



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

**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

Call to Order & Order of the Day

PRESENT: Chair Chappie Jones, Vice Chair Dennis King, Members Carl Davis Jr, Ken Kelly, Alie Lopez, Bettie Owen,

ABSENT: Bettie Owen

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	Council Aide , 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: Trong, 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: L Trong, Wang).

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

- 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 an additional member: 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, Trong, 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.

E. 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 City directed towards assisting Downtown businesses. Should there be similar efforts regarding the other neighborhoods?

- 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.

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.



HON. CHAPPIE JONES, CHAIR

ATTEST:

ADVISORY TASK FORCE SECRETARY



RAANIA MOHSEN, DEPUTY CHIEF OF STAFF