



**City of San José  
Small Business Advisory Task Force**

**VIRTUAL MEETING MINUTES & SUMMARY  
Thursday, September 10, 2020**

Consistent with the California Governor’s Executive Order No. N-29-20, Resolution No. 79450 from the City of San José and the Santa Clara County Health Officer’s March 16, 2020 Shelter in Place Order, the Task Force meeting was not physically open to the public and Members participated via teleconference from remote locations.

Members of the Public were noticed to submit comments during or before meeting via zoom or email to [raania.mohsen@sanjoseca.gov](mailto:raania.mohsen@sanjoseca.gov)

**Call to Order & Order of the Day**

PRESENT: Chair Chappie Jones, Vice Chair Dennis King, Members Carl Davis Jr., Ken Kelly, Allie Lopez, Bettie Owen, Helen Wang

ABSENT: Eddie Truong

ASSOCIATE MEMBERS PRESENT:  
Annie Tsai, Nga Nguyen, Nancy Avila

**OTHERS PRESENT:**

James Duran	Alternate Member, Hispanic Chamber of Commerce Silicon Valley
Sam Washington	Alternate Member, Silicon Valley Black Chamber of Commerce
Sandra Freitas	Public Works Department, City of San Jose
Dhez Woodworth	Office of Economic Development, City of San Jose
Kelly Kline	Economic Decelopment Officer, Office of Mayor Sam Licardo
Raania Mohsen	District 1, City of San Jose
Nasrine Lakabi	Intern, District 1, City of San Jose
Raania Mohsen	Deputy Chief of Staff, City of San Jose

Chair Chappie Jones convened the Small Business Advisory Task Force at 5:00 pm virtually via teleconference.

**Public Comment:**

There was no public testimony or email received.

**Cosent Calendar**

ACTION: Motion to approve Consent Calendar and minutes of August 13, 2020 with amendment to note details of Rent Relief Grant Program were tentative as of presentation to the Task Force. Motion made by Member Ken Kelly and seconded by Vice Chair Dennis King. Motion passed unanimously (7:0:1. Absent: Truong).

## Old Business

### A. City of San Jose Construction Academy

- The construction academy, also known as the Public Works Academy, is scheduled to occur September 23 through October 28, once a week, every Wednesday, 4:30-7:00 pm via zoom.
- Two Opportunity Awareness events (August 12 and September 2) took place.
  - This was an opportunity for contractors to engage in any questions, conversation, and to learn about the Construction Academy.
  - There are 6 scheduled webinars in which registrants are invited to participate in.
- Attendance in all of these sessions will fulfill requirements of eligibility to compete for public works contracts.
  - Deadline to register is September 16.
- Prequalification pool opportunities:
  - Anticipated solicitation date is November 2020; these pools will be used to bid minor public works projects.
  - Attendance will waive the experience requirement portion of the contract.
- Questions from Task Force Members:
  - What kind of targets do you have for minority and small business participation?
    - Positive strides in outreach component and collaboration with council offices to help get the word out.
    - Utilizing social media portals for outreach from City Manager's Office.
    - Contacts through Bidding and contractor organizations that have a pool of contact information.
    - Timely updates via email.
    - However, there are a few challenges in which folks do not check their emails.
    - Important aspect to consider in the future is if participants are part of a disadvantaged minority group.
  - Is there a cost associated?
    - No, the sessions are free educational events.
    - Participants are required to complete an exam at the end of the six sessions.
  - Is there a prerequisite requirement to attend this series of sessions?
    - No, attending an opportunity event is not a prerequisite.
  - What is the testing scale?
    - It does not depend on a percentage but rather a simple Pass or fail.

- Can the list of registrants be shared with the Task Force?
  - If so, it will be forwarded. (It was later confirmed that a list cannot be shared.)
- In the two opportunity awareness programs, how was attendance and do you have any concerns or learned of benefits with using zoom?
  - A lot of interest for program; 25 participants for 1st program; 30 participants for 2nd program.
  - Hosting the sessions via zoom may help augment the outreach aspect.
  - Members had questions and technicalities with zoom.
- How many registrants have signed up?
  - 75 participants have registered.
- What is the goal?
  - Last year there were approximately 40 attendees
  - Essentially, our goal is that more is better and we want to ensure whoever is interested knows about our program and provide them with the information they need.

## **B. City of San Jose's Small Business Rent Relief Program**

- San Jose Small Business Rent Relief Program started yesterday, September 9, and will run through September 22.
- Federal CARES Act money (generally called Coronavirus Relief Fund) has made it possible for small business to receive \$15,000 for rent through the grant program.
  - The target for the program are low income businesses with ten or fewer employees.
  - Businesses will be asked to indicate the level of economic impact that they have experienced.
- There are three applications that are available in English, Vietnamese and Spanish.
- There are about 40 SBDC advisors facilitating the program.
- Thus far, there are 201 applications in English, 32 in Vietnamese, and 13 in Spanish, for a total of 246 applicants.
- This program is different from others because it provides wrap-around services.
- For example, there is concern regarding customers, but the advisors will spend time with businesses and dedicate webinars on how to find customers or how to bring them back.
- The grant will be going to their landlords rather than the business owners themselves.
- Numerous documents will be required when businesses apply, as well as answering a number of questions known as a 'pre-screen.'
- For more information regarding this program, go to the SBDC website at: <https://asksbdc.com/sj-rent-relief/>.
- If someone has already paid rent but still needs the money, can they be reimbursed?
  - No, this is specifically for unpaid rent.

## **New Business**

### **A. Review of SVRR Report**

- There were 59 roundtable participants across 11 different sectors with a mix of small to large businesses as well as a range from high-tech, healthcare, and non-profits.
- Many uncertainties: how do we open safely? once things are open do we want to settle back to normal or use this time to create something better? how do we enable businesses to survive and thrive?
- There was a main focus on start ups, declining consumer demand, diminishing access to capital, and unequal digital access.
- The Roundtable engaged with over 30 Mayors (which included Vice Mayor Jones) for businesses and nonprofits to be in dialogue with Mayors about solutions.
- In aiding small businesses on their road to recovery the following were identified: financial stability, job creation, reimagining neighborhood districts, digital inclusion.
- Another are of focus was how we outline this entire effort in equity.
- Other important aspects include re-training and re-skilling individuals into new roles.
- Report concluded that 99% of businesses in Silicon Valley are Small-Medium Enterprises (SME's) and 70% of employees are employed by SME's or start ups.
- Findings included looking at promotional tool kits for training initiatives and that online presence is very important in order to thrive.
- Though the Silicon Valley Recovery Roundtable has completed its work/issued the Report within its 100-day assignment, it will continue to shed light on recommendations.
- The SVRR report can be viewed at: [https://siliconvalleystrong.org/wp-content/uploads/Silicon-Valley\\_Full-Report\\_8\\_31\\_Final-2.pdf](https://siliconvalleystrong.org/wp-content/uploads/Silicon-Valley_Full-Report_8_31_Final-2.pdf).

### **B. Update on Proposed San José City Charter Amendment and New Ballot Measure G (Chair)**

- As presented to this task Force in June, the proposed charter amendment had originally included shifting mayoral election and expanding the Mayor's ability to provide more accountability.
- There was a shift on Council during the July 28 study session that resulted in a unanimous vote to transition those charter amendment to be reviewed by Charter Review Commission in order to allow more time for community participation and input.
- Now the proposed charter amendment is known as Measure G and includes three components:
  - Expanding authority of the Independent Police Auditor
  - Increasing the Planning Commission from 7 members to 11 members

- Allowing council to establish a new timeline for redistricting due to the delay in the Census 2020 results.
- Members discussed a position of support on the Measure contingent if an alignment is established between the Measure and the mission of the Task Force in the statement/letter.

ACTION: Motion to support Measure G was made by Vice Chair Dennis King and seconded by Member Bettie Owen. Motion passed unanimously (6:0:2; Absent: Jones, Truong)

### **C. Member Check-In Re: COVID-19 Crisis (All)**

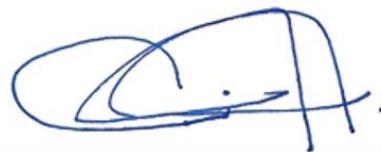
#### **6. Announcements**

- It was noted that Task Force Bylaws indicate that we need to hold our elections for Officers and the nominations are due to occur next month with voting due in November.
- There is a new campaign calling on county officials to allow restaurants and places of worship to resume indoors at 25% capacity.

#### **7. Adjournment**

ACTION: Motion to adjour made by Member Ken Kelly and seconded by Member Allie Lopez. Motion passed unanimously (6:0:2; Absent: Jones, Truong).

Meeting was adjourned at 5:24 pm.



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HON. CHAPPIE JONES, CHAIR

ATTEST:  
ADVISORY TASK FORCE SECRETARY



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RAANIA MOHSEN, DEPUTY CHIEF OF STAFF