

# Veterans Services Division

Date: September 17, 2014		Time: 1:00 pm to 4:00 pm	Meeting Location: Executive Dining Room, DGS
Type of meeting			
Attendees	<p><b>Participants</b> Advocates - 36 Advocates on Teleconference - 11</p> <p><b>Attendees</b> California Department of General Services (DGS) Angel Carrera, Chief, Certification and Outreach, Procurement Division Tanya Little, Manager, Business Development Danetta Jackson, Manager, Outreach and Communications, Procurement Division Brittney Heth-Tran, Reports Coordinator</p>		
<b>Topics Covered In Meeting</b>			
<p><u>Initial Briefing</u> DGS purchased a new microphone system that insures individuals on the teleconference can hear all of the participants. Michael Aguilio explained how the system worked. He also explained how the individuals on the teleconference could send comments to the teleconference and that they could now call in if they wanted.</p> <p><u>Welcome</u> Robert Beamer opened the meeting and asked everyone to introduce him or herself. The computer specialist read the list of individuals online to the workshop participants.</p>			
<p><u>Mentor Program</u> Dale Clack, CSUS, substituted for Maureen Moss to present an update on the Mentor program. Dale covered what it means to be a mentor. A mentor is a supplemental resource as needed for new advocates. By using the SB/DVBE Advocates Checklist, the mentor will discover areas of training for the new advocate. Mentors will use reference materials to include department desk manual, department policy and procedures, Advocates Toolkit and DGS/Cal Vet website. The mentor encourages Advocates to: 1) Share program information, 2) Develop working relationships, and 3) Obtain required participation goals. There are currently 12 mentors working with advocates.</p>			
<p><u>Angel Carrera, Chief, Certification and Outreach, Procurement Division</u> The numbers are in for the 2013-2014 Annual Statewide Consolidated Report. DGS evaluated the top fifteen agencies and determined what SB/DVBE goals were not met. DGS and CalVet will conduct training assistance visits with agencies that did not meet the goals. The meeting included the agency advocate. The California State University, Sacramento will submit their draft of a SB/DVBE research project next week. The research paper's completion date is the end of October. The report will cover:</p> <ul style="list-style-type: none"> <li>• The demographics of companies that are eligible to become SB/DVBE's</li> <li>• The business background and the capabilities of the eligible companies</li> <li>• The added cost of doing business with SB/DVBE's</li> <li>• The factors that will make successful state contractors and vendors</li> <li>• The internal and external factors that impact SB/DVBE's</li> <li>• The geographical areas that require additional outreach</li> </ul> <p>Next, Mr. Carrera introduced the new Governor's appointed Business Development Manager, Tanya Little.</p>			
<p><u>Tanya Little, Business Development Manager, DGS</u> Ms. Little first explained what a "Business Development Manager's role is in the SB/DVBE program. The manager researches state agency needs and develops the businesses to meet them. In the case of California, DGS research reveals that the state is in need of building contractors and non-IT goods, and services for the SB/DVBE program. Her office will identify companies that do not have SB/DVBE certification to increase the SB/DVBE pool. Ms. Little will start her program by meeting with the Contract and Procurement Officers of the largest agencies. The agency's advocates will attend. Ms. Little also discussed ways she could support advocates when fielding questions from businesses seeking to market their goods and services. In Ms. Little's efforts to do so, she requested advocates bring the specific webpage address to the page where their department advertises its goods &amp; service needs. She also requested including the webpage address for solicitations if advertised on your department's website. If you are unable to attend this meeting, please email this information to tanya.little@dgs.ca.gov. The subject line should read: Webpage Addresses for [Department Name]. Please also include your telephone number should Ms. Little have any questions.</p>			
<p><u>Brittney Heth Tran, Reports Coordinator, DGS</u> <u>Department &amp; Prime Contractor Reporting Requirements Effective July 1, 2014</u> DGS, Procurement Division, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) utilizes two forms and reporting procedures to document statewide compliance with (DVBE) reporting requirements established by Military and Veterans Code Section 999.5(d) [Chapter 595, Statute of 2009]. Upon completion of a contract, the statute mandates awarding departments to require prime contractors to certify that each DVBE subcontractor receive payment for their participation. This statute also mandates awarding departments to maintain these records. As a result, departments will require the Prime Contractor's DVBE Subcontracting Report for contracts issued on and after July 1, 2014. The first report is due on November 1, 2015, and thereafter, annually on November 1st. The SB/DVBE Advocates requested information on the legal repercussions of a non-submittal from the prime contractor. Ms. Heth-Tran did note that the MVC 999.5 required the agency to hold 10% of the final payment. Dale Clack of CSUS stated that without the report, this could be a disputed invoice. The Prompt Payment Act allows agencies to withhold payments on disputed invoices. Mr. Carrera stated that DGS Procurement Division would provide further guidance.</p>			

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## Steering Committee Updates

Robert Beamer stated the two objectives for the Steering Committee in FY 2014/2015:

- Double the number of Advocate Mentors from 9 to 18
- Conduct an Advocate Boot Camp by May 2015

The SB/DVBE Workshop talked about the challenges of meeting the first goal. The current mentors will train all of mentees to a level where they can become a mentor. In addition, the Steering Committee will continue to discuss mentorship with seasoned SB/DVBE Advocates.

At the last Steering Committee meeting, Robert Beamer and Michael Aguilio agreed to meet with Joseph Watkins of the California Procurement and Contracting Academy (CAL-PCA) to discuss their involvement in the Advocates Boot Camp.

## Upcoming SB/DVBE Events

September 25 - Sacramento Metro Chamber SB Expo, McClellan

October 1 - CalVet DVBE Veterans Business Forum, West Sacramento

October 25 - Turning Contacts into Contracts, Los Angeles Elite Chapter, Los Angeles

November 13 - San Diego Elite Chapter Networking Event, San Diego

November 13 - Southwestern Business Resource Center 4th Annual Expo, Perris, CA

November 19 - Connecting Points sponsored by the California Public Utilities Commission and the Sacramento Public Agencies Consortium, Sacramento

## Agency Report - Shaironda Morris Department of Rehabilitation

The California Department of Rehabilitation (DOR) works in partnership with consumers and other stakeholders to provide services and advocacy in pursuit of employment, independent living and equality for Californians with disabilities. DOR provides guidance and support to individuals in such a way that individuals with disabilities can be fully integrated and highly productive community members, employees and colleagues. The agency has three goals for all of their clients: 1) Employment: with training and support, an individual with a disability can access new opportunities.

2) Independence: with a dedicated sense of personal commitment, anyone with a disability can attain a level of independence that not only increases his or her self-worth but also minimizes the strain on taxpayer funded financial support. 3) Equality: a disability is not a limitation. All people with disabilities have the right to work, perform, and contribute to society. DOR services include 1) Career assessment and counseling, 2) job search and interview skills, 3) independent living skills, 4) career education and training, and 5) assistive technology. As a result, DOR has a long list of items that routinely purchased by the department. Advocates should visit the DOR website at [www.dor.ca.gov](http://www.dor.ca.gov).

Next Meeting: November 4, 2014, DGS, Auditorium

Discussion	The following topics will be discussed at the next meeting	
Maureen Moss	Mentor Program	
Curt Dickinson	Agency Report CAL FIRE	
Tanya Little	Webpage Addresses	
Date and time:		
Action Items	Person Responsible	Deadline
Advocates will bring the specific webpage address (es) to the page(s) where their department advertises its goods & service needs	All	November 4, 2014