

LOS ANGELES COUNTY SMALL BUSINESS COMMISSION REGULAR MEETING

MINUTES

Wednesday, October 19, 2016

Item 1: Call to Order: The meeting was called to order at 10:06 a.m.

Item 2: Roll Call and Confirmation of Quorum: Roll call was taken and the quorum requirement was not met.

Present: Diane Araujo, Ray Bishop, Kerry Doi, Anna S. Johnson (10:11), Mark J. Robertson, Maggie Soleimani (11:00), W. Steven Temple, Rose Acosta-Yonai (10:22), Jozef Essavi, Cecilia S. Wu

Absent: Sharon E. Brown, Gene Hale, David R. Harlow, Tyrone Hampton, Irshad-ul-Haque, R. Christine Hershey, Ky Chueon Kim, Keith McCarthy, Onnik Mehrabian, Lisa Miller, Jan Perry, Sean Piazza, Dennis Quinonez, Marlon Thompson, Dennis J. Young

Staff Present: Joel Ayala, Wason Fu, Ariel De Guzman, Chavon Smith

Public: A. Akeleyan, Dean Cooper, Victor Parker, Ghayane Zakaryan

Item 3: Action Item: Approval of Minutes for the Regular Meeting on April 20, 2016.

Agenda item 3 was tabled until the next meeting, December 7, 2016, because the quorum requirement was not met. The minutes were not approved.

Discussion:

- Commissioner Raymond Bishop would like to have meeting minutes earlier so commissioners can review the minutes while the meeting is fresh in their minds. Commission Bishop stated that he would abstain from voting on future motions to approve minutes if they are not received in a timely manner.
- Chief Deputy Director Joel Ayala committed to providing the minutes to the Commission two weeks after the meeting, revising the current timeline of thirty days.
- Commissioner Bishop: Commissioners should be invited to add items and review draft agendas for the full commission meetings.

Item 4: Small Business Services Re-naming – Discussion Item

Madam Co-Chair Cecilia Wu opened discussion on the re-naming of the Small Business Services division of the Department of Consumer and Business Affairs. Co-chair Wu preferred the previous designation “Office of Small Business” and opined that the Commission should be involved in DCBA decisions that impact the Small Business unit.

Item 5: Small Business Services Update

Wason Fu, from DCBA’s Small Business Services, presented the Small Business Resources Guide. Mr. Fu highlighted many of the guide’s key components and resources for businesses, including the Small Business Concierge, Small Business

Certification, procurement assistance, and assistance understanding and complying with LA County's minimum wage ordinance.

Commissioner Bishop suggested that the Commission be involved in future publications and department changes, to provide feedback, and to be represented as a resource for the small business community in Los Angeles County.

Mr. Ayala provided an update on the Small Business Utilization plan, including the report to the Board of Supervisors.

Item 6: Department Update

The Commission was presented with the Business Registration report to the Board.

Ariel De Guzman, from DCBA's Wage Enforcement Program, spoke to the Commission about resources the division provides to small businesses- including DCBA resources, counseling and education on the ordinance, and the availability of industry specific workshops.

Item 7: Subcommittee Updates

Executive: No Report

There is a newly formed election subcommittee chaired by Commissioner Jan Perry. Commissioners interested in joining the committee or nominating someone to join the committee can contact Commission Services.

Outreach subcommittee member, Commissioner Jozef Essavi: the subcommittee has met regularly, but there was not enough time to provide a sufficient report. Commissioner Essavi requested that minutes from outreach subcommittee be sent to all commissioners.

Procurement Chair, Commissioner Kerry Doi: The procurement subcommittee has met regularly, but has been unable to fulfill the quorum requirement for the last 3 meetings; Commissioner Doi invites interested members to join the Procurement Subcommittee. The committee is looking forward to receiving more reports from the department on the purchasing activities, and the industry sector that purchasing is done for.

Reciprocity: No Report

Economic Development Chair, Commissioner Mark Robertson: The Economic Development Subcommittee meets the 1st Tuesday of every other month, and has met 4 times since March 2016. At the most recent meeting, the subcommittee had presentations from staff on the Center for Financial Empowerment, the Volunteer Income Tax Assistance program, and the "Cash for Grads" program. DCBA staff also provided updates on efforts to streamline the certification process for social enterprises, the formation of two committees: the Economic Development Policy Committee and Social Enterprise Advisory Committee, and an update on the Preference Program.

Item 8: Future Agenda Items

Commissioner Bishop would like to add a discussion item on the re-introduction of Small Business Ambassadors

Item 9: Public Comment

None

Item 11: Adjournment

The meeting adjourned at 12:10 p.m.