



City and County of San Francisco



**Notice Agenda for a Special
Meeting/Retreat
of the
SMALL BUSINESS COMMISSION**

Thursday, February 28, 2012

City Hall Room 421

**1 Carlton B. Goodlett Place
San Francisco, CA 94102**

1:00 PM - 8:00 PM

COMMISSIONERS:

Stephen Adams, President
Monetta White, Vice President
Kathleen Dooley
Mark Dwight
Luke O'Brien
William Ortiz-Cartagena
Irene Yee Riley

STAFF

Regina Dick-Endrizzi: Director
Jane Gong, Christian Murdock, Chris Schulman and Martha Yanez: Staff

1. Roll Call for the February 28, 2013 Special meeting and Retreat of the Small Business Commission
2. General Public Comment –allows members of the public to comment generally on matters within the Commission’s purview, as well as to suggest new agenda items for the Commission’s future consideration (Discussion Item)
3. Introduction and overview of retreat by Commission President and Executive Director. (Discussion Item)
4. Introductions of Commissioners and Staff, goals and objectives, and items each commissioner and staff person hopes to achieve in the upcoming year (Discussion Item)
5. Review Rules of Order, Sunshine requirements for OSB, Meeting Requirements, Duties and Responsibilities, Conflicts of Interest and Good Government Guide (Discussion Possible Action Item)
6. Gross Receipts presentation by Greg Kato and Ted Egan (Discussion Item)
7. Presentation on the Office of Small Business’s Business Assistance Center including service and functions, number of clients served demographics, and business trends. (Discussion Item)
8. Update on Staff Projects (Discussion Item)
9. 12/13 Budget and fiscal years 13/14 Budget Review (Discussion and possible Action Item)
10. Funding for department projects (Discussion and possible Action Item)
11. Break
12. Review of Commission accomplishments to date. (Discussion Item)
13. Review of Commission Committees and Projects assigned under each committee. (Discussion and Possible Action Item)
14. Committee Assignments (Discussion and Possible Action Item)
15. Strategic Plan (Discussion Possible Action Item)
 - Review 2012/2013 Strategic Plan
 - Develop March 1, 2013 to December 31, 2014 Strategic Plan
16. Action Plan for March 1, 2013 to December 31, 2014 (Discussion and Possible Action Item)
 - Programs
 - Commissioner responses and comments/feedback at meetings
 - Policy (Establish top 4 to 6 policy items)
17. New Business (Discussion Item)
18. Adjournment (Action Item)

Public Comment will be taken before or during the Small Business Commission's consideration of each agenda item. Explanatory Documents: Copies of proposed legislation listed in this agenda, and other related materials received by the SBC after the posting of the agenda, are available for public inspection and/or copying at City Hall room 110. Please call Chris Schulman (415) 554-6408 to make arrangements for pick up or review.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that city operations are open for the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-6083. To obtain a free copy of the Sunshine Ordinance contact:

Frank Darby, Administrator
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Office: (415) 554-7724
Fax: (415) 554-5163
E-Mail: sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Cell Phone and/or Sound-Producing Electronic Device Usage at Hearings

Effective January 21, 2001, the Board of Supervisors amended the Sunshine Ordinance by adding the following provision: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access Policy

Accessible seating for persons with disabilities (including those using wheelchairs) is available. The closest accessible BART Station is the Civic Center station located at the intersection of Market, Hyde and Grove Streets. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop and the #71 Haight/Noriega and the F line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services call 923-6142. Accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex. American Sign Language interpreters and/or a sound enhancement system will be available upon request by contacting Milton Edelin at 558-6410 at least 72 hours prior to a hearing. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the city's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the city to accommodate these individuals.

Translation Services

Interpreters for languages other than English are available on request. Sign language interpreters are also available on request. For other accommodation, please call the Department of Human Services staff support representative at 557-5989 at least two business days before a meeting.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by San Francisco Lobbyist Ordinance [Article II of the San Francisco Campaign and Governmental Conduct Code] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, SF 94102 (415) 581-2300, FAX (415) 581-2317 and web site address at <http://www.sfgov.org/ethics/>.

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