



# SMALL BUSINESS COMMISSION NOTICE OF MEETING AGENDA

**Monday, January 10, 2011**

**5:30 P.M.**

**CITY HALL, ROOM 400**

**1 Dr. Carlton B. Goodlett Place, San Francisco Ca 94102**

## SMALL BUSINESS COMMISSIONERS,

Irene Yee Riley, President

Janet Clyde, Vice-President

Stephen Adams, Kathleen Dooley, Jamie Kasselmann

Luke O'Brien, Michael O'Conner

1. **Call to order and roll call:**
2. **Presentation of the Small Business Commission Certificate of Honor recognizing Trent Rhorer, Director, Human Services Agency and James Whelley, Manager, Employment and Business Services, Human Services Agency, for their work on the JobsNOW! program.** (Discussion Item)
3. **Approval of the November 8, 2010 meeting minutes:** Explanatory Documents: Draft November 8, 2010 minutes. (Action Item).
4. **Approval of the December 13, 2010 meeting minutes:** Explanatory Documents: Draft December 13, 2010 minutes. (Action Item).
5. **General Public Comment:** Allows members of the public to comment generally on matters within the Commission's purview, and suggest new agenda items for the Commission's future consideration. (Discussion Item)
6. **Presentation and discussion on the outcomes of the JobsNOW! program by James Whelley, Manager, Employment and Business Services, Human Services Agency.** (Discussion Item)
7. **Presentation and discussion on a report analyzing the 2008 and 2009 Health Care Security Ordinance annual business filings by Donna Levitt, Director, Office of Labor Standards Enforcement.** (Discussion Item)
8. **Presentation and discussion on 2011-2012 Business Registration Renewal and 2010 Payroll Expense Tax Filings Greg Kato, Policy and Legislative Manager, Treasurer and Tax Collectors Office.** (Discussion Item)
9. **Discussion and possible action to make recommendations to the Board of Supervisors on BOS File No. 101522 [Public Works Code - Handbill Distribution]** Ordinance amending the San Francisco Public Works Code by amending Sections 184.69, 184.70, and 184.72 to ban distribution of handbills on private premises unless the handbills are securely placed upon or attached to and do not damage the premises, specifying a minimum of 30-point font size for "No Handbills" signs, and replacing criminal penalties for unlawful distribution of handbills with administrative penalties, and making environmental

SMALL BUSINESS COMMISSION  
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findings. Presentation by Executive Director Regina Dick-Endrizzi. Explanatory Documents: BOS File No. 101522. (Discussion and Possible Action Item)

- 10. Election of President of the Small Business Commission:** Allows the Commission to elect a member of the Commission to serve as President of the Commission. Requires motion and vote. (Action Item).
- 11. Election of Vice-President of the Small Business Commission:** Allows the Commission to elect a member of the Commission to serve as Vice President of the Commission. Requires motion and vote. (Action Item).
- 12. Director's Report:** Update and report on the Office of Small Business and the Small Business Assistance Center, update on department programs, update on legislative matters, and make announcements regarding small business activities. (Discussion Item).
- 13. Legislative and Policy Committee Report:** Allows the Chair to report on recent committee activities and make announcements (Discussion and Possible Action Item)
- 14. Permitting Committee Report:** Allows the Chair to report on recent committee activities and make announcements (Discussion and Possible Action Item)
- 15. Outreach Committee Report:** Allows the Chair to report on recent committee activities and make announcements (Discussion and Possible Action Item)
- 16. President's Report:** Allows the President to report on recent small business activities and make announcements that are of interest to the small business community. (Discussion Item).
- 17. Vice-President's Report:** Allows the Vice-President to report on recent small business activities and make announcements that are of interest to the small business community. (Discussion Item).
- 18. Commissioner Reports:** Allows Commissioners to report on recent small business activities and make announcements that are of interest to the small business community. (Discussion Item).
- 19. General Public Comment:** Allows members of the public to comment generally on matters within the Commission's purview, and suggest new agenda items for the Commission's future consideration. (Discussion Item)
- 20. New Business:** Allows Commissioners to introduce new agenda items for future consideration by the Commission (Discussion Item).
- 21. Adjournment:** (Action Item)

Public comment will be taken before or during the Small Business Commission's consideration of each agenda item. Copies of explanatory documents and other related materials listed in this agenda are available by linking to the website agenda, [www.sfgov.org/sbc](http://www.sfgov.org/sbc) or for public inspection and/or copying at City Hall, Room 110. Please call Chris Schulman at (415) 554-6408 to make arrangements for pick up or review.

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## **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:

[sof@sfgov.org](mailto:sof@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](http://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**

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical base products. Please help the City accommodate these individuals.

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