

**CITY OF SAN JOSE  
SMALL BUSINESS DEVELOPMENT COMMISSION**

Synopsis (Not *Approved*)  
April 9, 2008

200 E. Santa Clara St., Room 1446

START TIME: 6:12 pm

ADJOURNMENT 7:35 pm

**COMMISSIONERS PRESENT:**

Norman C. Nguyen  
Mary A. Zelle  
Helen Wang  
Jordan Dancer  
Daisy Chu  
Miguel Olivo  
Brian Wei  
Thai Mai  
James E. Smith

**COMMISSIONERS ABSENT**

Rudy Rodriguez  
Joyce Puopolo  
Brian Ho  
Minh Quoc Duong  
Miguel Olivo

Council Liaison  
Jamie Borromeo

City Staff  
Dhez Woodworth  
Walter Rossmann  
Dottie Disher

Public Present

1. CALL TO ORDER  
Called to order by Rodriguez at 6:12 pm
2. APPROVAL OF AGENDA

Corrections:

- None

Motion: Approval

Motion:            1) Dancer            2) Thai            X App            no

### 3. APPROVAL OF MARCH 12, 2008 SYNOPSIS

Corrections:

- Capitalize EProcurement
- Revenue misspelled

Motion: Approval

Motion:            1) Dancer            2) Wang            X App            no

### 4. ORAL PETITIONS/COMMENTS

- Jamie Borromeo discussed Partnering for Success event

### 5. SUNSHINE TASKFORCE RECOMMENDATIONS

- Dottie Disher presented the proposal going to Rules regarding updated public meeting requirements from "Rules Recommendations on Open Government for Boards, Commissions, Advisory Committees"
- Rules approved the majority of the recommendations
- Going to Council May 20, 2008
- Ordinance probably won't take impact until later in the calendar
- Commissions already using the rules appear to be working
- Police records are among the items being reviewed
- Next Task Force meeting on June 19

### 6. VENDOR SURVEY

- Reviewed on-line survey
- Commissioners made several recommendations for improvements
- Paper versions will be distributed if necessary. The preferred method will be for the client to enter the information directly
- An open ended question will be added to encourage comments about the process
- A question regarding the range of total value of contracts will be added

### 7. APPROVAL OF MEMO TO COUNCIL ON ORDINANCE CHANGE

- Comments by Dancer

- i. Update of Rodrigues' draft; much of the original language was retained
- ii. Greater emphasis on the reasons for the change
- iii. Was not attempting to diminish DBE role
- Jamie Borromeo read a statement from Councilmember Nguyen expressing support for the concept and recommending the removal of the word investigate which could have broader connotations
- The Commission discussed the meaning of the word investigate and the other language describing the Commission's intent

Motion: Approval of memo with removal of the word "investigate"

Motion:            1) Wang            2) Chu            X App            no

Motion: Approval of memo with the following adjustments:

- Addressing to Honorable Mayor and Council
- Proper Noun case for Commission
- Indent proposed section D language

Motion:            1) Dancer            2) Wei            X App            no

8. STAFF REPORT

- Updated Roster
- Alliance West Event – April 24
- VTA Meeting – April 10
- Commission "Thank You" Event – April 22

9. REPORT FROM CHAIR (VICE CHAIR JAMES SMITH)

- Thank you for making meeting a success
- Nice work on the Ordinance meeting

10. NEW AGENDA ITEMS – 5 MIN.

- ADOPT SUNSHINE RULES
- ANNUAL PROCUREMENT REPORT (WALTER ROSSMANN)
- UPDATE ON SUBMISSION OF ORDINANCE CHANGE MEMO
- IMPLEMENTATION OF WORKPLAN
- REPORT OUT FROM SF SB COMMISSION TRIP (May)
- REPORT FROM DBE (STAFF) May?

11. ADJOURNMENT 7: 35 PM

Motion: Adjourn

Motion:            1) Dancer            2) Thai            X app            no