

Office of Small Business / Small Business Commission  
Racial Equity Action Plan

**Action Items: Policy Boards and Commissions Timeline**

January 2021- December 2022

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

Actions	Status	Resources	Indicators	Timeline	Implementation	Lead	Notes
7.1.1. Review and revise by-laws / Rules of Order to include inclusive language and align with the department's RE Action Plan.	<i>In progress</i>	Staff and City Attorney time to revise bi-laws Commissioner input and vote	By-laws successfully amended	March 2021 to December 2022.	Staff review and revise bi-laws first in consultation with SBC Special Committee, City Attorney review, Full Commission review and feedback, and vote.	RE Special Committee and staff.	Amendment 1: The Ramaytush Ohlone statement is read after Roll Call.  2021.11.18: Edits made to Rules of Order for the inclusion of the reading of the Ramaytush Ohlone Land Acknowledgement at each meeting convened by the SBC.
7.1.2. Collect current board and/or commission demographic data and include in the department annual report.	<i>Ongoing</i>  <i>Once the data is collected for 2021 this item will be marked Ongoing, as this is an ongoing duty.</i>	Staff Time	Annually collect board/commission demographic data and compare to industry  Include data in annual report  Use data to inform the Mayor and Board of Supervisors appointments.	Yearly beginning Dec. 2021	Q4 2021 – Racial Equity Special Committee approved demographic survey tool on 11/19/2021. It will be added to the onboarding packet. Survey results collected 12.9.2021	Staff	2021.11.18: Committee adopted the initial data to collect. 2021.12.9: Demographic survey administered - 5/7 responses.
7.1.3. Have board/commission adopt a resolution around racial equity.	<i>Completed: 1/10/2022</i>	Staff time	Resolution is adopted by Full Commission.	October 2021 - April 2022.	RESC identifies what is to be addressed in the resolution. Staff draft resolution, the RESC adopt draft to send over to the full SBC adopt.	SBC Special Committee and staff.	
7.1.4. Racial equity-related items are regularly agendized.	<i>Ongoing</i>	Staff time	# of policy, issues, presentations related to racial equity are heard, review and/or implemented. SBC is revising this indicator such that all policy items reviewed are analyzed through a racial equity lens.	Ongoing	RESC recommends policy, issues, presentations related to racial equity to be heard at the Committee and or full SBC meeting. Racial equity evaluation questions are applied to all policies coming to SBC.	RE Special Committee	
7.1.5. Expand ability for board/commission members to hear from diverse voices from a place of influence.	<i>Ongoing</i>	Staff time	Community voice on agenda.  SBC has developed a diverse group of stakeholders that will be outreached to for policies and issues being considered by the	Ongoing	SBC adopted on (date) a set of (#) questions under which all policy items and issues are reviewed, ensuring that all matters discussed by the SBC are analyzed through a racial equity lens. Updates on policy matters will be shared with diverse stakeholder groups for input.	RE Special Committee	

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7.1.6. Pass a resolution on a Ramaytush Ohlone Land Acknowledgement.	<b>Completed:</b> <i>April 21, 2021</i>		Resolution is adopted.		<a href="#">Resolution adopted by full SBC on April 26, 2021. (RE Special Committee adopted the resolution on April 21, 2021)</a>		
7.1.7. 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.	<b>Completed</b> <i>April 15, 2021</i>	Staff time	Greater racial and gender equity in the SBC.		<a href="#">Charter, Article IV, SEC. 4.101. BOARDS AND COMMISSIONS – COMPOSITION</a> April 15, 2021: San Francisco Charter Sec. 4.134 stipulates the makeup of the Small Business Commission. This section makes no reference to U.S. citizenship, voter registration, or demographic requirements of the individuals or seats that make up the Small Business Commission. There are no ballot amendments to the Article IV, Section 4.134 required.	Staff	
7.1.8. Adopt ORE racial equity assessment tools to inform decision-making of Boards and Commissions.	<b>Completed</b> <i>2/14/2022</i>	RE Special Committee and Staff time	Modify and implement tool to use to evaluation legislation and policy matter  Budget reflects equity needs	Complete by December 2022	SBC adopt the Special Committees Racial equity tools to evaluate Legislation and Policy matters.  SBC adopt a FY 22-23 budget that insures the department is able to retain and/or increase its business services for equity small business	SBC Special Committee and staff.  SBC/ Director	Committee identified evaluation questions to incorporate into policy analysis.

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

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.	<b>In progress</b> Complete Protocols and Procedures by December 2021. Including any potential budgetary needs	Staff Time	Increased participation in SBC meetings.  Increased feedback to legislation and policy matters affecting small business	Ongoing	Develop protocol and processes, share with City Attorney and SBC for feedback, finalize protocols  Research city resources available for Commissioner who need accommodations,  Consider integrating virtual access to meetings post-COVID, revise website to enhance accessibility	Staff	
7.2.2. Commit to ongoing racial equity training being mindful of ongoing and current issues.	<b>Ongoing</b>	Staff /Commissioner time and funding	Completed the CCSF required Implicit Bias training in 2020.  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), consider possible training at annual retreat or separate training day specifically around Racial Equity	Staff and RE Special Committee	OEWD requested an additional \$5000 for the FY 21-22 budget for SBC, Film Commission and WISF Board. Request not approved.  <i>The Committee recommends that training needs get identified at the next SBC retreat.</i>

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7.2.3. Develop a mentorship program between newer and more experienced board/commission members.	Not Started	Staff and Commission time	Commissioner on-boarding documents communicate the SBC commitment to Racial Equity  A mentorship program and/or advisory group is established to ensure inclusion of the voice of equity small business Commissioners is reflected in the SBC's final motions for legislation and policy matters.	Ongoing	Work with Commissioner Special Committee to develop materials  Work with Commission Special Committee to develop mentorship program and advisory group.	RE Special Committee with Staff	

**7.3. [Additional Department-Specific Goal]**

Last Updated: February 16 2022