

# Veterans Services Division

Date: January 28, 2015		Time: 1:00 pm to 4:00 pm	Meeting Location: Executive Dining Room, DGS
Type of meeting	Small Business(SB)/Disabled Veteran Business Enterprise (DVBE) Advocates Meeting		
Attendees	<p><u>Participants</u> Advocates - 32 Advocates on Teleconference - 16</p> <p><u>California Department of Veterans Affairs (CalVet)</u> Stewart Mackenzie, Manager Special Programs, Veterans Services Division</p> <p><u>California Department of General Services (DGS)</u> Angel Carrera, Chief, Certification and Outreach, Procurement Division Tanya Little, Manager, Business Development Brittney Heth-Tran, Reports Coordinator, Procurement Division</p>		
<b>Topics Covered In Meeting</b>			
<p><u>Welcome</u> Robert Beamer opened the meeting and asked everyone to introduce him or herself. The computer specialist read the list of advocates online to the workshop participants.</p>			
<p><u>Mentor Program</u> Three new Advocates requested and assigned mentors.</p>			
<p><u>Keith Boylan, Deputy Secretary, CalVet</u> Mr. Boylan was not able attend because of last minutes changes to his schedule. However, he sent information on two areas for the advocates to know.</p> <ul style="list-style-type: none"> <li>• Progress on the SB/DVBE Advocates Boot Camp continues with the first class scheduled for October 2015</li> <li>• CalVet continues to monitor the progress of the Mentor Program. Currently, the program is on track to meet its FY 2014/2015 goal.</li> </ul>			
<p><u>Angel Carrera, Chief, Outreach and Communications, DGS</u> Mr. Carrera congratulated the State Agency Recognition Award winners and had those present be recognized.</p> <p>DGS and CalVet strongly believe in "Top Down" assistance to the SB/DVBE program. General program and technical assistance is available at all time. If your agency is unable to allow you to attend meetings or travel, DGS will develop a training assistance program for your program. In addition, there is an attached travel justification to send to your management team.</p> <p>The Annual Statewide Consolidated Report for FY 2013/2014 has been published. Additional information will be published on DGS' training plans for underperforming agencies.</p>			
<p><u>Jason Kenney, Staff Manager II, California State Hospitals</u></p> <p>In 2012, the California Department of Mental Health became the California Department of State Hospitals. California's state mental hospitals care for the most seriously mentally ill patients who, increasingly, have committed serious crimes and acts of violence. Meeting the needs of these very ill and often dangerous patients, while protecting hospital staff, poses complex and challenging questions involving treatment, medication and patient rights. Annually, the Department of State Hospitals serves more than 12,000 patients - more than any other state - in five state hospitals and three psychiatric facilities. The eight locations bounded by geography, such as Coalinga and Atascadero, are not close to urban areas and contain few DVBEs. Staffing for Psychiatric Workers, medical consulting specialties, acute care, and skilled nursing in these remote areas is difficult.</p> <p>Six of the eight facilities are over 50 years old and building maintenance and infrastructure are pressing needs. Security, lighting, fencing and low voltage applications require upgrading on a regular basis. In addition, specialized medical equipment suppliers needed. SB/DVBEs should regularly check on the California State Contact Register for opportunities.</p> <p>The hospitals procure and contact for goods and services that any large hospital requires such as: linen, sheets, janitorial supplies, office supplies and safety equipment.</p> <p>State Hospitals are currently in the process of updating the website to register vendors and add a list of contacts at each facility.</p>			
<p><u>Tanya Little, Business Development Manager DGS</u> Vendor Issues and Training In past meetings, Tanya Little, Business Development Manager, DGS asked the SB/DVBE Advocates what they want Vendors to know about their agencies. As a training exercise, Tanya Little developed a needs assessment questionnaire for a vendor and had the vendor present their qualifications to the Advocates. The vendor was delighted with the opportunity to present their capabilities. The Advocates recommended a future workshop dedicated to multiple vendor presentations and the SB/DVBE Steering Committee will develop recommendations at their next meeting.</p>			

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**Brittney Heth-Tran, Reports Coordinator, DGS**

**Prime Contractor SB/DVBE Reporting Training**

The Department of General Services (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 Disabled Veteran Business Enterprise (DVBE) reporting requirements established by Military and Veterans Code Section 999.5(d) [Chapter 595, Statute of 2009].

- The statute mandates awarding departments to require prime contractors to certify that each DVBE subcontractor received payment for their participation, upon completion of a contract.
- This statute mandates awarding departments to maintain these records.
- Departments will require the use of Prime Contractor's DVBE Subcontracting Report, for contracts issued on and after July 1, 2014.

DGS will require awarding departments to submit the State Department's Contractor DVBE Subcontracting Consolidation Report beginning with fiscal year 2014-15. The first report is due on November 1, 2015, and thereafter, annually on November 1st.

**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 - Started with 9, Recruited 5, Graduated 4, Total 18, Retired 2 Maureen Moss and Lorie Hall, Currently 16 mentors
- Currently 16 mentees in program with mentors
- Conduct an Advocate Boot Camp in 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.

Robert Beamer and Michael Aguillio meet with Joseph Watkins of the California Procurement and Contracting Academy (CAL-PCA) to discuss their involvement in the Advocates Boot Camp. The next steering committee meeting will develop the Advocates Boot Camp.

**Upcoming SB/DVBE Events**

February 6 - DGS Business Readiness Workshop, Sacramento

February 24 - Pacific Region Corps of Engineers, Sacramento

February 25 - Business Matchmaking, San Jose

February 26 - How to do Business with the State, San Rafael

March 6 - High Speed Rail SB EXPO, Fresno

April 24 - Veterans Business Outreach Center Veterans EXPO, Sacramento

May 12, 13 - DVB Alliance Keeping the Promise

**New Business**

Agenda Item - How will SB 854 Public Works affect the SB/DVBE Advocates  
Fi\$Cal Training Available

**Next Meeting :May 20, 2015, DGS, Executive Dining Room**

Discussion	The following topics will be discussed at the next meeting	
Bob Beamer	Mentor Program	
Theresa Snider	Agency Report Public Health	
Tanya Little	Vendors	
Susan Sudmann	Fi\$CAL	
Date and time:	May 20, 2015 - 1:00 pm to 4:00 pm	
Action Items	Person Responsible	Deadline
Advocates will review the Advocates Toolkit on the DGS Webpage and be prepared to make recommendations for the Advocates Boot Camp	All	May 20, 2015