



City of San Jose  
San José Small Business Advisory Task Force

*Members:*

District 1 – Vice Mayor Chappie Jones, *Chair*  
Hispanic Chamber of Commerce – Dennis King, *Vice Chair*  
FilAm Chamber of Commerce Silicon Valley – Allie Lopez  
Rainbow Chamber of Commerce – Bettie Owen  
Silicon Valley Black Chamber of Commerce – Carl Davis Jr.  
Silicon Valley Chinese Technology & Business Association – Helen Wang  
Vietnamese American Chamber of Commerce of Northern California – Nga Nguyen  
Winchester Business Association – Ken Kelly  
*Vacancy*

*Alternates:*

Not Applicable  
James Duran  
Marinel Messersmith  
Hank Dean  
Sam Washington  
Khanh Hoang  
Long Nguyen  
Vacant

*Associate Members:*

Silicon Valley Organization – Eddie Truong  
Silicon Valley Vietnamese American Chamber of Commerce – Nancy Avila  
Taiwanese American Chamber of Commerce – Annie Tsai

Vacant  
Alan Nguyen  
Hannah Yu

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VIRTUAL MEETING AGENDA

Thursday, January 14, 2021

4:00 pm

***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 will not be physically open to the public and Members will be teleconferencing from remote locations.***

To participate in meeting join Zoom Meeting via computer or phone:

<https://zoom.us/j/9790696706>

+16692192599,,9790696706# US (San Jose)

To submit comments during or before meeting or participate via zoom, email

[raania.mohsen@sanjoseca.gov](mailto:raania.mohsen@sanjoseca.gov)

- 1. Call to Order & Introductions**
- 2. Public Comment**

*(Members of the Public are invited to speak on any item that does not appear on today’s Agenda and that is within the subject matter of the Task Force. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when*

*appropriate. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Task Force.)*

**3. Consent Calendar**

**A. Approval of Minutes for the Virtual Meeting of December 10, 2020**

**4. Old Business**

**A. Review & Approve Priorities and Workplan 2021 (Chair)**

**5. New Business**

**A. Presentation from City of San Jose Office of Racial Equity (Zulma Maciel)**

**B. Update on San José Small Business Rent Relief Program (Vice Chair, Member Allie Lopez)**

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

**D. Update on SBATF Recommendations to Council (Chair)**

**E. Approve Schedule of Meetings for 2021 (Chair)**

**6. Announcements**

**7. Adjournment**

To request an accommodation or alternative format under the Americans with Disabilities Act for City-sponsored meetings, events or printed materials, please call (408) 294-9337 (TTY) as soon as possible, but at least three business days before the meeting. Please direct correspondence and questions to:

City of San José  
District 1  
Attn: Raania Mohsen  
200 East Santa Clara Street, San José, California 95113  
Tel: (408) 535-4901



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

**DRAFT VIRTUAL MEETING MINUTES & SUMMARY  
Thursday, December 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

ABSENT: Helen Wang, Eddie Truong

ASSOCIATE MEMBERS PRESENT: Nga Nguyen, Annie Tsai,

**OTHERS PRESENT:**

|                    |   |
|--------------------|---|
| James Duran        | Alternate Member, Hispanic Chamber of Commerce Silicon Valley |
| David French       | Department of Public Works, City of San Jose                  |
| Sandra Freitas     | Department of Public Works, City of San Jose                  |
| Christopher Hickey | Office Quality Assurance, City of San Jose                    |
| Dhez Woodworth     | Office of Economic Development, City of San Jose              |
| Nasrine Lakabi     | Intern, District 1, City of San Jose                          |
| Raania Mohsen      | Deputy Chief of Staff, City of San Jose                       |

**Public Comment**

There was no public testimony or email received.

**Consent Calendar**

ACTION: Motion to approve Consent Calendar and Minutes of November 12, 2020 with amendment to make minor edits. Motion made by Member Ken Kelly and seconded by Vice Chair Dennis King. Motion passed unanimously (6:0:2. Absent: Truong, Wang).

## **New Business**

### **A. Ratification of 11/20/20 SBATF Letter Submitted to CED Committee Re: Local/Small Business Contracting Participation Update for Fiscal Year 2019-20**

ACTION: Motion to approve letter made by Vice Chair Dennis King and seconded by Member Ken Kelly (6:0:2. Absent: Truong, Wang).

### **B. Subcommittee Recommendations on Structure of SBATF and Appointment of Members (Allie Lopez, Dennis King, Ken Kelley)**

- The subcommittee reported they addressed the vacancy on the Task Force and considered adding additional voting members. The current voting members of the Task Force is nine. There is currently one vacancy.
- After discussion with the Task Force, there was a consensus to add the Vietnamese American Chamber of Commerce of Northern California to fill the current vacancy as a full voting member represented by Nga Nguyen.
- There was a suggestion to consider adding the Korean American Chamber of Commerce as a voting member.
  - It was noted that adding an additional member would increase the number of members to an even number of 10.
  - This change would require a vote to amend the bylaws to increase the number of voting members from nine to ten.
  - It was noted that increasing the membership would also alter the number needed to meet quorum, from five to six.

ACTION: Motion made by Vice Chair Dennis King and seconded by Member Ken Kelly to appoint Vietnamese Chamber of Commerce of Northern California to fill the vacancy on the Task Force. Motion passed unanimously (5:0:3. Absent: Davis Jr, Truong, Wang).

### **C. Discuss Structure of Task Force (All)**

- It was noted to consider requiring minimal criteria that members need to meet in order to apply and be considered as a member of the Task Force. E.g. Do they represent a community? And if so, how do they do that? Do they have a membership?
- It was noted that before appointing a new member, according to the Bylaws, one of the requirements includes attending two Task Force meetings.
- It was noted that the SVO has had more than three unexcused absences; according to bylaws, "more than three unexcused absences in a year period of voting members shall result in an automatic resignation from this Task Force;" thus the Task Force recognized the SVO's resignation.

- There is a difference between unexcused and excused absences. Excused absences means that the chair has been notified and the reason for the absence complies with excuses listed in Bylaws, e.g. illness
- To fill the vacancy it was suggested to consider adding the Korean Chamber of Commerce after they satisfy the requirements outlined in the by-laws; an invitation will be extended to attend the next two meetings.
- Vice Mayor Jones noted that he will reach out to the SVO and explain their resignation and suggest to consider renewing their interest in the organization.

ACTION: Motion made by Member Ken Kelly and seconded by Vice Chair King to appoint the Korean Chamber of Commerce upon meeting the requirement to attend two Task Force meetings. Motion passed unanimously (7:0:1; Absent: Wang).

- Regarding the size of task force, it was suggested to consider increasing the number of members to 10 or 11; there was a consensus to keep it at 9 until something leads to revisiting the subject.

#### **D. Discuss Terms of Task Force Leadership Roles (All)**

- According to the by-laws, the roles of Chair and Vice Chair have unlimited terms.
- With Vice Mayor's pending departure from elected office in two years, District 1 council office could still remain a sponsor of the organization (SBATF).
- Other options include sponsorship from another council member or the task force could become a standing committee/commission.
- There was consensus to keep things as they are, at least until next year, and then to consider the options (listed above) for the continued viability of the Task Force.

#### **DI. Discuss Work Plan Topics of Interest for 2021 (All)**

- In reviewing priorities adopted in 2020, it was noted that they were adopted in advance of the pandemic.
- Much of the 2020 workplan was redirected to address the impacts of COVID-19 on small businesses.
- For 2021, members will continue to mitigate the impacts of COVID-19 and recovery; clear communication to businesses will need to be prioritized.
- We need to guide small businesses for survival and beyond.
- Though American Disability Act Compliance (ADA) "drive-by" lawsuits is an important issue to address, COVID-19 continues to impact nearly all businesses.
- It was noted that there seems to be a lot of effort in the City directed towards assisting Downtown businesses.
- It was suggested to encourage small businesses to support the informational campaign for distribution of vaccines; this would need to be communicated from the county or the state.

- Chair and Vice Chair will work with Raania to draft a workplan for 2021 that includes the suggested priorities and to share for approval at next meeting.

#### **Announcements**

- Member Carl Davis Jr. announced the inaugural Silicon Valley Heritage Expo, December 11 – 31, 2020; it is an opportunity for small businesses to create a digital marketplace online; [www.svheritageexpo.com](http://www.svheritageexpo.com).

#### **Adjournment**

ACTION: Motion to adjourn meeting made by Member Ken Kelly and seconded by Vice Chair Dennis King. Motion passed unanimously (7:0:1; Absent: Wang).

**Meeting was adjourned at 5:30 pm.**

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HON. CHAPPIE JONES, CHAIR

ATTEST:

ADVISORY TASK FORCE SECRETARY

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RAANIA MOHSEN, DEPUTY CHIEF OF STAFF



**REGULAR MEETING SCHEDULE 2021**

*The Small Business Advisory Task Force (SBATF) generally meets on the 2nd Thursday of each month (except for the month of July and December), 4:00 pm, at San Jose City Hall, 18th Floor, Room T-1854.*

*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, some of the Task Force meetings will not be physically open to the public and Members will be teleconferencing from remote locations as noted below. To provide public comment for virtual meetings, email [Raania.mohsen@sanjoseca.gov](mailto:Raania.mohsen@sanjoseca.gov).*

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| <b>Thursday, January 14, 4:00 pm</b>  |
| <b>Thursday, February 11, 4:00 pm</b>   |
| <b>Thursday, March 11, 4:00 pm</b>  |
| <b>Thursday, April 8, 4:00 pm</b>   |
| <b>Thursday, May 13, 4:00 pm</b>  |
| <b>Thursday, June 10, 4:00 pm</b>   |
| <b>No Meeting in July</b>   |
| <b>Thursday, August 12, 4:00 pm</b>   |
| <b>Thursday, September 9, 4:00 pm</b>   |
| <b>Thursday, October 14, 4:00 pm</b>  |
| <b>Thursday, November 18, 4:00 pm</b><br><i>(rescheduled from November 11, Veteran’s Day)</i> |
| <b>Thursday, December 9, 4:00 pm</b><br><i>SBATF Recognition</i>                              |