

Pima County Small Business Commission  
Thursday, April 21, 2022  
Video Conference / Telephonic Meeting

**MINUTES OF MEETING**

**Commission Members Present**

Gabrielle David  
Carlos Ruiz, Chair  
Kent Blumenthal  
Shelby Collier  
Janay Arena, Vice Chair  
Ken Goodman  
Josh Jacobsen  
Raul Aguirre

**Commission Members Absent**

Moniqua Lane Jeffrey Wood

**Pima County Staff Present**

Patrick Cavanaugh, Economic Development  
Johanna Encinas, Economic Development  
Kelle Maslyn, Economic Development

**Guests in attendance**

Kim Challender, District 1  
Beth Borozan, District 4

1. Call to Order

The meeting began at 3:05pm.

2. Roll Call

Roll call was conducted by Johanna Encinas to start the meeting. Commission quorum was confirmed.

3. Chair's Report (Ruiz)

- a. Review of Small Business Commission videoconference meeting protocols
- b. Review April 21, 2022 SBC meeting agenda

Chair Ruiz provided an overview of the meeting protocols and procedures and an agenda overview.

4. Call to the Public (Ruiz)

No response from the public.

5. Approval of Meeting Minutes (Ruiz) (Discussion/Action)

- a. March 17, 2022

Motion: Commissioner Blumenthal moved, seconded by Commissioner Jacobsen, to approve the March 17, 2022 meeting minutes. Approved 8-0

6. Coordinator's Report and Updates (Coordinator Patrick Cavanaugh)

a. Status of PCSBC in-person meetings (standing agenda item)

Mr. Cavanaugh informed the Commission this standing agenda item would be discussed later in the meeting as part of agenda item 8-b.

b. COVID 19 Update

Mr. Cavanaugh informed the Commission this standing item was added by error and the update has been discontinued.

c. Pima County's economic recovery during the pandemic

Mr. Cavanaugh gave a brief overview of the metropolitan statistical area, its job growth and economic recovery for the past year. He also informed the commission of job percentages gains and losses. He informed the Commission he would provide the material to the entire Commission by email.

d. Questions from the Commission (Discussion)

Commissioner Jacobsen asked Mr. Cavanaugh if he could provide the workforce participation rate.

Mr. Cavanaugh did not have the answer immediately available but advised the Commission he would provide the information to the entire Commission via email.

7. Unfinished Business

a. Date of presentation of 2021 & 2020 Small Business Awards at Pima County Board of Supervisors Meeting (Ruiz) (Discussion/Direction)

Mr. Cavanaugh informed the Commission the Board of Supervisors would prefer no presentations through May 2022 due to budget hearings.

Chair Ruiz then suggested choosing the first meeting available June 7, 2022. The Commission agreed.

b. Small Business Commission input into Pima County Economic Strategic Plan (Ruiz) (Discussion/Direction)

Mr. Cavanaugh informed the Commission the Economic Development Office was hiring a consultant to handle the formal sessions and the Commission will be asked to participate. He then provided a series of possible small business assistance and policy strategies for the Commission to consider before its next meeting.

8. New Business (Discussion/Action)

- A. Board vacancies and absences
  - 1) Review the Bylaws Section 6, 7 and 8 (*Supporting materials: "Small Business Commission Bylaws 2021"*)

Chair Ruiz gave an overview of the Bylaws in regards to two Commissioners who have been absent for more than four meetings and stated the item was open for discussion.

Motion: Commissioner Blumenthal moved, seconded by Commissioner Goodman, to declare two positions on the commission vacant and advise their appropriate district supervisors.

- B. Results of Poll on In-Person, Virtual or Hybrid/Alternating meetings

- 1) Determination on future meeting structure/venue

Mr. Cavanaugh advised the poll resulted in a virtual three-way tie. The Commission then discussed the various merits and drawbacks of each option.

Motion: Commissioner Blumenthal moved, seconded by Commissioner Collier, to proceed with alternating meetings virtual or in-person. Approved 7-1. Vice-Chair Arenas opposed.

- C. Letter of Support for ISDA expansion in Ajo, AZ (*Supporting materials: "PCSBC support letter Ajo Small Business ISDA 04/21/22"*)

Commissioner David gave an overview of the program including; providing services on many levels from job training, computer stations with internet, helping renovate facilities and generally supporting businesses.

Discussion commenced by Commissioner Blumenthal who informed the Commission he had been to Ajo and completely supported this program. He also asked Commissioner David to advise the Commission what kind of support she was asking for in the letter. Also, as an advisory body to the Board of Supervisors, he asked if this letter should be addressed to the Board of Supervisors asking them for support to address Congressman Grijalva on this matter or can this go directly from the Small Business Commission to Congressman Grijalva. Mr. Cavanaugh the letter would go to the SBA and Rep. Grijalva's office from the Commission.

Motion: Commissioner David moved, seconded by Commissioner Blumenthal to discuss and approve to send letter of support by the Small Business Commission 8-0.

Commissioner David advised the Commission this letter of support was due the following business day and this was financial support from a grant. Mr. Cavanaugh stated he would amend the Chair's letter based on the Commission input.

## 9. Commissioner Updates

Commissioner Goodman gave an update on JTED and detailed the State legislative effort that would lead to Associates Degrees for JTED participants and which will place individuals in higher paying jobs.

10. Agenda items for next SBC meeting: Thursday, May 19, 2022 @ 3pm, MST

a. Potential guest(s):

Chair Ruiz informed the commission Supervisor Steve Christy would attend in person for the next Small Business Commission meeting.

11. Adjournment

Motion: Commissioner Blumenthal moved, seconded by Commissioner Goodman to adjourn the meeting. Motion passed 8-0 and the meeting adjourned at 4:14pm.