



City of San José
Small Business Advisory Task Force
Revised on 04/11/19

DRAFT REGULAR MEETING MINUTES & SUMMARY
Thursday, March 14, 2019

Call to Order & Orders of the Day

PRESENT: Chair Hon.Chappie Jones, Vice Chair Dennis King, Allie Lopez, Khanh Hoang, Ken Kelly, Alternate Wilbur Jackson

OTHERS PRESENT:

Hannah Yu	Taiwanese American Chamber of Commerce
Jeff Cristina	Zanker Recycling
Maria Duran	Duran Construction
Ray Duran	Duran Construction
Gerry Kelly-Brenner	Internal Revenue Service (Stakeholder Liaison)

ABSENT: Nancy Avila, Mason Fong, Ron Gardner.

STAFF: Dhez Woodworth, David French, David Gomez, Raania Mohsen.

Chair Hon. Chappie Jones convened the Small Business Advisory Task Force Committee at 4:00 pm in Conference Room T-1854 at City Hall, 200 E. Santa Clara Street, San José, CA 95113.

Public Comment

There was no public testimony on the floor.

Consent Calendar

There was no consent calendar.

Reports and Information Only

A. Schedule of Regular Task Force Meetings: 2nd Thursdays, 4 pm

Old Business

There was no old business.

New Business

A. Debrief of 2/19 – 2/27 Request For Qualifications (RFQ): Contracts for Construction for New Small Businesses that Will Compete for Minor Public Works Contracts

Documents Filed: Minor Prequalification Program Overview from Department of Public

Works.

CIP Procurement Manager David French provided details about the RFQ. Task Force Members and others present provided feedback. Feedback included:

- It's great that City provided this RFQ opportunity and the Public Works Academy, which can help fulfill minimum requirements to become prequalified.
- The RFQ led to submissions from 14 local contractors; eight are located in Santa Clara County and two are new to contracting with the City of San Jose; this is a good start.
- The process was a bit confusing; it would have been more helpful if the academy occurred before the RFQ.
- Provide an express program through the Public Works Academy for those already familiar with the process.
- How about keeping the prequalification list, in which Academy graduates can submit bids, open for 24 months instead of 12 months?
- Great opportunity for networking with up-and-coming contractors.
- More focused marketing is needed in building awareness about the Academy and RFQ opportunity.
- It seemed the only way to learn about the opportunity was if you were already registered with bidsync.
- More outreach early-on is needed, e.g. social media, chambers of commerce.
- It was exciting to see all four sessions of the Public Works Academy full; 36 participated of the 30 seats anticipated.

B. Review Proposed Legislative Priorities & Vote to Adopte Priorities.

1. Government Contracting
2. Small Business Resources
 - Includes SV Heritage Festival
3. Projected Development Impact
 - Google/BART
 - Small Business Safe Zones
4. Local Hire
5. Commissioned Studies of Small Business in San Jose/ Local Small Business Trends
6. Cannabis Program
7. Compliance Issues
8. Individual Councilmembers & their Districts
9. Small Business Outreach (mixers, etc)
10. Senior Program
11. Housing/Cost of Living

Chair Jones reviewed suggested priorities and Task Force members provided details about each priority. Task Force Members discussed and assessed consensus of each priority.

Action: Upon a motion by Vice Chair King, seconded by Task Force Member Jackson, and carried unanimously, the Taskforce adopted three priorities:

1. **Government Contracting** – ensuring small businesses are aware of eligible contract opportunities, and have the education, resources and tools to compete for local projects.
2. **Compliance Issues** – 60% of small business owners are immigrants; they often start restaurants and have a hard time navigating through compliance requirements, which is a complex process; many experience threats of “drive-by” ADA compliance requirements; Council Offices should have a database of all businesses in their district so they can provide assistance with outreach. Consider best practices of other jurisdictions.
3. **Small Business Resources** - ensuring small businesses have access to capital and access to resources as they face challenges, such as increasing cost of housing, unavailable transportation, increasing cost of living.

(6-0-3. Absent: Avila, Fong, Gardner).

C. Request for Membership to Designate Alternate Representatives.

Chair Jones requested that all Task Force Members appoint Alternates to attend and participate in regular meetings should Members not be available to attend. Meeting attendants communicated Alternates as follows:

- Hispanic Chamber of of Commerce: Lourdes Arvizu
- Philipino American Chamber of Commerce: Marinel Messersmith
- Silicon Valley Black Chamber of Commerce: Wilbur Jackson
- Silicon Valley Chinese Technology & Business Administratoin: Khanh Hoang
- Tiawanese American Chamber of Commerce: Hannah Yu

D. Review Community & Economic Development (CED) Committee Workplan for March 25 & April 22, 2019 Meetings.

Documents Filed: Workplan from CED.

Chair Jones reviewed workplan.

E. Announcements

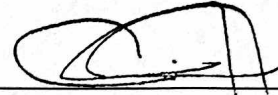
1. 8th Annual Small Business Summit of Entrepreneurship and Innovation, April 30, 2019, 8:00 am – 1 pm, Santa Clara County Building
2. 8th Annual Summit on Entrepreneurship and Innvocation, May 8, 2019, 8:00 am – 12:30 pm, Mexican Heritage Plaza
3. Small Business Saturday, November 30, 2019

F. Meeting Schedule and Agenda Items

The next regular meeting will be April 11, 2019 City Hall Conference Room Tower 1854.

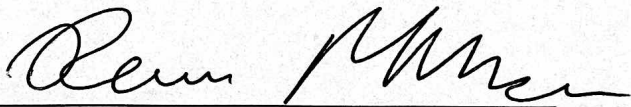
G. Adjournment

The meeting was adjourned at approximately 5:05 p.m.



Hon. Chappie Jones, CHAIR

ATTEST:
ADVISORY TASK FORCE SECRETARY



RAANIA MOHSEN, SENIOR COUNCIL ASSISTANT