

California Small Business/Disabled Veteran Business Enterprise Advocate Steering Committee Charter

Charter Date	July 21, 2009
Background	<p>Successful implementation of the state's SB and DVBE program regulations, policies and practices depends upon effective communication and achievement of a clear understanding of program requirements. DGS Procurement Division is the regulatory authority responsible for developing and implementing program requirements statewide. It then falls to a department's Small Business/DVBE Advocates to keep their respective department apprised of new or changed program elements and to assist their department respond to those requirements with policy, practices and procedures assuring a department's success in meeting overall Small Business/DVBE annual participation goals.</p> <p>The SB/DVBE Advocate Steering Committee was created in response to advocate issues and concerns raised regarding program training, procedures and practices related to SB/DVBE program implementation.</p>
Mission	The mission of the Advocate Steering Committee is to assist California's Small Business and DVBE advocates achieve program goal attainment through leadership guidance and cooperative partnership with our Management Advisor, the Department of General Services - Procurement Division, Office of Small Business and DVBE Services (OSDS), California Department of Veterans Affairs (CDVA) and the state's Small Business Advocate - Office of Planning and Research (OPR)
Vision	A committee of skilled professionals working in close collaboration with state advocates, DGS - Procurement Division, OSDS, CDVA and the State's appointed SB Advocate to successfully implement SB/DVBE program procedures and regulations through effective communication and enhanced training that, in turn, lead to overall program successes and goal attainment for departments statewide.
Goal	The goal of the Steering Committee is to facilitate open productive communication between the state's Advocates, DGS Procurement, OSDS, CDVA and OPR regarding the state's SB/DVBE program and

to provide leadership through training and mentoring in order to attain program success within each department. Under the guidance of the Committee Advisor Danetta Jackson, OSDS Manager, Committee goals are:

- Provide fair and reasonable representation of the interests and concerns of SB/DVBE program advocates regarding the interpretation and implementation of SB/DVBE program regulations, policies and practices
- Enhance advocate understanding of SB/DVBE regulations, policies and practices implemented by DGS Procurement through information dissemination, mentoring, advocate workshops, and quarterly meetings
- Assist mitigation of advocate difficulties related to advocate understanding, implementing and reporting SB/DVBE program elements.
- Establish an SB/DVBE Advocate Mentorship program to aid newly assigned advocates through mentoring/ training provided by Advocate volunteers
- Oversee and implement annual revisions and updates to the SB/DVBE Program Advocate Toolkit reflecting new mandates, procedures, and regulations.

- Develop and implement ongoing advocate training through Advocate Boot Camp training sessions geared to provide the “formalities” and “realities” of advocacy.

Membership

Sponsoring Departments:

- Department of General Services, Office of Small Business and CalVet DVBE Veterans Services.

Committee Advisors:

- Danetta Jackson Manager, DGS-OSDS
- Angel Carrera, DGS OSDS

Committee Membership:

- Nina Martinez Chair, Department of Corrections
- Colleen Reubens, CalRecycle
- Lynette Hall, Department of Public Health
- Maureen Moss, California Highway Patrol
- Michael Aquillio, Department of General Services
- Shaironda Morris, Department of Rehabilitation

Committee Membership (cont.):

CalVet Committee Liaisons:

Robert L. Beamer
John M. Anderson

Objectives

- Identify through broad survey core concerns/issues advocates want addressed.
- Develop and adopt an acceptable platform to raise Advocate concerns related to program issues, policy, practices, and reporting requirements.
- Forward advocate concerns, issues and difficulties related to program implementation, policy, procedures and reporting requirements
- Facilitate consistent and reliable communication between the Committee advocates, DGS, CDVA and OPR
- Develop/implement a platform to disseminate information broadly to all advocates – website, newsletter, email broadcast
- Identify aspects and develop strategies to assist new and seasoned Advocates understand and implement program requirements, procedures and practices – boot camp/mentorship

Responsibilities

- Attend (monthly, bi-monthly) Committee meetings
- Attend quarterly, or as determined, DGS/Committee meetings
- Attend Advocate meetings to provide the group status on current issues
- Maintain professional and courteous interactions between Committee Members, Advocates, Management Advisor, DGS, CDVA and OPR
- Provide timely information or feedback to other Committee Members, DGS Advisors
- Accurately forward advocate concerns and issues for management consideration
- Ensure timely dissemination of information to program advocates regarding management responses to issues about program regulations, implementation, training, requirements and procedures.
- Provide comprehensive and effective Advocate training and tools