

SB/DVBE Steering Committee

Meeting Minutes

April 3, 2014

Attendees: Michael Agullio, DGS; Robert Beamer, CalVet; Lynette Hall, CalPers; Maureen Moss, CHP; Shaironda Morris, DOR; Colleen Rubens, Cal Recycle

Did Not Attend: Nina Martinez, CDCR

Guests: Marquette Walker, CalPers

Topics:

1. Audit Results: Stewart Mackenzie

The recent release of the California State DVBE Audit called for the California Department of Veterans Affairs (CalVet) to take a more active role in coordinating with awarding departments and their respective advocates. With the State Auditor's recommendations in mind, CalVet and the Department of General Services (DGS) have decided to restructure the Advocates Steering Committee. As of Friday, March 14, 2014, the current Steering Committee positions of Chairperson and Co-chairperson were dissolved. We would like to thank Nina Martinez, from the California Department of Corrections and Rehabilitation, for her work as the current Steering Committee Chairperson. Nina will continue as a valued member of the Steering Committee.

2. Old Business: Danetta Jackson

A. Executive Order S-02-06 Revision is still in process at DGS Procurement Division and it will add SB/DVBE Option First Policy. The committee recommended adding stronger language to encourage management support for Advocate travel to outreach events. The Executive Order will go back to DGS management for review.

B. DGS Procurement Division proposed moving the 810 Report due date to September 1st. The Steering Committee indicated the September due date was more practical for the reporting staff. However, the recommended change has been disapproved by DGS management. The August 1, 2014, date is still the deadline. 810 Report Training will be scheduled for May 2014.

3. Review the Operating Guidelines: Robert Beamer

A. Committee was asked to review the edited Operating Guidelines from last meeting and add the changes necessary to meet the audit requirements stated by Stewart Mackenzie. The committee members responded that it was not necessary. CalVet could make the changes and then the committee members would review it at the next meeting.

B. The committee members asked for the next two items to remain the same: The new Member Application form; members will serve a term of two years, not to exceed two consecutive terms (4 years).

4. List-Serv Advocate Email Box: Michael Aguilio

All committee members will be encouraged to sign up for the Advocate email box. Currently there is low participation. Discussion centered on “Do we need another mail box besides Outlook”?

Michael Aguilio reported it was the only tool available to all departments and all Advocates.

Recommendation: The committee felt it was important to keep advertising List-Serv. Michael will ask Dale Clack, the Advocate from California State University Sacramento, for the instructions to include in the Advocate Tool Kit.

5. Advocate Customer Forum Update: Michael Aguilio

A. Customer Forum will be held three times a year instead of four. The remaining dates for 2014 are May 28th and September 17th. The Advocates Workshop will meet November 19, 2014, so that it will continue to meet four times per year.

B. Janelle Green, with the Governors Small Business Office, has informed Michael she will attend the Advocate Workshop when time permits.

6. Advocate Tool Kit Update: Robert Beamer

A. John Anderson and Nina Martinez had reviewed the Advocates Tool Kit to be posted on the new CalVet connect web pages. They found very few items to be changed.

B. Danetta Jackson stated that her staff had reviewed the toolkit in January so it is completely updated.

7. Advocate Mentorship: Maureen Moss

A. Maureen Moss has developed a mentorship program for the Advocates by developing a checklist for the mentor and mentee to review.

B. Maureen has identified Advocates that want the training and is recruiting mentors. Maureen and Robert will continue to find mentors so that all requests for a mentor are filled by April 30th. The committee suggested scheduling networking time at the Advocate Workshop for the mentors to meet with Advocates such as the break.

8. Proposed Agenda items for the Advocate Workshop: Robert Beamer

- CalVet Deputy Secretary – Keith Boylan
- Chief OSDS – Angel Carrera
- Mentoring of Advocates – Maureen Moss
- Advocate Steering Committee Report – Robert Beamer
- California High Speed Rail Authority – Robert Padilla
- Department Presentation – Lorie Hall

9. Next Steering Committee Meeting: June 12, 2014, 1:00 – 4:00 pm at DGS.