



City of San José
Small Business Advisory Task Force
05/09/19

REGULAR MEETING MINUTES & SUMMARY
Thursday, May 9, 2019

Call to Order & Orders of the Day

PRESENT: Chair Hon. Chappie Jones, Vice Chair Dennis King, Carl Davis Jr. (4:05 pm), Allie Lopez, Mason Fong, Khanh Hoang (Alternate until 4:10 pm), Ken Kelly, Helen Wang (4:10 pm), Ray Mueller.

OTHERS PRESENT:

Jeff Cristina	Zanker Recycling
Gerry Kelly-Brenner	Internal Revenue Service (Stakeholder Liaison)
Nga Nguyen	Vietnamese American Chamber of Commerce

ABSENT: Nancy Avila

STAFF: Dhez Woodworth, Christopher Hickey, David Gomez, Raania Mohsen.

Chair Hon. Chappie Jones convened the Small Business Advisory Task Force Committee at 4:02 pm in Conference Room T-1854 at City Hall, 200 E. Santa Clara Street, San José, CA 95113.

Public Comment

Jeff Cristina of Zanker Recycling commented on the need for affordable housing in the region and that many people in his organization commute from long distances. Gerry Kelly-Brenner, IRS Stakeholder Liaison, commented on need of resources for multi-lingual communities.

Consent Calendar

A. Approve the Minutes for the Regular Meeting of April 11, 2019

Documents Filed: Draft Minutes for April 11, 2019 Meeting Regular Meeting.

Action: Upon a motion by Task Force Member Kelly, seconded by Task Force Member Mueller, and carried unanimously, the Task Force approved April 11, 2019 Minutes with amendment to Announcements. (7:0:2. Absent: Avila, Davis Jr).

Old Business

A. Draft Workplan for Review and Approval

Documents Filed: Draft Workplan

Action: Following a request for comment and feedback on the Draft Workplan, upon a motion by the Chair Jones to approve the Draft Workplan and seconded by Task Force Member Mueller, the Workplan was unanimously approved. (8:0:1. Absent: Avila).

B. Discussion on Potential Subcommittees

Chair Jones led the discussion on the potential formation of subcommittees. Members voiced their interest in forming two subcommittees: 1) Small Business Resources with a focus on language and cultural competency barriers; and 2) Contracts. Task Force Members Lopez, Wang, Mueller, and Kelly expressed interest in joining Language Barriers Subcommittee and Task Force Vice Chair King and Member Wang expressed interest in joining the Contracts Subcommittee.

New Business

A. Presentation of City Contracts in the Pipeline (Christopher Hickey)

Documents Filed: Upcoming Capital Construction Projects.

Christopher Hickey of the Department of Public Works presented a list of upcoming Capital Improvement Projects overseen by the Department of Public Works. The document includes projected advertisement dates for each project. Exact dates for advertisement postings will be provided in subsequent meetings, pending respective project managers. The list only includes projects overseen by Public Works. Finance manages all non-construction projects and they have a separate list of the projects they manage. David French is currently working on compiling an aggregated list of Public Works, OED, and Finance projects in the pipeline.

The new bid platform Biddingo will roll out in June. Several Task Force Members expressed interest for a tutorial of the new platform. Christopher noted that he will reach out to David French for a possible tutorial of the new platform.

B. Update on Upcoming Public Works Academy for Small Businesses that may compete for minor public works contracts (Christopher Hickey)

Documents Filed: Public Works Academy Flyer, Notice to Public of San Jose International Airport Federal Aviation Administration DBE Goal Federal Fiscal Years 2020-2022.

Christopher Hickey of the Department of Public Works presented an update on the upcoming Public Works Academies. The primary issue for local DBEs tends to include limited awareness of public works project opportunities when available. The Public Works Academies are comprised of opportunity awareness seminars and workshops on Prevailing Wage/Certified Payroll.

The 6-series seminars educate construction firms regarding the City's contracting process. At the end of each six-week seminar, firms take a brief quiz and receive a certificate upon completion. They can present the certificate to the City to waive the City's three-year public contracting requirement. During the first session, roughly 45 prospective contractors showed up to the academies. Participants expressed interest for more information on prevailing wage policies. A workshop specific to prevailing wage

will be held on May 15, 2019. A separate Opportunity Awareness workshop will be held at the Vietnamese American Community Center on July 10.

Christopher Hickey also shared notice of San Jose International Airport Federal Aviation Administration Disadvantaged Business Enterprise goal methodology change. Task Force Members expressed interest in learning more about this at a future meeting.

Announcements

Task Force Member Wang: The Silicon Valley Chinese Business and Technology Association will be holding a Smart City Conference on May 31, 2019, 9:00 am – 5:00 pm, San Jose City Hall rotunda; event is free of charge, including validated parking at 4th Street Garage.

Task Force Member Mueller: 50th Anniversary of the Stonewall Riots will be commemorated with Exhibit & Rally, June 27, San Jose City Hall, 4 - 6 pm Exhibit in Rotunda; 6:30 - 7:30 pm Rally outside City Hall. Rainbow Chamber of Commerce is participating as one of the sponsors.

Dhez Woodworth of Office of Economic Development (OED): The Business Owners Space (BOS) just hosted a Small Business Summit on Entrepreneurship and Innovation May 8, 2019. The summit included an open dialogue with local businesses to solicit information on their perceived obstacles to success. The outcome of the dialogues will be shared at a future meeting.

Meeting Schedule and Agenda Items

The next regular meeting will be June 13, 2019 City Hall Conference Room Tower-1854.

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