

RACIAL EQUITY ACTION PLAN

7. BOARDS AND COMMISSIONS

DEPARTMENT GOAL

Office of Small Business Mission Statement

To equitably support, preserve and protect small businesses in San Francisco. We provide high quality direct services and programs, drive practical policy solutions, and serve as a champion for San Francisco’s diverse small business community.

Our Work

The Office of Small Business and Small Business Commission are committed to supporting the growth and prosperity of all small businesses, especially those owned by historically marginalized communities, to foster an inclusive and thriving San Francisco.

Our work involves:

- Business Assistance: We help existing and aspiring small business owners and entrepreneurs grow and thrive in San Francisco through specialized case management services.
- Programs: We protect small businesses by offering accessible educational resources and we preserve small businesses through the Legacy Business Program.
- Policy and Legislation: We promote practical policy and legislative solutions to mitigate challenges and ensure the economic health for all San Francisco small businesses.
- Stakeholder Engagement: We serve as the ‘door to City Hall’ for small businesses by working with a wide range of stakeholders to ensure that small businesses are heard and well supported, especially those from historically marginalized communities.
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About Office of Small Business

Directed by the Small Business Commission, the Office of Small Business (OSB) functions as the City's central point of information and referral for entrepreneurs and small businesses located in the City and County of San Francisco. The Small Business Commission and the Office of Small Business were established through voter mandate. San Francisco voters overwhelmingly passed both Proposition D in November 2003 and Proposition I in 2007. Proposition D created a Chartered Small Business Commission (SBC) to oversee the Office of Small Business (OSB) and defined the functions and duties of the Office of Small Business. Proposition I required the Office of Small Business to operate a Small Business Assistance Center (SBAC) to focus on the needs of San Francisco businesses with fewer than 100 employees.

[See Chapter 2A Executive Branch, Article XVI of the Municipal Code of the City of San Francisco](#)

Action Items: Policy Boards and Commissions Timeline

- **January - December 2021:** By-laws amended, adoption of the for Board and Commission review

7.1. Ensure a diverse and equitable board and commission members that match the community being served.

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.1. Review and revise by-laws to include inclusive language and align with the department’s RE Action Plan.	Staff and City Attorney time to revise bi-laws Commissioner’s input and vote	By-laws successfully amended	Introduce in January 2021 through February - May 2021, aim to complete within FY20-21	Staff review and revise bi-laws first in consultation with SBC Special Committee, City Attorney review, Full Commission review and feedback, and vote.	<i>Begin Work February 2021</i>	SBC Special Committee and staff.

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.2. Collect current board and/or commission demographic data and include in the department annual report.	Staff Time	Annually collect board/commission demographic data and compare to industry Include data in annual report Use data to guide recruitment efforts	Yearly - beginning January 2021 Updated every fiscal year	Develop survey/tool for data collection, distribute survey, compile and report results in annual report and report to Mayor/Commission Director Research self-reporting strategies and rules around reporting this data (always have an option not to disclose, need approved categories for race/ethnicity, confidentiality requirements, etc.) Create process into onboarding package – consider ways to formalize and document at the outset	<i>Begin Work February 2021</i>	Staff

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.3. <i>Have board/commission adopt a resolution around racial equity.</i>	<i>Staff time</i>	<i>Resolution adopted.</i>	<i>6 – 12 months</i>	<i>This action item was added to the template in mid-December after items had been passed through review with policy bodies and commissions.</i>	<i>Begin Work February 2021</i>	<i>SBC Special Committee and staff.</i>
ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.4. <i>Racial equity-related items are regularly agendized.</i>	<i>Staff time</i>	<i>Racial equity item on agenda.</i>	<i>6 – 12 months</i>	<i>This action item was added to the template in mid-December after items had been passed through review with policy bodies and commissions.</i>	<i>Begin Work February 2021</i>	<i>SBC Special Committee and staff.</i>
ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.5. <i>Expand ability for board/commission members to hear from diverse voices from a place of influence.</i>	<i>Staff time</i>	<i>Community voice on agenda.</i>	<i>6 – 12 months</i>	<i>This action item was added to the template in mid-December after items had been passed through review with policy bodies and commissions.</i>	<i>Begin Work February 2021</i>	<i>SBC Special Committee and staff.</i>

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.6. <i>Pass a resolution on a Ramaytush Ohlone Land Acknowledgement.¹</i>	<i>Staff time</i>	<i>Ramaytush Ohlone Land Acknowledgement adopted.</i>	<i>6 – 12 months</i>	<i>This action item was added to the template in mid-December after items had been passed through review with policy bodies and commissions.</i>	<i>Begin Work February 2021</i>	<i>SBC Special Committee and staff.</i>
ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.7. <i>Incorporate Proposition C 2020 passage which removes the requirement of U.S. citizenship and voter registration for individuals to serve on city boards, commissions, and advisory bodies.</i>	<i>Staff time</i>	<i>Policies incorporated. Policies communicated to board and commission members and prospective appointees.</i>	<i>6 – 12 months</i>	<i>This action item was added to the template in mid-December after items had been passed through review with policy bodies and commissions.</i>	<i>Begin Work February 2021</i>	<i>SBC Special Committee and staff.</i>
ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.8. Reserve board and/or commission seats or create an advisory board with a zero or lesser give/get amount as a means to diversify participation.	Staff time to report 7.1.2	# of diverse board/commission members		The SBC cannot reserve seats as it does not appoint Commissioners. The Mayor and Board of Supervisors can use the annual reporting identified in 7.1.2 to achieve this goal.	N/A	Mayor and Board of Supervisors

¹ <https://americanindianculturaldistrict.org/ramaytush-land-acknowledgement>; Board of Supervisors Motion: M20-196

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.9. Adopt ORE racial equity assessment tools to inform decision-making of Boards and Commissions.	<i>SBC Special Committee and Staff time</i>	Modify and implement tool to use to evaluation legislation and policy matter # of policies passed with RE lens Budget equity completed	6 – 12 months	SBC adopt the Special Committees Racial equity tools to evaluate Legislation and Policy matter. SBC adopt a FY 21-22 budget that insures the department is able to retain and/or increase its business services for equity small business	<i>Begin Work February 2021</i>	SBC Special Committee and staff Director

7.2. Safeguard members so they naturally feel welcomed and valued, not tokenized.

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.2.1. Determine a regular and standardized protocol for accommodation requests, centering people with disabilities, working people, parents, etc. e.g. ASL interpretation, video conferencing, food during meetings, translations, etc.	Staff Time	Increased participation in SBC meetings. Increased feedback to legislation and policy matters	Ongoing	Develop protocol and processes, share with City Attorney and SBC for feedback, finalize protocols Research city resources available for Commissioner who need accommodations	Ongoing	SBC Special Committee and staff.

Last Updated
01/17/2021

affecting small
business

Consider integrating virtual access to
meetings post-COVID

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.2.2. Commit to ongoing racial equity training being mindful of ongoing and current issues.	Staff and Commissioner time, funds?	1 completed training per year. Additional training cannot be done without additional budget increases, or provided for by the Office of Racial Equity	Ongoing	DHR and ORE provides training courses/resources for Commissioners/Board Members In addition to the Implicit Bias training (already required by City), possible training at annual retreat or separate training day specifically around Racial Equity	Begin February 2021	Staff and SBC Special Committee
ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.2.3. Develop a mentorship program between newer and more experienced board/commission members.	Staff and Commission time	Develop on-boarding documents with an equity focus. Develop a mentorship program and/or advisory group to ensure inclusion of equity small business owners voice on implications of legislation and policy matters.	Ongoing	Work with Commissioner Special Committee to develop materials Work with Commissioner Special Committee to develop mentorship program and advisory group.	Begin February 2021	SBC Special Committee

7.3. [Additional Department-Specific Goal]

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.3.1. [A description of the action to reach the goal goes here.]						