

SB/DVBE Steering Committee



Fiscal Year 2013/2014

Meeting Minutes

January 8, 2014

Attendees: Chair - Nina Martinez, CDCR; Danetta Jackson - DGS; Michael Aguilio, DGS; Robert Beamer, CalVet; Lynette Hall, CalPERS; Maureen Moss, CHP; Shaironda Morris, DOR; Colleen Rubens - CalRecycle; John Anderson - CalVet.

Not Present: Valerie Archie, OTS.

Guests: Judith Burnett, DGS; Marquette Walker; CalPERS.

Topics:

1. Review old Business:

- a. Executive Order S-02-06 Revision to add SB/DVBE Option First - Danetta Jackson
 - Each department has language encouraging a DVBE First Policy.
 - The committee recommended adding stronger language to encourage management support for Advocate travel to outreach events.

Status: Order is still with management for review. No final document yet.

- b. Std. 810 Report. DGS is proposing moving the due date to September 1st. The Steering Committee indicated the Sept. due date was more practical for reporting staff.

2. List-Serv Advocate email box.

Nina Martinez

- All committee members are encouraged to sign up. 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 depts. and all Advocates
- **Recommendation:** The committee felt it was important to keep advertising List-Serv. particularly at the Advocate Workshop. We should make it a part of the Advocate tool Kit with the instructions included.

3. Advocate Customer Forum

Michael Aguilio

- The Customer Forum will be held three times a year instead of four. The dates for 2014 are: January 22; May 28th; September 17th.
- The Steering Committee will continue to meet four times per year.
- The Advocate Workshop should remain on the same day as the Forum.
- Janelle Green - of the Governors Small Business Office has informed Michael she will attend the Advocate Workshop when time permits.

4. Review the Operating Guidelines

Nina Martinez

The Committee was handed the revised version of the Operating Guidelines and reviewed the new language that was proposed to be added to the guidelines.

- Remove Co-Chair position. The committee will consist of the DGS Management Advisor, CalVet liaisons, Chair (a voting member) and 8 voting members selected from the Advocate pool.
- A new Member Application form was introduced and all current members will fill out for the record. Management approval signature is required on the application.
- Members will serve a term of two years, not to exceed two consecutive terms (4 years).
- The Chair, CalVet liaisons and the committee members will review future applications and send the recommendations to the DGS Advisor for final approval.
- The goal is to establish a viable applicant pool drawn from current state Advocates.
- Nina stressed the importance of attending all meetings and participating in assignments. This is a working committee and you should expect an assignment each meeting.

5. Robert Beamer suggested we add conference call capability to the meetings to accommodate members unable to attend.

6. Advocate Tool Kit

John Anderson

- John and Nina will work on the updates for the Advocate Tool Kit to be posted on the new CalVet connect web pages. The updates will be reviewed by the committee at the next Steering Committee meeting.

7. Advocate Mentorship

Robert Beamer

- Maureen Moss will develop a mentorship program for the Advocates by identifying qualified Advocates and recruiting as mentors. The committee suggested scheduling networking time at the Advocate Workshop for the mentors to meet with Advocates.

8. Proposed Agenda items for the Advocate Workshop

Michael Aguillio

- a. SB/DVBE "first" option as Best Practice
- b. Program Abuse - Gloria Anderson
- c. Mentoring of Advocates - Maureen Moss
- d. Cyber Crime
- e. Advocate Steering Committee Report - Nina Martinez
- f. CalVet Deputy Secretary Report - Keith Boylan
- g. DGS -Angel Carrera
- h. FI\$CAL update
- i. DVBE substitution - Lynette Hall
- j. California High Speed Rail Authority - update

9. Next Advocate Workshop meeting

Michael Aguilio

- A Cyber Crime forum is scheduled for January 22, 2014 from 2 - 4 pm at DGS and in order to avoid a conflict the Advocate Workshop was rescheduled for January 29, 2014 from 1 - 4 pm at DGS. In the future, the Advocate Workshop meeting will be scheduled on the same day as the Customer Forum.

10. **Next Steering Committee Meeting:** February 5, 2014 1:00 - 4:00 pm DGS.