

# LOS ANGELES COUNTY SMALL BUSINESS COMMISSION

## REGULAR MEETING MINUTES

Kenneth Hahn Hall of Administration  
500 W. Temple Street, Angeles, CA 90012  
Wednesday, July 12, 2017  
10:00 a.m. - 12:00 p.m.

**Item 1: Call to Order** Chair Jan Perry called the meeting to order at 10:08 a.m.

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

**Present:** District 1: Jan Perry, Kerry Doi, Rose Acosta-Yonai  
District 2: W. Steven Temple, Ky Chueon Kim  
District 3: Raymond Bishop, Sharon Brown, R. Christine Hershey, Lisa Miller  
District 4: Cindy Allen, Randy Bowers, Lucia Moreno-Linares, Ann Carpenter  
District 5: Jozef Essavi, Tyrone Hampton, Anthony Williams

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**Absent:** District 1: Diane Araujo (excused), Denis Quinonez  
District 2: Angela Gibson (excused), Gene Hale, Mark Robertson (excused)  
District 3: None  
District 4: Anna Wu (excused)  
District 5: None

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**DCBA Staff Present:** Joel Ayala, Belinda Banuelos, Amanda Hernandez, Jessica Mireles, Christian Olmos, Sabra Purifoy, Chavon Smith, Brian Stiger

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**Presenters:** Donny Brooks- LA RISE, Jamie Francisco- LA RISE, Gerald Plummer- Internal Services Division

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**Public:** Tiffany Givens- U.S. Small Business Administration

### **Item 3: Approval of Regular Meeting for April 19, 2017**

Commissioner Raymond Bishop moved to table the minutes for April 19, 2017 for further review. The motion was not seconded.

Commissioner Lisa Miller moved to approve the minutes of the April 19, 2017 Small Business Commission Meeting. The motion was seconded by Commissioner Randy Bowers.

During discussion, DCBA Commission Services Staff committed to providing the draft minutes to members of the Small Business Commission within 2 weeks of a meeting. In compliance with the Brown Act, commissioners may not discuss changes to the minutes with DCBA staff or fellow commissioners outside of a noticed meeting, but may forward recommended corrections to DCBA Commission Services staff to be reviewed at the following meeting.

The motion to approve the April 19, 2017 minutes of the Small Business Commission passed, 14-2.

#### **Item 4: Los Angeles Regional Initiative for Social Enterprise (LA: RISE)**

Donny Brooks, Project Manager for LA RISE, presented an introduction to the collaborative project between the City of Los Angeles and the County of Los Angeles' Workforce Development System. Mr. Brooks discussed the various benefits and services offered by the project including job training and support services. Mr. Brooks reported that there are currently 8 social enterprises linked to the LA RISE program, they have \$5 million in funding (\$2 million from L.A. City, \$3 million from L.A. County) and have a target to employ 800 new hires in FY 17-18.

#### **Item 5: Contracting with the County- Small Business Insurance Requirements**

Gerald Plummer from Los Angeles County's Internal Services Division spoke to the commission about the insurance requirements for small businesses. Mr. Plummer explained that he represents the purchasing agent (commodities) for the County of Los Angeles, and reviewed the standard liability insurance requirements.

#### **Item 6: Department Update**

Brian Stiger, Director of the Department of Consumer and Business Affairs (DCBA), shared several announcements with the Commission including DCBA's organization chart and changes specific to the Small Business Services unit. Mr. Stiger announced that Sabra Purifoy had been appointed Acting Deputy Director of the Economic Development division which includes Small Business Services, Public Information & Education, and Financial Empowerment & Foreclosure Prevention, and the Board's establishment of the Office of Immigrant Affairs. Mr. Stiger also announced that Wason Fu is the Department's new Public Policy Specialist, and that the Small Business Concierge program will be dispersed within the Small Business Services unit.

#### **Item 7: Small Business Services Update**

Sabra Purifoy, of DCBA's Small Business Services, provided several updates from the Small Business Services unit, including the Four Year Utilization quarterly report, the Small Business Services Scorecard, and a list of upcoming outreach events- including "Contracting Connections". Ms. Purifoy also discussed the mini utilization plan, meetings with Small Business Advocates, on-the-spot certifications, and SBS' efforts to create a searchable database with filters. Ms. Purifoy informed the Commission that a full report will be available at the October 2017 Small Business Commission meeting.

#### **Item 8: Committee Updates**

##### *Procurement & Reciprocity Committee*

Commissioner Kerry Doi, Committee Chair, provided the update for the Procurement & Reciprocity Committee. Commissioner Doi discussed the committee's established goals, which included identifying 3 reciprocity partners, increasing the number of certified small business, and increasing the length of the certification period.

The next meeting of the Procurement & Reciprocity Committee will be held on August 18, 2017; the meeting's tentative agenda items include:

- Presentation from DCBA's Small Business Services unit discussing "on the spot certifications"
- Update on the reciprocity agreement between Los Angeles County and the City of Los Angeles
- Discussion of a roundtable meeting with procurement officers from various purchasing sectors.

### Economic Development & Outreach Committee

Commissioner Lisa Miller, Committee Chair, provided the update for the Economic Development & Outreach Committee. Commissioner Miller discussed the committee's mission of increasing the outreach and marketing of Small Business Services, highlighting contractor success stories, and providing instructional materials for prospective contractors.

The next meeting of the Economic Development & Outreach Committee will be held August 18, 2017; the meeting's tentative agenda items include:

- Discussion of hosting small business roundtables
- Discussion of a crowdfunding seminar
- Identifying potential features for the departments social media and streaming platforms
- Planning and development of a contracting "how-to" guide

#### **Item 9: Future Agenda Items**

Commissioner Temple requested an item on insurance requirements for service contractors

Commissioner Miller requested an item to discuss agendaizing continuity of commission requests

Commissioner Bishop requested that Small Business Services provide a data-driven status report on their progress to goal at the October 2017 Small Business Commission Meeting. Commissioner Temple supplemented Commissioner Bishop's item, requesting that the data compare FY 15-16 to FY 16-17.

#### **Item 10: Public Comment**

Tiffany Givens, of the U.S. Small Business Administration (SBA), informed the Commission that SBA's Los Angeles District Office Fiscal Year 2017 Lender Ranking Report was available for review, and would be sent to DCBA Commission Services staff for distribution.

#### **Item 11: Adjournment**

The Small Business Commission meeting was adjourned at 12:06 p.m.