded 9 organizations.
 - Sean Karafin updated the Board on several items:
 - The Temporary Outdoor Business Operations grant program has accepted 93 applications and awarded 29 for a total of \$115,940. 68% of those awarded are in LMA areas or have LMI owners.
 - Spaces as Places went to Planning Commission and was unanimously approved. It went to Council on September 25.
 - The Storefront Improvement Program has been funded for this fiscal year, but new applications are not yet being accepted. Priority is being given to existing projects previously put on hold.
 - Reappointments and appointments to this Board by Council include new member Sam Nejabat and the reappointment of Natasha Salgado and Sarah Mattinson.
 - The Economic Development Department launched a BID Performance Survey to collect feedback from assessment payers and residents as part of an effort to increase accountability and oversight.
- C. Suggested Items for Future Meetings
- D. Adjournment*
 - The meeting was adjourned at 10:31 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.