

# CalVet Veterans Services Division

Minutes		
Date: 8/5/2014	Time: 1:00 to 4:00 pm	Meeting Location: DGS Rm 302
Type of meeting	Small Business (SB)/Disabled Veterans Business Enterprise (DVBE) Advocates Steering Committee	
Attendees	Michael Aguilio, DGS; Robert Beamer, CalVet; Lynette Hall, CalPers; Maureen Moss, CHP; Shaironda Morris, DOR; Colleen Rubens, Cal Recycle; Stewart Mackenzie, CalVet; Nina Martinez, CDCR	
Topics Covered In Meeting		
60 minutes		
Review of last SB/DVBE Advocates Workshop, April 3, 2014. <ul style="list-style-type: none"> <li>• Too many speakers</li> <li>• Not enough time for questions</li> <li>• When speakers prompted questions, it really added to meeting content</li> <li>• Make sure evaluations are given to Advocates at the beginning of the meeting</li> <li>• Review minutes of previous workshop</li> <li>• Teleconference Attendees Etiquette</li> <li>• Try not to duplicate Customer Forum subjects when possible</li> <li>• Include introductions and review of previous meeting minutes</li> </ul>		
Agenda for September <ul style="list-style-type: none"> <li>• PCA Update – Nina Martinez</li> <li>• Fiscal Update and Annual State Wide Consolidated Report Review – Brittany Heth</li> <li>• Agency Report – Shaironda Morris</li> <li>• Bid Sync Report – John Anderson</li> <li>• Mentor Report – Dale Clack</li> <li>• Review May meeting minutes – Robert Beamer</li> <li>• Keith and Angel</li> </ul>		
New Members – Potential new members were identified and applications will be sent to them		
Operating Guidelines Review – The Governor’s Small Business Advocate or representative have not been able to committee to Steering Committee meetings or the Advocates Workshops. The Operating Guidelines were corrected.		
SB/DVBE Advocates Survey – Recommend Action Items: Double the number of advocate mentors providing assistance to new advocates from 9 to 18 by May 2015, Develop an “Advocate Boot Camp” curriculum with the California Procurement and Contracting Academy (CAL-PCA) by November 30, 2014, Conduct an “Advocates Boot Camp” by March 2015, Invite CalVet and DGS Management to a Steering Committee meeting to discuss “Top Down” management support at state agencies that do not attend workshops and events		
Next Meeting		
Discussion	The following topics will be discussed at the next meeting	
Date and time:		

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Action Items	Person Responsible	Deadline