

Small Business Council - Outreach and Education, Minutes May 23, 2006

**DGS Small Business Council
Outreach Subcommittee
May 23, 2006
11:00 - 1:00
Department of General Services
707 3rd Street, Executive Dining Room
Sacramento, CA**

The Outreach Committee met on May 23, 2006. In attendance were:

- Randall Martinez, Chair
- Elisabeth Brinton, SBC Co-Chair
- Rita Hamilton, SBC Co-Chair
- Stewart Mac Kenzie, CDVA
- Eric Mandell, DGS-PD
- Russ Guarna, DGS-PD
- Judy Heringer, DGS-PD
- Lori Okamoto, DGS-PD
- Jaime Rojas, Small Business Owner
- Paul Pendergast, Small Business Owner
- Archie Garcia, Small Business Owner (by phone)

Welcome by Randall. Correction to agenda was noted, under bullet 3 it should read "decrease" instead of "increase"

Status of improving database tool to find firms - Issue 12

The committee discussed the steps to determine what type of search engine should be used. Questions and/or statements were raised that need additional research and clarification.

- How does the EDD Small Business Portal work with DGS' website?
- The search capability needs to have two distinct paths, one for buyers and one for Primes.? Not certain that was it.
- Assessment of buyers needs to take place to determine what would be optimal for them.
- Are there other departments that are creating portals with search engines that DGS can work with to pull funding together?

Action item: Russ to report back on search engine request.

Status of BIS-2-SOS project - Issue 36

Conversion has been completed and any newly certified firms are automatically placed in SOS. DGS identified a problem with the CSCRs data capability. They are correcting this and have requested the fax server. The ability to notify "fax only" contracts should be completed by end of June.

Action item: Russ to report status at the next SBC meeting.

Responses to questions posed by Randall Martinez to Rita Hamilton on March 15, 2006.
(Rita shared these questions with the full Council on March 22, 2006.)

Questions pertained to 'deliverables or accomplishments of the DGS Small Business Education and Outreach division achieved since August of 2005, upgrades' to the SB/DVBE information systems and collateral materials have been completed during this time period, the apparent downward trend in the number of certified businesses, and questions about the state procurement processes.' These issues and their answers will be addressed as the major focus of the June 28, 2006 Small Business Council meeting

"You're Certified, Now What?" Brochure- Eric gave out final drafts of this brochure to Committee Members.

Action item: Comments due back to Eric by Friday, June 9, 2006