

Small Business Advisory Council Meeting

Draft Meeting Minutes

December 16, 2015

Call to order: Chair Jim Butler called the meeting to order at 12:31 p.m.

Attendance: The meeting was attended by the following SBC members: Aubry Stone, Michael Sabellico, Marty Keller, Leonard Ortiz, Frank Montes, Valerie Miles, Sharon Brown, Jules Hirst and Jerry Bircher.

The following SBC members attended via webinar: Cecelia McCloy, Debra Roak, Ken Devore, Don Stoneham, Evelyn Graham, Jerome Toliver, Paul Guerrero, Joel Ayala, and Lee Cunningham.

The following SBC members were absent: Savita Farooqui, Stephen Simpson, Betty Jo Toccoli, Douglas Eldridge, James Brady and Julian Canete

The following DGS representatives were in attendance: Council Chair Jim Butler, Alternate Chair Angel Carrera, Danetta Jackson, Emma Cardenas, Catrina Blair and Tanya Little. The following DGS staff participated by webinar: Tasha Nomura-Stewart, Wayne Gross, Charles Deyoe, Anda Draghici, Charlene Fain-Keslar, and Eric Mandell.

Special guests included: Ken Ashford, of the Metropolitan Water District of Southern California; Jesse Torres, of Governor's Office of Business and Economic Development (GO-Biz); Greg Hunt, of Data Impressions; Roberto Herrera, of CalVet; Peggy Vogt, of Metropolitan Water District; Gilbert Buchanan, of Buchanan & Associates; Rene Cota, of CMG Alliance. The following guests participated by webinar: Courtney Adams, Dale Clack, Lynette Hall, Maria Hernandez, Nina Martinez, Andrea Pina, and Mark Valim.

Welcome and Introductions

Council Chair Jim Butler welcomed everyone to the meeting, which took place in Los Angeles, CA at the Metropolitan Water District of Southern California. Council Co-Chair, Aubry Stone welcomed everyone to the meeting and wished them all Happy Holidays. Council Chair Jim asked everyone to introduce themselves.

Approval of September 2015 Meeting Minutes

Council Chair Jim Butler asked for a motion to approve the September 2, 2015 meeting minutes. Council Co-Chair Stone made the motion. Council member Jerry Bircher second. Motion carried.

New Cal eProcure Portal

Council Chair Jim Butler talked about the new Cal eProcure portal, which launched on December 9, 2015 to replace the BidSync eProcurement system. He explained the Cal eProcure system would help people sell things to the state and stated buyers would not begin posting bids until January 4, 2016. Jim also mentioned the Portal was compatible for tablets and smart phones and businesses would be able to register to do business from anywhere within 3-5 minutes. Secondly, he talked about the certification process, which would take someone about 30 minutes to complete; if a business was already certified prior to December 9, 2015, Jim stated their certification was good through June 2016. Lastly, he spoke about the public procurement information section of the Cal eProcure portal, which was where the State Contracting and Procurement Registration System (SCPRS) information, state contracts, and current bidding opportunities were housed.

Council Co-Chair Aubry Stone asked whether Caltrans was affected by the new portal, to which Council Chair Jim Butler stated all state departments would be using to post their solicitations. Gilbert Buchanan, of Buchanan & Associates, asked if a certification letter was being mailed to businesses; Council Chair Jim stated if a hard copy of the certification application was approved, the Office of Small Business & DVBE Services would mail it. If the application was completed through the online process, then the system would automatically generate the letter.

Council member Jerry Bircher asked if certified firms were already converted into the new system. Council Chair Jim Butler explained certified firms prior to December 9, 2015 were already in the new system and they should have received a letter this week regarding their login credentials and temporary password. Council Chair Jim encouraged everyone to go into the portal before January 4, 2016 to update the UNSPSC codes listed within their profile to receive bid notifications.

Council member Don Stoneham asked about bids posted outside of California. Council Chair Jim Butler explained the portal only applied to state of California bids. Council member Stoneham asked if DGS would investigate broadening the scope of the portal to accept ads by California political subdivisions such as cities, counties, and school districts. Jim agreed to investigate that possibility. Lastly, Jim stated the latest news and events section, which had information related to live webinars about navigating the portal, online certification and information regarding online support.

Update on Marketing Cal-PCA Training

Council member Jerry Bircher provided an update regarding the Ad Hoc Committee meeting, which took place on December 1, 2015. He explained things were moving along and he had met with Council members Marty Keller and Aubry Stone regarding the proposed items they were hoping to implement. A copy of the Ad Hoc meeting's notes could be found at:

<http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/AdHocMeetingNotes120115.pdf>.

An item the Committee was putting together was a video, which was to be presented at the California Small Business Day. Council members Jerry Bircher and Marty Keller were looking for small business and/or Disabled Veteran Business Enterprise owners to come in and answer questions, which would be asked by various SB/DVBE advocates. Council member Bircher stated several advocates and buyers have already provided feedback and Council member Ken Devore had agreed to spearhead the next meeting. If anyone was interested in participating in the project, then they would need to participate prior to the December 30, 2015 deadline. Council member Bircher also explained that DGS' Cal-PCA group was moving towards more web-based trainings, as opposed to face-to-face workshops. He also explained it was important to get help from the Governor's Office to introduce the importance of this particular process.

Legislative Update

Charles Deyoe, Legislative Analyst for the Department of General Services provided a legislative update, which can be found at: <http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/LegislativeUpdate121615.pdf> He stated it was a light year for SB and DVBE legislation due to the implementation of Cal eProcure.

Council member Marty Keller raised the point about the challenge he has with staff of the appropriation committees, which tend to score any bills that promote small business procurement as too costly. Lori Kammerer, of Small Business California, asked if AB 1347 (Chue) on Prompt Payment was vetoed and what the current status of it was. Mr. Deyoe stated he did not discuss this bill during his update because it had to Public Works but explained he would investigate it further. Council member Marty Keller mentioned to the Council that AB1445, which would increase the SB/DVBE Option, would be reintroduced under a new author. Council member Keller expressed the he would like to collaborate with other members of the Council to work with Appropriation's leadership to get this bill pushed through.

Reciprocity Partners / Cal eProcure Webinars

Wayne Gross, Customer Liason for Communications & Outreach Section at the Department of General Services provided a presentation about the State's Reciprocity Program, which is a partnership between the State of California and local entities who accept the State's Small Business and/or DVBE certifications. A copy of the presentation was posted to: <http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/ReciprocityPresentation121615.pdf>.

Wayne explained the City of Los Angeles and the City of San Jose were in the process of becoming the newest reciprocity partners. He explained Rene Cota and Marty Keller

were instrumental in getting the Metropolitan Water Authority as a reciprocity partner. Council member Don Stoneham asked if the list of partners was available for use. Mr. Butler stated yes and DGS would provide the list to the Council.

Next, Wayne provided a presentation on how to navigate the new Cal eProcure portal and online registration. A copy of the online webinar could be found at:

<http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/CalProcureWebinar121615.pdf>.

Council Chair Jim Butler stated if any business did not receive their letter regarding their new profile credentials by Friday, December 18, 2015, then to please contact him or Danetta Jackson. Additionally, the Fi\$Cal Service Center was available for any registration or other Cal eProcure system inquiries at: (855) 421-6355. Council member Jerry Bircher asked if the registration process was the same as certification; Wayne said no, as his presentation specifically covered registering into the system to get a business's security credentials and to receive bid notifications.

Charter Revisions

Danetta Jackson, manager of the Communication & Outreach Section at the Department of General Services, provided an overview of the revisions made to the Small Business Council's Charter. A copy of the list of revisions were posted online at: <http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/ProposedRevisedCharter.pdf>

A motion to approve the revisions was made by Council member Ken Devore and second by Council member Leonard Ortiz. Motion carried.

Council Chair Jim Butler mentioned the newest Small Business member, Frank Montes, was in attendance and asked to introduce himself to the Council.

Consolidated Annual Report

Alternate Chair Angel Carrera and Chief of the Office of Small Business & DVBE Services, provided status updates regarding the FY 14-15 Consolidated Annual Report. He stated the Council would be notified once it was approved. He also discussed the newly completed Small Business and Disabled Veteran Business Enterprise Participation in State Contracting document, which highlighted which department's met the State's SB and/or DVBE participation goals. A copy of this document could be found at:

<http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/SBDVBEParticipationChart121615.pdf>

Council member Jerry Bircher asked if the document could be changed to reflect "not required to report" as opposed to "did not report". Additionally, Council member Leonard Ortiz recommended a letter of encouragement be sent to the departments who did not meet their goals (listed in red).

Metropolitan Water District – New Innovation and Technology Small Business Program

John Arena, of the Metropolitan Water District of Southern California, provided a presentation on their new Innovation and Technology Small Business Program. A copy of his presentation could be found at:

<http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/MWDPresentation121615.pdf>

Review of Action Items

The following action items would be addressed at the next SBC meeting on March 2, 2016:

- DGS Staff Chuck Deyoe to follow up on AB 1347 to verify whether it had to do with Public Works
- DGS to notify the Council when the FY 14-15 Consolidated Annual Report was approved
- DGS to provide information regarding expanding the advertisement feature in the new Cal eProcure portal to include California political subdivisions
- Council to acquire additional assistance with marketing video

Public Comment

Brian Stiger, Director of Los Angeles County's Department of Consumer and Business Affairs, stated their department met the SB/DVBE goals and was appreciative of the opportunity to participate at the meeting and hoped to one day be part of the Council.

Chair Butler adjourned the meeting at 2:26 p.m.