

CalVet DVBE Advisory Council Meeting Minutes

Minutes from the July 16, 2015 Meeting

Date: July 16, 2015

Time: 10:00 a.m. - 3:00 p.m.

Meeting Location:

Medal of Honor Hall CalVet HQ

Attendees

Council Members Attending:

Brian Campbell, Tracey Collins, Coreena Conley, Rene Cota, Leslie Converse, Dave Dickey, Ted Fuentes, Carolyn Hall, Howard Hernandez, Jack Jernigan, Richard Judd, Marty Keller, Levi Kinnard, Dean Lane, Robert Morrow, Kevin O’Connor, Alex Galicia (Alt. for Jim Robinson), Mike Sabellico, Bill Osgood (Alt. for Sandy Schneeberger), William Schroyer, Robert Vermillion, Dave Walker (Alt. for David Scott), Eric Worthen (Alt. for Coreena Conley, attended afternoon session.)

Council Members Absent:

Kelly Moskalik , *Don Gonnevillle and *Bob Mulz
*Notified CalVet of their absence prior to meeting

CalVet:

Keith Boylan, Angela Yamamoto, Roberto Herrera, Robert Beamer and Stewart MacKenzie.

DGS: Angel Carrera, Susan Sudmann and Tanya Little.

Welcome, introductions and approval of April 16, 2015, meeting minutes.

CalVet, Veterans Services Division Operations Chief, Angela Yamamoto opened the meeting and asked newly seated Council member Tracey Collins to lead the Pledge of Allegiance. Ms. Yamamoto then asked Council members, CalVet and DGS staff and guests to introduce themselves. She then asked Council members to review the minutes for the April 16, 2015, meeting and asked for a motion to approve. Rene Cota motioned for approval of the minutes, Ted Fuentes, seconded. The Council approved the April 16, 2015, unanimously.

Business Items

DGS Update – Angel Carrera, Chief, Certification and Outreach Branch

Mr. Carrera presented a chart showing Small Business/DVBE participation in State contracting for all State Agencies that he referred to as a “dashboard.” The chart showed all mandatory agencies that must report their SB/DVBE goal attainment to DGS in their Consolidated Annual Report (CAR). The CAR is due to DGS on August 1, 2015. Mr. Carrera referred to a hyperlink (that he will email to the Council) that shows a graph with each Agencies SB/DVBE participation rate for the last three years. Any Agency that has not met their SB or DVBE goal must provide DGS with an Action Plan for improvement the following year when they submit their CAR. These Action Plans will also be on the website. He said because DGS has the Delegating Authority for each Agency it also has the power to lower that Agencies dollar threshold for delegation, this give DGS some leverage in assuring that participation goals are met. He also said this graph will be updated with the current CAR information sometime in October 2015. At Mr. Carrera’s request Councilmember Marty Keller explained that this was a project that the DGS Small Business Council has worked on for three years. Mr. Keller said this information was always available in the CAR, but is now

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much more readily accessible and with this information DVBE organizations can approach an underperforming agency and offer to help them find DVBE's for their procurement needs. Mr. Keller went on to say that the DGS Small Business Council and the CalVet DVBE Advisory should have a joint meeting once a year because both groups share the same goals. Mr. Keller said that DGS Deputy Director Jim Butler and CalVet Deputy Secretary Keith Boylan are in discussion to coordinate this joint meeting. Councilmember Sabellico suggested the DVBE Council's Procurement Committee make working with the DGS Small Business Council and Objective item for its Strategic Action Plan.

CalVet Overview – Keith Boylan, Deputy Secretary, Veteran Services Division (VSD)

- Deputy Secretary Boylan commented that the Council is one part of the bigger picture. It is very specific to DVBEs and small businesses and deals with veterans in some way as they transition back into the community. He said veterans have a lot of other challenges and barriers associated with their service. He likes seeing that the people in the DVBE community are not only doing the DVBE work but are also out there making those connections and providing that continuum of care and that they have the cultural competency to understand the bigger challenges that veterans face.
- The Monterey Cemetery was required by the Federal Government to have an Unexploded Ordnance Officer on site because the cemetery site was "down range" at some point in time. The Cemetery could not afford the \$500,000 cost so the State absorbed it. They had the ground breaking and the area was posted with "Do Not Enter Dangerous Area" signs that everyone ignored and even bent down the warning signs. Last week a 40mm unexploded round was found lying on top of the ground during the clearing of the area and the public is now abiding by the Dangerous Area signs.
- A contract for the fire suppression system at the Northern California Cemetery has been awarded for the chapel.
- The kitchen upgrade at the Los Angeles home is under construction.
- CalVet's DVBE contract participation was over 10% (11.68) for FY 2014-15. The State mandates a 3% DVBE goal and CalVet has set its DVBE goal at 5%.
- He spoke about the VA's Los Angeles Medical Campus Master Plan that is due in October 2015 and encouraged the VA to explore all options before finalizing the plan.
- Mr. Boylan supported Member Sabellico's idea of a 12-18 month consolidated events calendar for all DVBE stakeholders. This would help prevent any duplicate events on the same date as well as enhance overall collaboration.

Advocates Update – Bob Beamer, DVBE Outreach Coordinator, CalVet

From our surveys, State Agency Advocates have told us they want an Advocate certification process. To that End, CalVet and DGS have developed an Advocates Bootcamp. The training will be one full day with the morning session conducted by current State advocates and the afternoon session conducted by CalPCA (Procurement and Contracting Academy) staff. After the one day Bootcamp Advocates will be required to take a few courses by webinar and after successful completion will be awarded their Certified Advocate's certificate.

Tanya Little – Business Development Program Manager, DGS

Ms. Little asked the Council members if they had looked at the link that was provided to the construction survey she sent in April 2015 where she surveyed State departments to ask why they had low numbers of SB and DVBEs in construction projects. 41 people from 30 State department responded to the survey. There has been some conversation about gaps in the number of available DVBEs for some types of construction contracts and she is exploring remedies. The survey respondents said the biggest need for DVBEs was for general engineering contractors and trade groups in electrical, plumbing, concrete, HVAC, mechanical and road work. She said the Construction Summit she held on June 9, 2015, was very productive and is planning a follow-up construction summit in late August 2015.

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DGS FISCAL Update – Susan Sudmann, FISCAL Project Team

Ms. Sudmann updated the Council on the status of the FISCAL rollout. FISCAL is coming to all agencies in a multi-year phase-in for the purpose of: all accounting functions, budgeting projections and proposals, procurement, and cash management. All training related to functionality of the new system will be online. Off-the-shelf software will be implemented in the project and it will be released in waves with each wave adding more functionality. All current DVBE functions will be available in FISCAL and DVBEs will retain their current certification number. Many DVBEs want to know if they are going to be used as a subcontractor on a project, when FISCAL is fully implemented in July 2017, a DVBE identified on an Agency contract will be able to find that information on FISCAL. BidSync functionality is scheduled to go live December 2015. Currently they are working to put a “pretty face” on the PeopleSoft software program they are using. This will make the program much more user friendly and intuitive. Wave 2 of FISCAL is scheduled to “go live” in July 2016. The system will bring much more transparency to the State procurement system as each wave is implemented. She mentioned that all DVBEs will be keeping their current profile information. In the near future all DVBEs will be notified of their existing profile and asked to confirm if their profile information is correct. Angel Carrera commented that because of the FISCAL delay over 700 DVBEs will have their certification extended to 2017. Details about the FISCAL rollout can be found at: fiscal.cmo@ca.gov

Advocates Update – Bob Beamer, DVBE Outreach Coordinator, CalVet

Mr. Beamer mentioned the retirement of some senior advocates and the turn-over of advocates in general. He said the training of advocates needed to be improved. One of the Advocates responsibilities is to train contract managers . One of the avenues of training new advocates is the mentor/mentee program. When the program started CalVet had 19 mentors which has now increased to 21. Currently there are 16 advocates in the mentor/mentee program. We are also working with CalPCA (Procurement and Contracting Academy) staff on an Advocates Certification Program that once approved will start in early 2016. After successful completion the attendee’s will be awarded their Certified Advocate’s certificate.

Bagley-Keene Review – Stewart Mackenzie, DVBE Outreach Coordinator, CalVet

Mr. Mackenzie talked about the Bagley-Keene Public Notice Act requirements and mentioned that if a group is going to take a vote on an agenda item that item must be on the Public Meeting Notice agenda. Some of the topics covered were:

- The Agenda must have the full meeting content included
- Public Meeting Notices must be posted ten calendar days prior to the meeting
- “Serial” meetings are conversations (electronic or verbal) that include more than two members talking about Council/Committee business, this constitutes a meeting, thereby violating the act if appropriate measures are not taken, i.e. public notice, agenda, public comment, etc.
- Materials provided to the members must be available to the public
- A meeting must have a public comments section
- Meeting minutes are required
- ADA access information must be on the Public Meeting Notice

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Operating Guidelines Review – Stewart Mackenzie DVBE Outreach Coordinator, CalVet

Mr. Mackenzie talked about the Operating Guidelines relating to the Committees and the responsibilities of the CalVet Committee Liaison and the Committee Chair. Some of the topics covered were:

- The CalVet Liaison will represent CalVet on individual Council Committees and provide information and assistance to maintain Committee meeting minutes

The Committee Chair shall:

- Prepare the Committee agenda, schedule the meeting date, time and location, and oversee preparation and distribution of the minutes working through the Committee Liaison
- Solicit agenda items from Committee members and submit all agenda items in writing to the CalVet Committee Liaison no later than fifteen (15) calendar days prior to the scheduled Committee meeting
- Present to the full Council a summary of all discussions and recommendations from Committee meetings. A copy of Committee minutes shall be presented to the Council Co-Chair CalVet
- Disseminate action items and minutes through Committee Liaison within ten (10) working days of the meeting

Committee Reports – Committee Chair (unless otherwise noted)

CPUC Committee – Rene Cota

The Committee's new objectives are to have CPUC committee members on the California Utilities Diversity Council (CUDC) and the National Utilities Diversity Council (NUDC). Deputy Secretary Boylan said he wanted help in the process and also spoke to the upcoming meetings with CPUC Commission Sandoval. Bob Beamer responded to the request from the April Council meeting about who in the Legislature the Utilities report their DVBE spending. Mr. Beamer said the CPUC sends a report of all its utilities to the Senate Budget Committee, the Senate Energy & Utilities Committee and the Assemblies Utilities and Commerce Committee. A copy goes to the Governor's Office and an undisclosed number of Legislators.

Action Item: The Committee will develop Goal(s) statement(s) that will align with the newly adopted Council Mission Statement and present them to the Council at the October 29, 2015, meeting.

Action Item: The Committee will request the CPUC send its Small Business/DVBE participation report to all Veteran related Committees in both chambers of the Legislature.

Lunch 11:50– 1:00 p.m.

Roberto Herrera, Special Programs Manager, VSD

Mr. Herrera introduced himself to the Council and talked about his role managing the DVBE Outreach program. He also mentioned he was very aware of the Council Committee's roles and offered to assist committee members if Council Liaisons Bob Beamer or Stewart MacKenzie were unavailable.

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Committee Reports (continued) – Committee Chair (unless otherwise noted)

Legislative Committee – Marty Keller

Mr. Keller talked about AB1218 ([Weber](#)) and asked Members to review it. This bill ~~seeks to~~ answer the criticisms that not enough DVBEs get contracts as a Prime Contractor. The bill includes incentives to DVBEs that have 50% or more veterans as employees. DGS will have latitude to change some of the bills implementation policy if it becomes law. Mr. Keller commented that none of the stakeholders, CalVet, DGS and DVBE Network Organizations had been consulted while the Legislature was drafting the bill. Mr. Keller suggested developing relationships with key members of the Legislature and not with their staff to make a more direct connection to the decision maker. He said AB 865 (Alejo) is on the way to the Appropriations Committee and because it is using grant funds from the Energy Commission it will have to have DVBE participation goals. He also mentioned a Federal Transportation bill that would make it easier for DVBEs to get Disadvantaged Business Enterprise (DBE) status and a second Federal bill that would extend for three years the SDVOSB status of a family of a deceased veteran. Mr. Keller suggested the Council form a Council Insurance Committee saying that Insurance Commissioner Dave Jones, was very friendly toward veterans. After some procedural questions on the formation of a new committee Mr. Boylan approved an Insurance Committee for the Council and appointed Ted Fuentes as its Chair and Howard Hernandez as Co-chair. Members include: Tracy Collins, Alex Galicia, Mike Sabellico, Randy Sinnott, Bill Osgood and Eric Worthen. The Legislative Committee presented its new goal statement to the Council. The Committee's goal is: "To provide California's DVBE community a forum to propose, examine, and recommend legislation impacting the DVBE program."

Action Item: The Committee will review AB 1218 (Weber) and SB159 (Nielsen) once they are out of committee and any other bills the Council deems appropriate and report to the Council at the October meeting.

Action Item: Put the most recent version of bills the Legislative Committee will be talking about in the Council Members folders.

Membership Committee – Dave Dickey

Mr. Dickey said the Committee had not met since the last Council meeting but had been informed of Deputy Secretary Boylan's decision to select Tracey Collins to fill the remaining non-DVBE seat on the Council. Mr. Boylan asked that the Membership Committee report back on how many Council membership terms are currently running and who are in those terms.

Action Item: The Committee will develop Goal(s) statement(s) that will align with the newly adopted Council Mission Statement and present them to the Council at the October 29, 2015, meeting.

Action Item: Work with the Membership Committee to plot the entire Council's term start dates, dates to request a subsequent term and dates their term will expire. Committee liaison will assemble all relevant application documents for the Membership Committee's review.

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Committee Reports – Committee Chair (unless otherwise noted)

Outreach & Education Committee – Jack Jernigan, Committee Chair

Mr. Jernigan reported that CalVet and Charter Media are still exploring options on how to utilize the CalVet database without compromising veteran's privacy and that a "keyword search" based media program is going to be the best solution. Committee Liaison Bob Beamer mentioned that Charter Media will be presenting their CalVet Media Plan promoting myCalVet to VSD Executive Management and Paul Sullivan, CalVet Communications and Public Affairs Deputy Secretary, at a meeting on July 23, 2015. Mr. Jernigan announced he was retiring from the DVBE Advisory Council for health reasons and was turning over his business to Jim Stossel, a DVBE and longtime friend. Mr. Jernigan said he would still be available to the Council for radio and television advertising consultation. VSD Deputy Secretary Keith Boylan thanked him for his service and for connecting CalVet to the Charter Media organization who will be offering a marketing solution to support myCalVet. ~~The Committee is also looking to develop a Business Development Program concept. Part of this concept would be a mobile learning center. The committee will update the Council at the next meeting.~~ Mr. Beamer also mentioned that Outreach & Education Committee member Dean Lane will assume the Committee Chair position with Mr. Jernigan's retirement.

Action Item: The Committee will develop Goal(s) statement(s) that will align with the newly adopted Council Mission Statement and present them to the Council at the October 29, 2015, meeting.

Procurement Committee – Kevin O'Connor, Committee Vice Chair

Mr. O'Connor said he wants to stay ahead of any FI\$CAL developments now that its "go live" date has been pushed back to December 2015. He said the Committee is looking forward to the prime contractor contract listings that will be available in FI\$CAL. He was concerned about the California Multiple Awards Schedule (CMAS). He lamented the fact they require three bids to award a contract, CMAS has no DVBE goal and it costs the awarding Agency 1.2% to exercise. The Committee will add a review of the CMAS program to its Objectives list. Committee Liaison Bob Beamer mentioned the Committee has talked about reciprocity agreements with cities and counties' and wants to put together a "Lessons Learned" toolkit. Deputy Secretary Boylan said he felt the experience was in the room to make access to counties easier. Mr. Boylan said if it was a matter of access to these entities that Council members should come to him directly and as Deputy Secretary he will advocate for them or for any veteran. He said that is part of his role and part of CalVet's role and would have no problem in reaching out to help.

Action Item: The Committee will develop Goal(s) statement(s) that will align with the newly adopted Council Mission Statement and present them to the Council at the October 29, 2015, meeting.

Public Comments

- No public comments.

Closing Remarks & Next Meeting Date – Keith Boylan

- Next Meeting: Thursday, October 29, 2015 – CalVet Headquarters, Sacramento
 - Video Teleconferencing available at: West Los Angeles, Chula Vista and Redding Veterans Homes

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Adjournment

For questions, please contact:

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Next Meeting: October 29, 2015 Medal of Honor Hall CalVet Headquarters