

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

Synopsis (Not *Approved*)
May 14, 2008

200 E. Santa Clara St., Room 1446

START TIME: 6:01 pm

ADJOURNMENT 7:30 pm

COMMISSIONERS PRESENT:

Rudy Rodriguez
Miguel Olivo
Jordan Dancer
Joyce Puopolo
Thai Mai
Norman C. Nguyen
Daisy Chu
James E. Smith
Helen Wang
Brian Ho

COMMISSIONERS ABSENT

Mary A. Zellem
Brian Wei
Minh Quoc Duong

Council Liaison

City Staff
Dhez Woodworth
Walter Rossmann

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) Olivo 2) Wang X App no

3. APPROVAL OF APRIL 9, 2008 SYNOPSIS

Corrections:

- Vice Chair Smith initiated the meeting
- Rodriguez rather than Rodrigues

Motion: Approval

Motion: 1) Dancer 2) Olivo X App no

4. ORAL PETITIONS/COMMENTS

- Commission Dancer indicated that Mayor Reed addressed Council of Non-profits; The Council is attempting to create a uniform application and tracking system
- Commissioner Olivo attended the Airport Commission and was interested in what local, small business outreach was performed. The item will be discussed at the next meeting.

5. ANNUAL PROCUREMENT MEMO

- Memo will go to the Committee tomorrow.
- Reports work that was undertaken over the past year to address the Council directions
- 2005 Grand Jury report was critical of City procurement policies
- Reforms addressed audit and Grand Jury report and streamlined process
- Among the improvements
 - i. Protest process refined
 - ii. Consolidation of ordinances
 - iii. Process Integrity – all communications must go through one point of contact
 - iv. eProcurement System
 - 1. Better documentation and notification
 - v. Staff consistency
- On-line RFP manual creates centralized system and is easily updated
 - i. Tied into certified contract specialists in each department
- Procurement Card
 - i. Faster processing
 - ii. training to ensure proper usage
 - iii. Also reduced the number of cards
- RFP Depot Usage
 - i. 50-70 Agencies

- ii. Locally:
 1. Contra Costa County
 2. Santa Clara County
- New Proposals
 - i. Raise approval Appointee authority to \$1 million for services
 - ii. Protest process will reflect the dollar value
 - iii. Streamline and reduce limits for surplus materials
- Finance received awards for process improvements
- 1:30 to 3:00

Motion: Commission supports the proposals contained in the memo

Motion: 1) Dancer 2) Thai X App no

6. UPDATE ON SUBMISSION OF ORDINANCE CHANGE MEMO

- Rodriguez attended the meeting and presented the memo
- Rules directed that the issue be incorporated into the existing review of responsibilities of Boards and Commissions
- The estimated timeframe is Fall 2008

7. DISADVANTAGE BUSINESS ENTERPRISE (DBE) PRIMER

- VTA Staff has proposed that the Board modify their existing DBE program to return to a race-based program
- Office of Equality Assurance will attend at the coming meeting
- At the VTA meeting they indicated that the federal expectation is that a disparity study be conducted
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Woodworth to inquire from OEA re: how much money is allocated to federal contracts what programs are subject to the program?

- Who would like to participate?
 - i. **Dancer**, Wang, Olivo, Wei (Goal IV)

8. IMPLEMENTATION OF WORKPLAN

- How will the
- Increase Public Awareness: **Wang**, Rodriguez, Smith (Goal II)
- City Programs: **Mai**, Puopolo, Dancer (Goal III)
-

Woodworth to send listing of OED programs

9. CONSIDERATION OF SUNSHINE RULES

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Motion: Support recommendations, agree to abide by them and authorize Rodriguez to author memo in support of recommendations

Motion: 1) Smith 2) Olivo X App no

10. STAFF REPORT

- Procurement Event
- Website Changes
- Visit to SF Commission

11. CHAIR REPORT

- None

NEW AGENDA ITEMS – 5 MIN.

- REPORT FROM DBE (STAFF)
- REPORT FROM SUBCOMMITTEES
- AIRPORT CONCESSIONS
- REPORT OUT FROM SF SB COMMISSION TRIP

12. ADJOURNMENT 7: 30 PM

Motion: Adjourn

Motion: 1) Dancer 2) Olivo X app no