



City and County of San Francisco

**Notice Agenda for a Special
Meeting/Retreat**

of the

SMALL BUSINESS COMMISSION

Wednesday, March 21, 2012

City Hall Room 421

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

1:00 PM - 8:00 PM

COMMISSIONERS:

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

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

1. Roll Call for the March 21, 2012 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. Office of Small Business Overview, including service and functions, number of clients served, demographics, and business trends. (Discussion Item)
6. Review of the Mayors 17 point Jobs Plan and related matters. (Discussion and Possible Action Item)
7. Implementation of the Consolidation of Business Licenses project. (Discussion and Possible Action Item)
8. City Attorney review Rules of Order, Sunshine requirements for OSB, Good Government Guide, Duties and Responsibilities, Conflicts of Interest (and any other items identified prior to agenda posting) (Discussion Possible Action Item)
9. Review of Planning Department related matters, including an update and possible action on the NC@20 report and its implementation (Discussion and Possible Action Item)
10. Break
11. Update on Administrative Tasks, Duties and schedules of Staff (Discussion Item)
12. 11/12 Budget and fiscal years 12/13 & 13/14 Budget Review (Discussion and possible Action Item)
13. Office of Small Business Rebranding (Discussion and Possible Action Item)
14. Review of accomplishments to date. (Discussion Item)
15. Small Business Commission meeting schedules (Discussion and Possible Action Item)
16. Commission Committees and Committee Assignments (Discussion and Possible Action Item)
17. Office of Small Business Draft Report (Discussion and Possible Action Item)
18. Strategic Plan (Discussion Possible Action Item)
 - Review 2011/2012 Strategic Plan
 - Develop 2012/2013 Strategic Plan
19. Action Plan for April 1, 2012 to March 30, 2013 (Discussion and Possible Action Item)
 - Programs (Small Business Week, ADA Education)
 - Commissioner responses and comments/feedback at meetings
 - Policy (Establish top 4 to 6 policy items for 2012)
20. New Business (Discussion Item)
21. 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/>.

Chemical Sensitivity

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