



COUNTY OF LOS ANGELES SMALL BUSINESS COMMISSION

Board of Supervisors

Hilda L. Solis
Holly J. Mitchell
Lindsey P. Horvath
Janice Hahn
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"To Enrich Lives Through Effective and Caring Service"

Commissioners

Committee Chair

Angela Gibson-Shaw
Second District

Vice Chair

Vartan
Djihanian
Fifth District

Sarah R. Harris
Second District

Deane Leavenworth
Fifth District

EXECUTIVE COMMITTEE MEETING NOTICE AND AGENDA

Friday, June 27, 2025

10:15 a.m. – 11:15 a.m.

**510 S Vermont Avenue
11th Floor
Room VCHQ 11F25
Los Angeles, CA 90022**

[SBC Executive Committee Meeting Link](#)

Meeting Number/Access Code: 525 123 998#

Password: 5wEGBL

Join by Phone: 1-323-776-6996, 525123998#

1. Call to Order
2. Roll Call and Confirmation of Quorum
3. Public Comment
4. Approval of Executive Committee Meeting Minutes for:
 - November 8, 2024 (**Action Item**)
5. Small Business Commission Engagement Survey (**Discussion/Action Item**)
 - Marissa Lao, Commission Liaison, will present the survey results. Chair Gibson-Shaw will then lead the discussion on the next steps for engaging commission members to encourage their participation. The results will subsequently be presented at the July 9th Commission meeting.
6. Small Business Commission Bylaws (**Discussion/Action Item**)
 - Marissa Lao, Commission Liaison, will provide SBC Bylaws guidelines on creating an ad-hoc subcommittees. Chair Gibson-Shaw will then lead the discussion on designating a chairperson and four members for the ad-hoc subcommittee, as well as the proposed duration of its service.
7. First Advisory Memo (**Discussion/Action Item**)
 - Chair Gibson-Shaw will lead a discussion to determine whether one or both Advisory Memos should be presented at the October 8th full commission meeting. The Chair will also initiate a conversation on the content of the memos.

8. Economic Development and Outreach and Procurement and Reciprocity Committee Updates
9. Future Agenda Items
10. Adjournment

NEXT COMMITTEE MEETING: **Wednesday, August 20, 2025**

10:15 a.m. – 11:15 a.m.

NEXT COMMISSION MEETING: **Wednesday, July 9, 2025**

10:00 a.m. – 11:45 a.m.

Location and Format To Be Determined.

LOBBYIST REGISTRATION

Any person who seeks support or endorsement from the Commission on any official action may be subject to the provisions of Los Angeles County Code, Chapter 2.160 relating to lobbyists. Violation of the lobbyist ordinance may result in a fine and other penalty. For further information, call (213) 974-1093.

ACCOMMODATIONS

Accommodations, American Sign Language (ASL) interpreters, or assisted listening devices are available with at least three business days' notice before the meeting date. Agendas in Braille and/or alternate formats are available upon request. Please telephone (213) 974-1431 (voice) or (213) 974-1707 (TDD), from 8:00 a.m. - 5:00 p.m., Monday through Friday.

Para Información en español, por favor comuníquese a la oficina de Servicios de Comisión al numero (213) 974-1431 entre 8:00 a.m. Y 5:00 p.m. lunes a viernes.

SUPPORTING DOCUMENTATION

Supporting documentation can be obtained at the Department of Workforce Development, Aging and Community Services, Office of Small Business, 510 S. Vermont Avenue, Los Angeles, CA 90020, during normal business hours: Monday – Friday, 8:00 A.M. – 4:30 P.M.