



SMALL BUSINESS COMMISSION
NOTICE OF MEETING & AGENDA



Monday, February 24, 2014
2:00 P.M.
CITY HALL, ROOM 400
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

SMALL BUSINESS COMMISSIONERS

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

1. **Call to order and roll call.**
2. **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)
3. **Approval of the February 10, 2014 regular meeting minutes.** (Action Item)
Explanatory Documents: [Draft February 10, 2014 regular meeting minutes](#)
4. **Presentation of a Small Business Commission Certificate of Honor recognizing Commissioner Luke O'Brien for more than four years of service on the Commission.** (Discussion Item)
5. **Discussion and possible action to make recommendations to the Board of Supervisors on Board of Supervisors File No. 131208 [Health Code - Restrictions on Sale and Use of Electronic Cigarettes]:** Ordinance amending the Health Code to prohibit the use of electronic cigarettes where smoking is otherwise prohibited; require a tobacco permit for the sale of electronic cigarettes; prohibit the sale of electronic cigarettes where the sale of tobacco products is otherwise prohibited; and making environmental findings. (Discussion and Possible Action Item)
Explanatory Documents: [BOS File No. 131208](#); [BOS File No. 131208 Legislative Digest](#)
Presentation by Victor Lim, Legislative Aide to Supervisor Eric Mar; Derek Smith, Department of Public Health; Dr. Lucy Popova, University of California, San Francisco; and, Avani Desai, Youth Leadership Institute.
6. **Presentation on the Geary Bus Rapid Transit (BRT) project:** Overview and update of the Geary BRT project, including a) discussion of a newly identified staff-recommended alternative for the design of the proposed bus lanes; b) recent project activities relating to businesses along the Geary corridor, including surveys of businesses and visitors, and an economic analysis; and, c) next steps and schedule for completion of the environmental review process. (Discussion Item)
Explanatory Documents: [Geary BRT Fact Sheet](#)
Presentation by Chester Fung, San Francisco County Transportation Authority
7. **Director's Report:** Update and report on the Office of Small Business and the Small Business Assistance Center, update on department programs, recent announcement from the Mayor, newly introduced policy matters, update on legislative matters, and announcements regarding small business activities. (Discussion Item)

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CHRISTIAN MURDOCK, ACTING COMMISSION SECRETARY

8. **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)
9. **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)
10. **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)
11. **Discussion and possible action for the Small Business Commission to conduct a Public Employee Performance Evaluation for Office of Small Business Executive Director Regina Dick-Endrizzi and whether to conduct the evaluation in Closed Session:**
 - a. Public comment on all matters pertaining to this agenda item. (Discussion Item)
 - b. Consideration of any Motion to convene in Closed Session to evaluate the performance of Office of Small Business Executive Director Regina Dick-Endrizzi. (Discussion and Possible Action)
Subject to adoption of such a Motion, the Small Business Commission shall enter a Closed Session. Otherwise, the item may be considered in Open Session.
 - c. CLOSED SESSION. Discussion and possible action regarding the performance evaluation of a public employee pursuant to California Government Code Section 54957(b) (Brown Act) and San Francisco Administrative Code Section 67.10(b) (Sunshine Ordinance). (Discussion and Possible Action Item)
Upon completion of the business to be conducted in Closed Session, the Small Business Commission shall reconvene in Open Session.
 - d. The Commission shall report any action taken during the closed session, pursuant to Government Code Section 54957.1(a) (Brown Act) and Administrative Code Section 67.12(b) (Sunshine Ordinance). (Discussion Item)
 - e. Consider a motion to disclose or not disclose any portion of the Closed Session that is not confidential under federal or state law, the Charter, or non-waivable privilege, pursuant to Administrative Code Section 67.12(a) (Sunshine Ordinance). The Commission may elect either to disclose no information or to disclose the information that a majority deems to be in the public interest. (Action Item)
12. **Discussion and possible action to update public employee evaluation and performance plan criteria for the Office of Small Business Executive Director for the period Fiscal Year 2013-2014.** (Discussion and Possible Action)
13. **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)
14. **New Business:** Allows Commissioners to introduce new agenda items for future consideration by the Commission. (Discussion Item)
15. **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 for download by linking to the website agenda or www.sfgov.org/sbc, and are available for public inspection and/or copying at City Hall, Room 110. Please call Christian Murdock at (415) 554-6407 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:

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

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 25 Van Ness Ave., Suite 220, SF 94102 (415) 252-3100, FAX (415) 252-3112 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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