

LOS ANGELES COUNTY SMALL BUSINESS COMMISSION

REGULAR MEETING

Minutes

Wednesday, January 6, 2016

Item 1: Call to Order: Chair Hampton called the meeting to order at 10:07 a.m.

Item 2: Roll Call and Confirmation of Quorum: Roll call was taken and the quorum requirement was met.

Present: Tyrone Hampton, Jozef Essavi, Kerry Doi, Mark J. Robertson, W. Steven Temple, Ray Bishop, Sharon E. Brown, R. Christine Hershey, Keith McCarthy, Lisa Miller, Irshad-ul-Haque, Cecilia S. Wu

Alternate Members Present: Ky Chueon Kim, David Harlow

Absent: Jorge C. Corralejo, Dennis Quinonez, Gene Hale, Marlon Thompson, Maggie Soleimani, Sean Piazza, Dennis J. Young, Onnik Mehrabian

Staff Present: Brian Stiger, Debbie Cabreira-Johnson, Christian Olmos, Sabra Purifoy, Espie Hernandez, Amanda Hernandez, Yvonne Sandoval, Benjamin Goldblatt

Public: Wesley Onoto, Gerry Plumber, Ghayane Zakaryan, Edwin Manoukian, Victor Parker, Emily Isla

Item 3: Action Item: The minutes were approved unanimously for the Regular Meeting held on October 21, 2015.

Commissioner Bishop asked the Department to review and follow-up with the County's fast track program for small businesses and report that information back to the Commission.

Item 4: Action Item: Small Business Commission Chair and Vice-Chair Elections

- Mr. Stiger discussed and gave an overview of the alternate election procedure for the nomination and voting process.
 - A motion was presented to approve the alternate election procedure. The motion was approved unanimously.
 - A motion was presented to have the Department of Consumer and Business Affairs assist with the election process. The motion was approved unanimously. The Department led the election for the Small Business Commission Chair and Vice-Chair for 2016.
 - Nominations for Vice-Chair commenced. Mr. Stiger indicated that there was one (1) nomination for Vice-Chair: Jozef Essavi. Vice-Chair Essavi accepted the nomination and gave a statement. Nominations for Vice-Chair close. The Commission voted and Commissioner Essavi was appointed to Vice-Chair by unanimous vote.
 - Nominations for Chair commenced. Mr. Stiger indicated that there were three (3) nominations for Chair: Cecilia Wu, R. Christine Hershey, and Tyrone Hampton. All Commissioners were given an opportunity to give a two (2) minute statement and statements were made.
 - Voting was initiated. However, Chair Tyrone Hampton asked to recall his nomination and withdraw his name from the election. Voting was re-initiated.

- For the position, Cecilia Wu received seven (7) votes, R. Christine Hershey received seven (7) votes. There was a tie for Chair between Commissioners Wu and Hershey. Both Commissioners coincide and ask if they are allowed to Co-Chair on the Commission. Mr. Stiger refers to County Council to see if this is permitted. County Council researched further. Mr. Stiger suggests for the Commission to move on to item 5 while awaiting further clarification from County Council.
- Mr. Stiger notifies the Commission that County Council reported back regarding their interest of having two Co-Chairs. County Council stated it is allowable.
- A motion was presented by Commissioner McCarthy to move forward with the implementation of having two Co-Chairs elected on the Small Business Commission. Motion passed.
- Tyrone Hampton announced Cecilia Wu and R. Christine Hershey as the Commission's 2016 Co-Chairs.
- Co-Chair Hershey made a thank you statement.
- Co-Chair Wu made a thank you statement.

Item 5: Action Item: Small Business Commission Administrative Manual Adoption

- Ms. Purifoy gave an overview of the Administrative Manual. The Manual was introduced to the Executive Subcommittee twice for review and all suggestions and input were implemented to update the manual. The manual was then presented to Commissioners at the Regular Meeting held on October 21, 2015. Additional feedback was presented at the meeting and the manual was voted to be returned to the Executive Subcommittee for further review. The Manual was updated with additional information that was presented at the Executive Subcommittee Meeting, and the manual was approved for adoption by the Executive Subcommittee.
 - Commissioner McCarthy asked Ms. Purifoy to clarify on the Manual updates. She clarified that the Manual has been updated/revised several times. She informed the Commission that the Manual was also sent to County Council for review.
 - Commissioner Bishop recommended an edit/amendment be made to the Manual to include the word purchasing under the purpose.
 - Commissioner Hampton asked Gerry Plummer, Division Manager from ISD, to define purchase order and contract. Mr. Plummer stated that a purchase order, which is what the Purchasing Department uses, is a contract and a contract is an offer and acceptance. Therefore, in the general sense of contracting, purchasing and services contracting, the word contracting is included in the verb purchasing.
 - Ms. Purifoy recommended the following language so that it reads: The Commissions highest priorities are to advise the Director and the Board on issues including, but not limited to, Small Business Contract Utilization and Purchasing in the County and Small Business Development in unincorporated areas in the County.
 - Co-Chair Wu agrees with Commissioner Bishop's recommendation to edit/amend the Manual to include the word purchasing under the purpose.
 - A motion was carried to adopt the Manual with the understanding of implementing Ms. Purifoy's recommended language as indicated earlier. The motion was approved unanimously to move forward with the adoption of the Manual with the amendments indicated.

Item 6: Subcommittee Membership:

- Co-Chair Wu expressed the importance of joining a Subcommittee. Mr. Stiger gave background on what the roles, responsibilities and purposes are for each Subcommittee group.
 - Mr. Stiger asked Commissioners to review and fill out the Subcommittee Membership forms included in the agenda.
 - Commissioners are asked to voluntarily participate on Subcommittees. Co-Chairs will make final decisions on which Commissioners are appointed to each Subcommittee.

Item 7: Department Updates

- Staff Update: Mr. Stiger introduced Christian Olmos, Program Manager for Small Business Services and gave a brief background on his experience with the Department.
- Small Business Utilization Update: Ms. Cabreira-Johnson gave an overview of the recommendations that were made to the Board of Supervisors regarding establishing a utilization goal of 25% and 3% for both Local Small Businesses and Disabled Veteran Small Businesses.
 - That Utilization Motion was on the board agenda item in July of 2015.
 - In November 2015, the Department reported back to the Board on those recommendations and gave further action steps on how and what the County could do to meet those goals.
 - The Board approved the motion to move forward with those goals. The Department is now looking to finalize the Action Plan, a four year plan, which is due to the Board by July 1, 2016. The aggressive Action Plan will give the steps and actions needed to achieve those goals.
- Small Business Initiative Update: Ms. Purifoy spoke on the County's adoption of the new higher minimum wage initiative and how the Department will be assisting small businesses in making the transition.
 - The new minimum wage goes into effect July 1, 2016. Small businesses have until July 1, 2017 to transition.
 - The Department has been coordinating with other County Departments, as well as reaching out to stakeholders in the business community, to get feedback on what would be most beneficial to small businesses in order to help off-set the cost of the minimum wage initiative.
 - The Department is currently working on compiling the information obtained and reporting that information back to the Board. The report is due on February 11, 2016.
- Wage Enforcement Program Update: Mr. Stiger indicated that the Board established a Wage Enforcement Program that directs the Department in charge of ensuring that businesses are paying employees the full increase of the wage.
 - He reported that they are in the process of standing up the program and establishing a transition team. The Department was given \$400,000 from the County to hire new staff and to provide outreach services to the community.
 - Further updates regarding the program will be provided to the Commission as they come forward.
- Small Business Week Update: Mr. Olmos spoke on the importance of National Small Business Week (NSBW) and how the Department will be able to assist in helping the small business community grow.

- The Department will host an event in honor of NSBW which is to be held on May 5, 2016 at the Department of Public Works.
- Full details will be provided to the Commission regarding the event as details are finalized.

Item 8: Action Item: 2016 Small Business Commission Meeting Dates

- A recommendation was presented to change Meeting times from 10:00 am to 12:00 pm to 10:30 am to 12:30 pm.
 - A motion was presented to accept the 2016 Meeting Dates with an amendment in time changed to 10:30 am – 12:30 pm. The motion was approved unanimously.

Item 9: Future Agenda Items

- Commissioner Miller suggested for the Department to provide the Commission full information regarding the May 5th event prior to the next Regular Meeting being held on April 20, 2016.
- Co-Chair Wu suggested for the Department to invite other entities to the Regular Commission Meetings.

Item 10: Public Comment

- Victor Parker from SBA introduced himself and spoke on how SBA will award nominations to small businesses in honor of National Small Business Week.
 - He reminded the Commission that they are able to submit nominations to SBA. An email pertaining this information will be re-sent to the Commission.

Item 11: Adjournment

The meeting adjourned at 11:59 p.m.