



**CITY OF SAN ANTONIO**  
**ECONOMIC DEVELOPMENT DEPARTMENT**  
***DIVERSITY ACTION PLAN OVERSIGHT SUBCOMMITTEE MEETING MINUTES***



**Wednesday, August 12, 2020**  
**WebEx Teleconference**  
**10:00 a.m.**

**CALL TO ORDER** The meeting was called to order at 10:02 a.m. by the Chair of DAP, Ms. Irene Chavez. The pledge of allegiance was recited by all, roll call was taken and quorum was established. City staff in attendance, Ms. Alex Lopez, EDD, Ms. Monica Flores, EDD, Ms. Christina Ramirez, City Attorney's Office, Angelica Mata, Finance, Ann Eaton, EDD, Courtney McClure, Public Works.

Siew Pang, District 1	Absent	Citizen, Stephanie Zarriello	Absent
Veronica Morales, District 5	Present	Citizen, Renee Harris	Present
Chair- Irene Chavez, District 7	Present	Citizen, Jane Gonzalez	Absent

**Public Comment**

No citizens emailed for request to participate via the WebEx meeting, email comments or voicemails.

**A. Approval of Minutes**

Ms. Irene Chavez entertained the motion to approve the meeting minutes from the January 29, 2020 meeting. Ms. Renee Harris called for a motion to approve and Ms. Veronica Morales seconded the motion. The committee voted to approve the minutes as presented.

**B. Individual Items**

**1. Diversity Action Plan Update by EDD**

Ms. Alex Lopez, Economic Development Director reviewed the plan, various objectives and tasks in the Diversity Action Plan, Work in Progress Report. The strategies reviewed were:

- Strategy A: Outreach to Small, Minority, Women Business Enterprises (S/M/WBES)
- Strategy B: Central Vendor Registry
- Strategy C: Collaboration with Governmental Agencies
- Strategy D: Reporting of City Programs to Help S/M/WBES
- Strategy E: Other Objectives to help S/M/WBES



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*Strategy A:* Ms. Renee Harris gave kudos to the City of San Antonio for all the hard work being done by Economic Development and its continued partnerships. Ms. Harris commented if EDD has had a chance to review the plan as of the current environment stating that things that show completed may not be effective to date. Ms. Harris recommended to hold the DAP meetings bi-monthly instead of quarterly moving forward in order to stay well-informed to help bring forward progress and economic sustainability. Ms. Lopez stated the committee has not met since January, which was before the pandemic hit the community. The report reflects a lot of the work shifted on the EDD staff side to address the changes and responses. The initial response work from March-May is recovery work, as included in recovery plan, and this will be referenced in the plan presented today. Ms. Harris asked for an update on the grant funds application process from the CARES Act. Ms. Lopez stated that the application process closed the last Monday of July and the review process is taking place. A scoring process is ongoing. An update was made to the Economic and Workforce Development Committee and it was suggested that before the next EWDC meeting, EDD staff should send notice to SBAC & DAP to make them aware of the meetings because monthly briefings will be taking place.

Ms. Lopez reviewed some challenges with vendor outreach events in-lieu of the pandemic and large group settings. EDD is trying to explore new ways to facilitate these events and accomplish a couple this year virtually. Additional options are being explored to continue to provide these opportunities in a virtual environment. On item number 12 under strategy A, objective to meet advocacy groups, and chamber of commerce regarding city small business programs or to cover important updates such as the SBEDA Annual Report, Ms. Lopez stated that the team continues to do this action having lots of engagement, and during the peak COVID-19 response time, the majority of it became virtual. The team will be conducting more in the coming weeks as we do engagement associated with getting feedback from stakeholders regarding potential amendment of the SBEDA Ordinance in relation to the qualification criteria for significant business presence, allowing businesses that are not headquartered in San Antonio to still be considered SBEDA eligible if they have a significant business presence in our community. Ms. Harris commented on item 12 for more clarification.

Ms. Chavez stated that during an SBAC conversation, they brought up the 20% business presence qualification rule, stating it is an outdated piece of the ordinance and has served its purpose and that the advantage should be given to businesses that are here in San Antonio, not those that are not. Ms. Harris followed up with stating that the original creation of the DAP Ordinance had a primary goal to increase participation and capacity for the African American community, and that was the leading factor to help all areas rise together. Ms. Harris stated that she understands and supports the local initiative, but that the history needs to be brought forth, and if it's no longer needed, the dollar amount to substantiate the reason why the change is needed should be brought forward.



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The primary reason that rule was put in the plan was due to the lack of capacity in the African American community. Ms. Lopez asked the City Attorney, Ms. Christina Ramirez to intervein in the discussion and see if going into the sole discussion of the significant business presence is allowed. Ms. Ramirez stated, a full discussion would be best discussed during a future Small Business Advocacy Committee meeting. The message was understood, and Ms. Lopez continued with the DAP tasks discussion at hand.

*Strategy B:* Ms. Lopez summarized that these were all one-time enhancements that have been completed. *Strategy C:* Ms. Lopez stated that all but one goal has been completed in collaborating with governmental agencies. EDD is still working with member entities of the SCTRCA to develop a digital application for S/M/WBEs to submit or renew their certification to the SCTRCA which will be a one-time enhancement. *Strategy D:* Two objectives are either in progress or not yet started. The Report on the City's spending with various local advocacy groups, chambers of commerce, and trade organizations. This was planned to be completed by August, but this item has had a big impact from COVID and will need lots of coordination from various departments and will continue to be a work in progress. *Strategy E:* Quick pay process update and Loan Interest Buy Down Program update on how it continues to help small businesses. Facilitating communication with banks and institutions is continuing. The issue that has come to light is the lack of access to capital and banking relationships that help businesses, which has impacted business ability to access funds and has been an ongoing issue before COVID as well. This has been one of the items that the team has struggled to keep on track but EDD will continue to strive to make progress. Ms. Harris stated that she applauds the City's efforts to continue to help. Ms. Harris mentioned the list of banks and asked if it's been updated. Ms. Lopez stated that there is an original list.

Ms. Chavez reiterated the top three initiatives that DAP had discussed in the January 2020 meeting being, 1. Access to capital 2. Quick pay process 3. Loan Buy Down Program. Ms. Chavez stated that the committee would like to continue to see any efforts done for SBEDA eligible companies. The committee is looking forward to getting a report from EDD and LiftFund who administered the grant application process on how many people were helped. Ms. Harris concurred and thanked EDD and the City of San Antonio as well for all the dedication by staff. Ms. Harris would like to see a list of who is doing the review process as well as timeline of the process. She also asked that if there are funds left over and if that message will be communicated back to the community. Ms. Lopez stated the review is taking place by both Economic Development as well as LiftFund staff. Ms. Lopez stated that staff has been working round the clock to validate as many scores after the systems validation to make sure all information was categorized correctly. The funds have not yet been dispersed. The timeframe is to start providing notification of award as early as next week then begin the disbursement. The goal is to get all funds dispersed by end of September. Ms. Lopez stated that links will be shared with DAP from all EWDC meetings to watch and listen to any updates. There are no anticipated funds being left



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over due to over \$100 million dollars being requested by businesses and the City was provided \$24 million dollars. Ms. Chavez stated that the committee may be updated via an email if needed.

**C. Staff Updates and Board Member Comments**

**2. Staff Report and Upcoming Events**

Ms. Flores reviewed upcoming events with the subcommittee. For future agenda items, Ms. Lopez stated that the SASurvey results were still being gathered and it has been impacted by the pandemic which delayed the completion. Ms. Chavez stated that the last agenda meeting had future agenda items that she still would like EDD to keep in consideration. She asked for representatives from Liftfund, Frost Bank and Wells Fargo be at a future meeting to initiate discussion on the Loan Buy Down Program. Discussion on chamber equity spend is also something to discuss in the future. She also requested to invite Finance to report out on CVR and payment process with quick pay, as well as have EDD share the SASpeakUp results once completed. She stated whatever can be done via email is acceptable to make things easier.

Ms. Harris reiterated the need to meet sooner, rather than quarterly. She also requested an update no later than first or second week of October. Ms. Lopez expressed appreciation in interest from committee and she asked for consideration on EDD staff time as there are so many tasks being completed during the recovery period. Any reports that EDD can share will be shared via email to address the questions and the need for more information. Ms. Harris entertained that suggestion from Ms. Lopez.

**D. Adjournment**

Ms. Chavez entertained the motion to adjourn. Ms. Veronica Morales motioned, seconded by Ms. Renee Harris. Meeting was adjourned at 11:03 a.m.