

**SB/DVBE ADVOCATE WORKSHOP**  
**Meeting Minutes**  
**July 6, 2016**

**I. Call to order**

Michael Aguilio called to order the regular meeting of the SB/DVBE Advocate Workshop at 1:30pm on July 6, 2016 at the Department of General Services.

**II. Attendee Introductions**

The following persons signed in (see attached roster )

**III. Logistics**

Michael Aguilio explained the logistics of the room, including bathroom locations and how to use the microphones. He mentioned there were 33 people online. (See attached list) In an effort to go green, no agendas were printed.

**IV. Agenda**

- a) Roberto Herrera talked about his event on May 27<sup>th</sup> in Irvine, CA. He said 115 people participated in matchmaking sessions. He asked for feedback about matchmaking and what the pros and cons were for Advocates. Lynette Hall and Alice Rodriguez agreed that you can often speak to more people at the table as opposed to the matchmaking sessions. However, many Advocates like Nina Martinez said they enjoyed the matchmaking and found it valuable, since it was more intimate. Lynette H mentioned that matchmaking can be valuable as long as the organizer researches and surveys the participating agencies, in order to identify exactly what their needs are. Someone suggested that buyers and procurement staff be invited to the matchmaking sessions. In was also mentioned that we should have an event which caters to buyers and procurement staff.
- b) Chief Jeff McGuire of DGS introduced himself. He talked about DGS meeting with departments that have not met their participation goals. His findings indicated that many executives do not understand processes as it relates to the SB/DVBE Program. He suggested Advocates training their agency staff internally. Many of the agency executives were under the assumption that doing business with SB and DVBEs was more difficult. Many had no knowledge of the SB/DVBE Bid Option. He strongly suggested that Advocates sell the benefits of the program to executives and Top-Down management.

- c) Tanya Little- Business Development Update- She discussed the benefits of the department and agency meetings. She also introduced Alon who is her new staff member and research program analyst and what his roles and focus will be. He will be tasked with discovering additional business opportunities for small businesses that may have been overlooked. Tanya mentioned the event on July 12, 2016 for the DVBE Alliance Expo in San Ramon, CA. Tanya L. thanked Latoya, Damon, Rebecca, Nina, Lori, Shaironda, Dale, Janet, Rich and Jacqueline for provided IT solicitation information and contracts as requested. Tanya L also presented awards to the committee who helped with her first Business Development event. (Janet, Nina, Marie, Courtney, Rich , Roberto, and Jesse Torres. Over 68 professionals participated in the event. Tanya announced the date of the 2<sup>nd</sup> Business Showcase as Feb 22, 2017. She asked that anyone interested to send her an email if you would like to join the team that will coordinate the event. Tanya gave a heads up the 2016 Collaboration and Excellence Award will be opening soon for nomination.
- d) SB/DVBE Report present by Dickson Owino, new staff member and reports coordinator. He discussed the Dash Report and where it is located on the E – Procurement site. He talked about the improvement plans being embedded in the chart. The new Advocate from CalVET, Ivan asked how the Dash Board and improvement plans were being monitored and if there were follow-ups scheduled for those agencies. Currently there is no follow-up. However Gloria Anderson mention that she looks to see if departments just changed the date of a previously submitted Improvement Plan. Dale Clack from Sac State suggested that each agency should have a dedicated Advocate whose duties are limited to Advocate tasks only. Someone asked a question about the DVBE exemption process when a department has met their goal for the previous three consecutive years. Lynette H clarified that agencies may exempt specific solicitations from DVBE requirements if the agency has met or exceeded its DVBE Participation goal. She also clarified that although agencies have discretion to exempt certain solicitations; they still must adhere to the overall DVBE participation goal of three percent for their overall contract dollars. Gloria A. mentioned that if an Agency has met there DVBE Participation for three consecutive years that they do not have to offer the DVBE incentive on their solicitations. Shaironda and Latoya had questions about how to separate State and Federal dollars from reports. Tanya L clarified that contracts funded with State and Federal funds should not be reported. (See Handout)
- e) Commercially Useful Function- Anda Araghici(OSDS). The purpose of CUF is to prevent a pass thru or a company being established artificially in an

attempt to comply with DVBE requirements. SB 1510 (2012) established CUF and modified Government Code 14837(d) (4) (A). CUF evaluation should be conducted on every contract or purchase order awarded to a SB or DVBE or if any SB/DVBE subcontracting will be used on the contract. If an agency identifies that a CUF violation may have occurred they must submit the information to the OSDS with 60 days from the time of compliant. There are penalties and sanction they may be assessed, if complaints are substantiated. Anda suggested everyone should attend CUF training hosted by CAL-PCA. (See PowerPoint)

- f) Mentoring Program was briefly mentioned for the stake of time by Michael A. Advocates were told they could sign- up to be a mentor or mentee and that the mentoring committee would be in touch with them.
- g) GO- Biz Jesse Torres. He discussed the need to policy changes and the need to get more people involved. He mentioned that the CA Competes Tax Credit Application will be open from July 25- Aug 22<sup>nd</sup>. He talked about the various programs available to SBs through the GO-Biz department. Such as the Capital Infusion Program, that provides free business consulting to small businesses at the Small Business Development Center located throughout the State. He also talked about the “new” program CA MADE CA PROUD, which is a State labeling logo for CA based, manufactures. The manufactures must produce 51% or more of their products in CA. He mention several events GoBiz will be hosting. (See PowerPoint)

## **V. New business**

### a) Upcoming Events:

- July 26<sup>th</sup> SB Forum hosted by Assembly member Wood and GO Biz
- July 28<sup>th</sup> Cal Con - Long Beach
- August 25-27 CA Black Chamber of Commerce - Los Angeles
- September 1 Get Connected – SRPAC - Stocton
- Sept. 14 – SB Council Meeting – Long Beach
- September 14 Board of Equalization and GO Biz Red Bluff, CA
- September 16 SB Forum Oakland, CA GO Biz
- Sept. 28 – Customer Forum – West Sacramento
- Jan. 25, 2017 – SARA – Sacramento area
- Feb 22, 2017 Business Showcase DGS (Tanya L)

## **VI. Adjournment**

Michael Aguilio adjourned the meeting at 4:30pm.  
Minutes submitted by: Lynette Hall, Nina Martinez  
Minutes approved by: 30T