



MEETING DRAFT MINUTES & SUMMARY
Thursday, February 10, 2022

Consistent with AB 361 and City of San Jose Resolution Nos. 79485, 80237, 80266, 80290, and 80323, this 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.

Meeting was convened at 4:00 pm.

1. Call to Order & Introductions

PRESENT: Chair Chappie Jones, Vice Chair Dennis King, Members Allie Lopez, Bettie Owen, Sam Washington (4:11 pm), Helen Wang, Nga Nguyen (4:05 pm), Ken Kelly

ASSOCIATE MEMBERS PRESENT: Jesus Flores

OTHERS PRESENT: Kelli Kelly, Mike Bush, Aaron Brown, Alec Nicholson, Sandra Freitas, Magdalena Nodal, Matthew Kazmierczak

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.)

- Alec Nicholson introduced himself as the new contact for SBATF members from the San Francisco District Office of Small Business Administration (SBA); he is the primary outreach person for SBA.

3. Consent Calendar

A. Approval of Minutes for the Virtual Meeting of January 13, 2022

ACTION: Approval of Consent Calendar was moved by Vice Chair Dennis King and seconded by Ken Kelly. Motion passed unanimously (7:0).

4. New Business

A. Construction Academy Research: Digital Experience (Sandra Freitas)

- The Public Works Department has refreshed the Construction Academy as a series of six seminars via a new digital experience for general contractors and subcontractors.
- The program is now fully remote and can be completed according to the participants' schedules and at their leisure.
- It provides FREE six-week contracting webinars intended to educate participants on how to bid and manage a City Public Works contract.
- This year, the series of seminars will be made available over the course of two months, where participants will be able to have access to all the material, videos and any additional resources in order to be successful while completing the series and final exam.
- With the seminar series being fully online, this will allow participants to have more ease and flexibility with their completion of the program and will allow them to review the material as many times as needed.
- This entails prerecorded presentations from the Spring 2021 session, including additional handouts, test, etc.
- The six sessions are as follows:
 - Session 1: Orientation and explanation of procurement and bidding process.
 - Session 2: Contract review and standard classification
 - Session 3: Preconstruction and communication chain
 - Session 4: On site operation
 - Session 5: Project completion
 - Session 6: Certifying payroll

Input from Task Force Members included the following:

- Question: How are environmental contractors being included?
Answer: We do have contact with our environmental services and will be sharing this opportunity with them to share.
- Question: Is the website and training materials available in multiple languages?
Answer: At this time, no. This service was offered in the past and was not utilized. It is noted that if participants need translation, the service can be provided.
- Question: Is there anything they receive once they have completed the program, such as a certification?
Answer: Yes, there is a certificate of completion that will be given to each participant.
- Vice Mayor Jones suggested after completion the participants should receive a letter from the SBATF congratulating them and offering them continued support.
- Question: What is your outreach plan and how can our Task Force help with that?
Answer: Assistance in outreach is needed from the Task Force Members. Our social media kit includes all the messaging you will need to post on social media outlets and include in newsletters, etc., Staff is also available to come to any chamber or association meetings to introduce the Academy and provide opportunity awareness events. During outreach, it is important to direct folks to the FAQ [page](#).

B. Mineta San Jose International Airport Disadvantaged Business Enterprise Program (Magdelina Nodal)

- SJC (Mineta San José International Airport) ACDBE program is the Airport Concession Disadvantaged Business Enterprise program.
- This program helps with businesses that want to participate in concession retail, food and beverage, rental car, or anything that does business within the airport terminals.
- The DBE program is the Disadvantaged Business Enterprise program and has more to do with construction contracting goals. E.g. construction on runways, terminal constructions, etc.
- Both of these programs work on triannual goals.
- Some of the goals and achievements in the last three years included the following:
 - ACDBE FY 2018-2020 goal for non-rental cars was 3.64%; the goal was surpassed at 16.2%.
 - Rental car goals were also surpassed by 4.6%
- Most of rental cars are not DBE's so we get participation through the supply chain.
- DBE triannual goal for FY 2021-2023 that is 10.10% for Non-Rental car and .40% for Rental Car.
- Regarding outreach efforts and posting contracts for bidding, SJC uses Biddingo, just like other departments across the City.
- SJC also engages in various outreach events throughout the year.

Input from Task Force Members included the following:

- Question: What is the basis for the goals?
Answer: For all goals, a very specific FAA methodology is utilized, and consultants create the goals for both ACDBE and DBE and SJC staff determines how many people in their work area qualify as DBE's.
- Question: What happens in the opportunity awareness meetings and when is the next one?
Answer: The next one is soon but an official date is not in place yet. The opportunity awareness meetings only happens when SJC is in process of building a goal.
- Question: Do you facilitate the partnership of primes and subcontractors on bidding?
Answer: Yes, and pre bidding meetings will be resuming soon.

5. Announcements

- City has passed an ordinance that mandates all City employees to be fully vaccinated and boosted; this mandate applies to all commission, committee, and task force members. Someone from the District 1 Office or the City Clerk's Office will be reaching out to each member to verify vaccination status.
- Regarding the Task Force's efforts regarding ADA compliance and increasing access to resources for small businesses, Assemblymember Alex Lee has introducing AB 2164 to support local jurisdictions by sustaining funding to improve accessibility in their regions.
- The County will soon be launching a grant program for microbusinesses.

6. Adjournment

The meeting was adjourned at 5:00 pm.



HON. CHAPPIE JONES, CHAIR

ATTEST:

ADVISORY TASK FORCE SECRETARY



RAANIA MOHSEN, DEPUTY CHIEF OF STAFF