

**CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT DEPARTMENT  
SMALL BUSINESS ADVISORY COMMISSION (SBAC)  
Monday, December 20, 2021  
1:00 p.m.**

**Call to Order:**

The meeting was called to order at 1:13 p.m. by Ms. Brenda Hicks-Sorensen acting as the presiding Officer. A quorum was established. Economic Development staff present included, Ms. Ana Bradshaw, EDD Assistant Director, Ms. Samantha Diaz, Economic Development Coordinator, Ms. Monica Flores, Small Business Liaison, Ms. Valarie Carmona, Executive Secretary. Additional City Staff Present include, Ms. Christina Ramirez, Assistant City Attorney, Ms. Alex Lopez, Assistant City Manager, Ms. Camila Kunau, Assistant City Attorney.

**Roll Call:**

DISTRICT 1 APPOINTEE VACANT		DISTRICT 6 APPOINTEE <b>Rick Tamfu</b>	Present
DISTRICT 2 APPOINTEE VACANT		DISTRICT 7 APPOINTEE <b>Katie Sirakos</b>	Present
DISTRICT 3 APPOINTEE <b>Judy Canales</b>	Present	DISTRICT 8 APPOINTEE <b>Sarah Shakil</b>	Present
DISTRICT 4 APPOINTEE <b>Juanita Sepulveda</b>	Present	DISTRICT 9 APPOINTEE <b>Jeremy Roberts</b>	Present
DISTRICT 5 APPOINTEE <b>Vickie Willoughby</b>	Present	DISTRICT 10 APPOINTEE <b>Jim Hollerbach</b>	Present
Mayoral Appointee <b>Julissa Carielo</b>	Present		

**Briefing and Possible Action on the following items:**

**1. Commission Service Orientation: Public Records, Meeting Protocol, and Ethics.**

Ms. Camila W. Kunau, Assistant City Attorney provided the commission an orientation on Open Government: Conduct of Meetings and Ethics. Topics covered included:

- Commission composition and purview
- Texas Open Meetings Acts
- Texas Public Information Act
- Meeting decorum, including Robert’s Rules of Order
- Role of the Chair
- Ethics

Ethics were reviewed with the Commission, including review of conflicts of interests. City officials or employees shall not solicit or accept any gift or benefit that influence or reward official conduct. Meals up to \$50 and no more than \$500 total in a calendar year from a single source are acceptable. Boards and Commission members

may not assert the prestige of their positions to advance private interests. Ms. Julissa Carielo asked for clarification on how the Commission can have discussion and if it can only be around the table. Ms. Kunau stated, yes, conversations about the agenda must be had around the table. Minor conversations may be had by one or two members, but you must avoid the conversation from expanding into a quorum of peers.

Ms. Carielo asked for clarification on how the Commission members can conduct discussions about agenda items. Ms. Kunau stated that a slight conversation can be had by one or two members, but not enough members to establish a quorum. Commission members can send recommended agenda items directly to the Chair for further review and consideration with staff. Ms. Carielo asked if subcommittees are allowed to help advance on some work. Ms. Kunau stated, according to the City Code, Chapter 2, Article IX, subcommittees are allowed if the Chair of the subcommittee is a member themselves, and typically you do not have more than a quorum of the Committee on the subcommittee. The final decision to create a subcommittee and the parameters for which the subcommittee will be created is decided by the Commission. Typically, subcommittees are formed solely of members of the Commission. Further review of the Commission ordinance needs to take place for ultimate rules on composition. Ms. Kunau further emphasized that the main business of the Commission must be completed by the actual Commission.

Ms. Carielo asked for clarification on ad hoc subcommittees and if they also require a posted agenda 72 hours prior to meeting. Ms. Kunau stated that they do not necessarily have to have posted agendas and are not open to the public. The subcommittee though is not allowed to do the work for the Commission, nor have the Commission present it as their work. If this is done, the meeting should have been an open meeting and posted online with the 72-hour requirement. Staff is also required to be at the meetings to create meeting minutes. Ms. Carielo questioned if ad hoc subcommittees can have work sessions. Ms. Kunau responded by stating that this would not be called a work session, as a work session is a quorum of the Commission body working actively on the present agenda items.

## **2. Election of Small Business Advisory Commission Chair and Vice Chair.**

Ms. Hicks-Sorensen opened the floor for nominations for the Small Business Advisory Commission Chair. Mr. Hollerbach nominated Mr. Jeremy Roberts for Chair. Mr. Roberts accepted the nomination and was seconded by Ms. Canales. Ms. Sepulveda nominated Ms. Carielo for Chair; Ms. Carielo declined the nomination. Ms. Sepulveda motioned to close the nominations for Chair, seconded by Mr. Tawil, motioned carried unanimously. Mr. Roberts will preside as the Small Business Advisory Commission Chair. Ms. Hicks-Sorensen opened the floor for nominations for the Small Business Advisory Commission Vice-Chair. Ms. Carielo nominated Ms. Sepulveda, with Ms. Sepulveda accepting the nomination. Ms. Shakil seconded the nomination, and no other nominations were brought forward for consideration. As such, Ms. Sepulveda was appointed Vice-Chair. Upon appointment, Mr. Roberts assumed the role of presiding officer for the remainder of the meeting.

## **3. Briefing on City of San Antonio Economic Development Department Programs.**

Ms. Bradshaw presented an overview of the Economic Development Department, included department structure, targeted industries, partnerships, and advisory boards. Ms. Bradshaw highlighted programs offered by the by the Small Business division in partnership with various organizations:

- Mentor Protégé Program; in partnership with Alamo Colleges
- Loan Interest Buydown Program; in partnership with LiftFund
- Fee Waiver Program
- Embracing Entrepreneurial Equity Program; in partnership with Maestro Entrepreneur Center

- Buy Local Program

Ms. Bradshaw reviewed an upcoming high-profile initiative, the strategic planning initiative. The new initiative will incorporate lessons learned from COVID-19, implementation, and metrics, along with new opportunities. Ms. Sepulveda asked if this plan will be incorporated with the ongoing disparity study. Ms. Bradshaw stated that metrics will be separate and will most likely include a consultant. Ms. Carielo asked for clarification on the data from Greater:SATX and jobs created, she would like to see how many of those jobs were small businesses. She'd like to see that for all programs as well to measure the small business impact and maybe find areas where SBAC can help. She would like this as a possible agenda item in the future. Ms. Canales inquired about the relationship between COSA and Greater:SATX recently. Ms. Hicks-Sorensen stated that there is a 3-year contract and there is also an annual work plan that is looked at. Ms. Alex Lopez, Assistant City Manager included that when it comes to the agreement, it is heavily focused on business retention and expansion efforts, and further noted that it is also a recruitment effort. She stated it might be helpful to clarify what SBAC considers 'small business' by reviewing data deeper. Ms. Lopez added, the partnership and agreement with Greater:SATX was reviewed by the Mayor and continues to be reviewed annually. Ms. Sepulveda praised the Mentor Protégé program and its success.

Future agenda items discussed by the commission include:

- Defining what is considered a small business.
- Discussing immediate assistance for the 38% of businesses going out of business.
- Short- and long-term support for businesses.
- Immediate dollar amount asks for small businesses.
- Public Works briefing on Broadway construction issue.
- Update on ARPA funds and current recommendations.
- Addition of subcommittees.
- Briefing on noise ordinances.
- Presentation by Ms. Leilah Powell, LISC San Antonio on capacity building efforts.

Ms. Hicks-Sorensen reiterated that there has been no further action taken by Council since the group last met on December 4, 2021. She advised there will be another B Session mid-to-late January and consideration for potential action in February. Mr. Roberts would like a separate meeting to share and discuss the subcategories and to potentially discuss the prioritization of the immediate dollars, both short and long term. Mr. Robert's asked if a Doodle poll could be distributed for the next meeting in January. Ms. Carielo expressed that she wanted to include a discussion on the creation of a subcommittee for Workforce Development. Mr. Robert's asked her to create a summary of what she is wanting to accomplish with the subcommittee to present to the group for the next meeting.

**Public Comment:** No public comment.

**Adjournment:**

The meeting was adjourned at 3:03 p.m.