

**CITY OF SAN JOSE
SMALL BUSINESS DEVELOPMENT COMMISSION
FEBRUARY 11, 2009, 6:00 – 8:00 P.M.**

SAN JOSE CITY HALL - 200 E. SANTA CLARA STREET –TOWER 1446

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA – 1 MIN.**
- 3. APPROVAL OF THE SYNOPSIS OF JANUARY 14, 2009 MEETING – 5 MIN.**
- 4. APPROVAL OF THE SYNOPSIS OF JANUARY 28, 2009 SPECIAL MEETING – 5 MIN.**
- 5. OPEN FORUM/ PUBLIC COMMENT / ORAL PETITION PERIOD – 2 MIN. EACH**
Any person may address the Commission on any subject not on the agenda. Speakers are asked to state their name and address for the record. Since the subject is not on the agenda, the Brown Act (State Open Meeting Law) prohibits action by Commission members or City Staff. However, Commission members and City Staff may briefly respond to statements or questions and/or provide referral to Staff. The Commission may place the item on an agenda for a future meeting.
- 6. BUSINESS ASSISTANCE ORGANIZATION(S) – 30 MIN. ORGANIZATION, INFORMATIONAL**
The SBD Commission has invited a range of business assistance organizations to discuss the challenges that they see as significant to small businesses in selling to government and other areas and what types of initiatives they are engaged in to address those.
- 7. QUARTERLY AIRPORT CONSTRUCTION REPORT – 15 MIN. STAFF, INFORMATIONAL**
Staff will provide an update on the Airport construction sub-contracting.
- 8. BUSINESS TAX & INDEPENDENT CONTRACTORS (1099) – 15 MIN. OLIVO, ACTION**
Commissioner Olivo would like to further discuss the implications of Staff using tax records from other governmental levels to evaluate if a San Jose business should be paying the local business tax. Potential action may be involved
- 9. RETREAT FOLLOW UP – 15 MIN.COMMISSIONER RODRIGUEZ, ACTION**
Chair Rodriguez suggested that the group might need additional time to finalize and adopt the goals or other output from the retreat to be held on January 28, 2009.

10. REPORT FROM SUBCOMMITTEES –30 MIN. WANG, MAI AND DANCER, INFORMATIONAL
Commissioners Wang, Mai and Dancer or designees will report out on subcommittee activities as required.

- Public Awareness (Wang)
- Program Effectiveness (Mai)
- Participation in City Opportunities (New Leader Needed)

11. ALTERNATIVE NOVEMBER MEETING – 15 MIN. WOODWORTH, ACTION
The Commission will consider alternative meetings to the second Wednesday in November. November 11 falls on Veterans Day in 2009.

12. STAFF REPORT

13. CHAIR REPORT

14. NEW AGENDA ITEMS – 5 MIN.

15. ADJOURNMENT

For questions regarding the agenda, please contact Dhez Woodworth at (408) 535-8181.

You may view this agenda and related documents at <http://www.sjeconomy.com/businessassistance/sbdc.asp> along with minutes, agendas and packets from previous meetings.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Manager's Office at San Jose City Hall, 200 E. Santa Clara St., 17th Floor, San Jose, CA 95113 at the same time that the public records are distributed or made available to the legislative body.

To request an accommodation or alternative format for City-sponsored meetings, events or printed materials, please call Rosemary Maire or Dhez Woodworth of the Office of Economic Development at (408) 535-8181 or (408) 294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

- Include Introductions prior to Agenda

Motion: Approval

Motion: 1) Olivo 2) Mai X App no

3a. INTRODUCTIONS

Molly Uzoh – Also known as Mary
 Has her own company with more than 3,000 classes
 Has previously volunteered with the City with International delegations
 from Africa
 Introductions went around the table

3. APPROVAL OF December 10, 2008 SYNOPSIS

Corrections:

- None

Motion: Approval

Motion: 1) Smith 2) Olivo X App no

4. ORAL PETITIONS/COMMENTS

- Former Commissioner James Charles attended the meeting

5. THREE –YEAR AIRPORT UPDATE

- Nancy K. West (Managing Member of Exstare Federal Services Group) presented an overview of the DBE plan on behalf of the Airport
- Calls for 9.61% DBE targets for 2009-11
- Last year performance was 13% up from 1% the previous year (resulting from loss of certification by key vendors due to income limits)

6. LOCAL/SMALL BUSINESS REPORT

- Dave Sykes (Deputy Director of Public Works), Walter Rossmann (Deputy Director of Finance) and Dhez Woodworth (Economic Development Officer of Office of Economic Development) presented information about local/small business performance.

7. PROCUREMENT SURVEY RESULTS

- Walter Rossmann, Deputy Director of Finance, discussed preliminary survey responses related to procurement.

8. BUSINESS TAX FOR INDEPENDENT CONTRACTORS (1099)
- The City is now contacting individuals who complete 1099 regarding the necessity of paying the business tax
 - The concern is related to people who don't realize that they are crossing the boundary into self-employment.
 - An example of someone who receives a stipend for umpiring a softball game was given
 - Additional research will be done to explore the limits of the program

9. RETREAT
- Want to discuss goals for the coming year
 - January 28, 6-8 pm

10. REPORT FROM SUBCOMMITTEES
- Ribbon cutting performed by Chambers (minority chambers may do without membership)
 - Medication representative may be interested in attending

11. STAFF REPORT
- Opportunity to volunteer to provide feedback regarding the Commission at Clerk's Office focus groups. (Agendized for 1/28 meeting)

12. CHAIR REPORT
- None

NEW AGENDA ITEMS – 5 MIN.

- BUSINESS TAX ITEM 1099
- RETREAT FOLLOW UP
- PAT DANDO INVITATION
- SPECIAL MEETING TO INCLUDE:
 - i. APPROVAL OF AIRPORT REPORT
 - ii. ASSIGNMENT OF VOLUNTEERS TO REPRESENT COMMISSIONERS AT CLERK'S FOCUS GROUP.
 - iii. RETREAT

13. ADJOURNMENT 8:02 PM

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

Synopsis (Not *Approved*)

January 28, 2009

200 E. Santa Clara St., Room 1446

START TIME: 6:39 pm

ADJOURNMENT 8:01 pm

COMMISSIONERS PRESENT:

Rudy Rodriguez

Miguel Olivo

James E. Smith

Brian Ho

Helen Wang

Molly Uzoh

Thai Mai

COMMISSIONERS ABSENT

Minh Quoc Duong

Joyce Puopolo

Norman C. Nguyen

Council Liaison

Andria Jaramillo

City Staff

Dhez Woodworth (Office of Economic Development)

Irv Tosk (Airport)

Patrick McCue (Airport)

Public Present

James Charles

Ed Rast

1. CALL TO ORDER

Called to order by Rodriguez at 6:39 pm

2. APPROVAL OF AGENDA

Corrections:

- None

Motion: Approval

Motion: 1) Olivo 2) Ho X App no

3. ORAL PETITIONS/COMMENTS

- Andrea Jaramillo from Council District 7 – January community meeting regarding disposable bag fee
- James Charles attended- requested that the synopsis include his name. It has been omitted previously. Commended the Commission for having not “rubber stamped” the Airport report. He also suggested that the Commission advocate for add’l staffing at the Clerk’s.

4. THREE –YEAR AIRPORT UPDATE

- The Airport representatives returned to provide add’l information and to answer any Commission questions

Motion: Affirm the report

Motion: 1) Olivo 2) Smith X App no

Motion: Direct the Chair to write a memo in support of the action by the Airport

Motion: 1) Olivo 2) Wang X App no

5. CITY CLERK’S FOCUS GROUPS

- Commissioners Smith and Wang will represent the group.

6. RETREAT

- Worked on Accomplishments
 - i. Goal #1 – Recommended to Council that the expansion of the activities; Council did not act on the item – roll to next year (still in process)
 - ii. Goal #2 – No news articles were written; Did visit the San Francisco Small Business Commission; Invited potential partners and stakeholders to attend;
 - iii. Goal #3 – Staff made several reports related to procurement and contracting activities; Commissioners attended procurement and chamber events; Accepted input from the public regarding issues (Tapas)
 - iv. Goals #4 – Quarterly reports; Surveys are being gathered; reviewed contracts awarded and continued to review the DBE programs.

Woodworth to look into non-profit center at Race and Parkmoor



Memorandum

TO: SMALL BUSINESS
DEVELOPMENT COMMISSION

FROM: Harry Freitas

SUBJECT: AIRPORT CONSTRUCTION
SUBCONTRACTING UPDATE

DATE: February 4, 2009

At the Commission's meeting on February 11, a representative of the Airport will present a report on efforts to encourage local participation in subcontracting of construction.

Harry Freitas
Deputy Director
Public Works