

**DRAFT**  
Pima County Small Business Commission  
County Administration Building  
130 W. Congress, 1<sup>st</sup> Floor  
Thursday, March 18<sup>th</sup>, 2010  
3:00 P.M.

**Members Present**

Tom Ward  
Ken Goodman  
Lyra Done  
Jim Leader, Jr.  
Lea Marquez Peterson  
Edie Lake  
Jerry Long

**Others Present**

Tom Moulton  
Debbie Chandler  
Rick Ellis

**Members Absent**

Joy Soler

**Call to Order-** The meeting was called to order by Chairman Ward at 3:10 pm. Special guests included Rick Ellis from the PCDOT and Debbie Chandler from Micro-Business Advancement Center (MAC).

**Approval of Minutes-**Minutes from February 18 meeting were approved, unanimously. (see attached)

**Chairman's Report**

The procurement policies report is completed and being printed for distribution in late March to the Board of Supervisors and other interested parties. Twenty-five (25) booklets of 90 pages which include the report, correspondence and miscellaneous documents associated with the process and hearing will be included in the booklet. Additionally the booklet will be posted on [www.pima.gov/sbc](http://www.pima.gov/sbc).

A discussion took place on making some changes to the proposed document. The following changes will be made:

**Cover Page**

Add what district each commissioner represents to the cover page.

**Section 5.2**

**Current:** To this end, the Commission recommends...The ad hoc Committee would be comprised of five members of the Small Business Commission..., including two members from local firms and two members from national firms, with local offices.

**With Changes:** To this end, the Commission recommends...The ad hoc Committee would be comprised up to five members of the Small Business Commission..., including two members from local firms headquartered in Pima County and two members from national firms, with local offices.

Status of the Consulting Engineering Contracts mentioned in last months meeting was discussed. After discussions with Procurement and Transportation departments of Pima County, the Chairman reports that of the three projects that were being held two of them had been awarded by the BOS and the third one was in process. Rick Ellis from PCDOT confirmed that this third project was underway.

1. Award the Valencia: Alvernon to Wilmot; and Valencia: Ajo Highway to Mark Road projects to the highest scoring firms, PSOMAS and HDR, respectively. Both of these projects are high-priority RTA projects, and both consultants have a proven track record of delivering high-priority, complex projects within compressed timelines. This action will also result in the awarding of the majority of the \$1.5 million of consulting work to small and minority firms that are sub-consultants on these projects.
2. To avoid delay to RTA funded projects, authorize initiation of the consultant selection process for the Valencia Road: Wilmot to Kolb as well as Magee Road: La Cañada to Oracle projects following existing procedures.
3. Direct the Department of Transportation to reissue, through professional solicitation the Camino De Oeste: Los Reales to Valencia project to provide an opportunity for local firm participation in a project of smaller scope.

The chairman passed out a memo from the Pima County Procurement Director to Mr. Huckelberry dated February 17 on Qualification Based Selection Evaluations with a follow-up memo from Mr. Huckelberry to the BOS. There was a brief discussion followed by asking each commissioner to review and comment before the next meeting. (see attached memorandums).

### **Director's Report – Tom Moulton**

Tom Moulton, Pima County Economic Development, Director, passed out a summary of house bill regarding an extension and changes to the Film Incentive program of the state of Arizona (see attached). Tom informed the commissioners of the content of the bill and briefed the commission on the employment and economic impact of the film industry is to Arizona and Pima County. He requested that this item be added to the agenda and discussed at the next SBC meeting and to evaluate if the SBC would like to further be involved in this economic growth program discussion.

## **SBC Award Trophy**

Jerry Long showed the trophy design and actual product by the JTED design folks and asked for approval from the board. A motion was approved and the trophy with a change in the name of the organization to Micro-business Advance Center will be awarded at the April 13 Board of Supervisor meeting. The Chairman and Jerry will work on introductory language for the award presentation, which will be given to the MAC Director. The Chairman asked all the Commissioners to attend the ceremony which will be held, pending clarification from the Chairman, at 9A.M. on April 13.

## **TREO and SBC**

The Chairman asked for discussion on continuing a dialogue with TREO on supporting small business. The chairman mentioned he met recently with TREO's CEO, Joe Snell along with Ray Carroll. Following this discussion with Mr. Snell it became clearer that the two missions of the organizations did not match. It was decided by the commissioners to not directly engage TREO for direct assistance at this time. Primary rationale included that TREO's mission does not address specific small business concerns. However it was decided that the SBC ask TREO to continue the Business Hotline and improve its performance through a live person answering the phone and being up to date on what the other services are available to all businesses seeking information. It was further decided that the commission be aware of the Ideal Funding Conference which may provide direct assistance to start up enterprises.

## **Spring Retreat**

In order to scope strategies for next fiscal year a small business retreat was discussed. The commissions decided to hold an expanded meeting as part of the May meeting to brainstorm and develop next years scope of work.

## **Other Commissioners Reports**

Ken Goodman spoke on the JTED meeting which discussed funding levels since the state is trying to balance its budget. One noted point was a presentation at his meeting on the National Skills Commission. Ken notes there was no representation from Pima County on this commission and has asked JTED to develop a sub-committee in order to give feedback to the National commission on what needs Pima County has in regards to program development of skills training needs of Pima County.

Meeting adjourned at 4:46pm

Attachments:

House Bill re: Film Incentive Program

Pima County Procurement Director Memo to Mr. Huckelberry