



City and County of San Francisco



# **Notice of Meeting & Agenda**

## **Special Meeting & Annual Retreat of the SMALL BUSINESS COMMISSION**

**Wednesday, March 5, 2014**

**EPICENTER**

**245 Third Street**

**San Francisco, CA 94103**

**10:00 AM - 5:00 PM**

**COMMISSIONERS:**

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

**STAFF**

Regina Dick-Endrizzi: Director  
Christian Murdock and Martha Yanez: Staff

1. Roll Call for the March 5, 2014 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 Director and review of Commissioners’ goals and objectives. (Discussion Item)
4. Review of the Good Government Guide and Rules of Order. (Discussion and Possible Action Item)
5. Review of Commission’s accomplishments to date. (Discussion Item)
6. Review 2013/2014 Strategic Plan and Controller Performance Goals. (Discussion and Possible Action Item)
7. Update on the Business Portal and Office of Small Business (OSB) Website/Branding. (Discussion and Possible Action Item)
8. Break
9. Review of OSB Projects List. (Discussion and Possible Action Item)
10. Presentation on the OSB’s Small Business Assistance Center including services and functions, number of clients served, client demographics, business trends and budget. (Discussion and Possible Action Item)
11. Identify key issues facing the San Francisco’s Small Businesses for 2014 and 2015. (Discussion and Possible Action Item)
12. Review of Commission Committees, Committee Projects, and Assignments to the Committees. (Discussion and Possible Action Item)
13. Develop a Strategic Plan and Action Plan for the remainder of Fiscal Year (FY) 2013/2014 and for 2014/2015. (Discussion and Possible Action Item)
14. Presentation and Commission Guidance on FY 2014/2015 OSB Budget. (Discussion and Possible Action Item)
15. New Business. (Discussion Item)
16. Adjournment. (Action Item)

Public Comment will be taken before or during the Small Business Commission's consideration of each agenda item. Speakers are requested but not required to complete a speaker card and state their names, which will help ensure proper spelling of speakers' names in the written record of the meeting.

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 (415) 554-6134 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](mailto: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](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 Montgomery Street station located at the intersection of Market and Second Streets. Accessible MUNI lines directly serving the meeting location include the 30 Stockton and 45 Union/Stockton. Nearby stops are available on the 12 Folsom/Pacific and 14 Mission. The nearest MUNI Metro stations is the Montgomery Station. For more information about MUNI accessible services call (415) 923-6142. Accessible parking in the vicinity is available immediately adjacent to the meeting location in the Moscone Center Garage. American Sign Language interpreters and/or a sound enhancement system will be available upon request by contacting Milton Edelin at (415) 558-6410 at least 72 hours prior to a hearing. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at (415) 554-8925 to discuss meeting accessibility.

### **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.

### **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 (415) 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/>.