

Small Business Advisory Council (SBAC) Meeting Minutes

Date: December 6, 2017

Time: 1-3 p.m.

Location: Department of General Services (DGS)
Executive Dining Room 1-205
707 3rd Street, West Sacramento, CA 95605

Call to order: Aubry Stone called the meeting to order at 1:05 p.m.

Welcome and Introductions

Daniel Kim Director, DGS introduced Angela Shell as Council Co-Chair and Deputy Director of the Procurement Division (PD).

Approval of September 6, 2017 meeting minutes

Attendees

Members present in-person: Aubry Stone, Savita Farooqui, Stephen Simpson, Philip Vermeulen, Paul Guerrero, Jerry Bircher, Betty Jo Toccoli, Douglas Eldridge, Ruth Bley, Leonard Ortiz, Frank Louie and Rachel Fischer.

Members present via webinar: Evelyn Graham, Lee Cunningham, Lori Kammerer and Michael Daniel.

Members absent: Marty Keller, Kevin Devore, Don Stoneham, Julian Canete, Shaila Rao Mistry, Jerome Toliver, Sharon Brown and Mitch Anderson.

DGS Staff present: Daniel Kim, Angela Shell, Angel Carrera, Danetta Jackson, Catrina Blair, Brooke Droege, Tonia Burgess, Matthew Zweier, Darvin Manuel, Anthony Lewis, Anda Draghici, Tanya Little, Carl Josephson, Bob Door, Jordan Aquino and Jaime Tovar.

Other State and Public Agency Staff present: Jesse Torres, Jamie Jones, Kathleen Webb, Jared Stone, John Arena and Ken Ashford (webinar).

Guests: Tanya Motta (Cal Asian Chamber of Commerce), Isabela Argueta (Cal Asian Chamber of Commerce) and Jody Klemens (National Federation of Independent Business).

Legislative Update

Jordan Aquino of DGS provided a legislative update. A copy of his presentation can be found at:

<http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/LegislativeUpdate120617.pdf>

GO-Biz Update - Jesse Torres

- Southern California fires are quickly spreading. 650,000 acres have been burned, 10,000 homes have been evacuated, 27,000 people have been evacuated and the 405 freeway has been closed.
- An appropriation letter was sent to the California delegation requesting \$4.4 billion to support the recovery in Northern California and Orange County.
- New federally granted CASCADE Program – the goal is to increase California Supplier Diversity especially concerning Technology Defense.
- In accordance with Senate Bill 350, GO-Biz is working with DGS on Green Living and contracting and encouraging participation of small businesses (SB) in Green Procurement Contracts.

Aubry Stone asked, “Is the state doing anything to talk about the retention of businesses in California?” Jesse Torres responded, “There is a gathering of ideas and we are looking at that.”

Contract Update - Eric Mandell

- No updates available. Eric was absent for the meeting.

Office of Business Acquisitions Services (OBAS) - Jamie Tovar

- OBAS does the procurement for PD's Non-IT and IT goods and services as well as solicit and award for any contracts PD is requesting.
- OBAS is aligned with PD in being a huge supporter of the SB and Disabled Veteran Business Enterprise (DVBE) community.
- OBAS is an SB/DVBE *first policy* division and adheres to Administrative Order 14-02. The OBAS management team and acquisition analysts are committed to this policy.
- Lauren Sharon is the new OBAS SB/DVBE Advocate. She has already begun working closely with PD's Certification and Outreach Branch and is participating in outreach events.

Design-Build Construction Projects - Jason Kenney

- The total budget for the O and P streets design-build projects in downtown Sacramento is estimated at \$870 million combined.
- The O Street project has been awarded to Rudolph and Sletten, who partnered with a design firm called ZGF. The contract is expected to be issued early February 2018.
- The P street design-build project is in the middle of the selection process.
- The Air Resources Board – Southern California Consolidation Project in Riverside has been awarded to Hensel Phelps. The post award pre-contract phase is expected to be released late January or early February 2018.

- Angel noted, although these contracts have been awarded, there are still a lot of opportunities for SB and DVBE participation.

State Agency Recognition Awards (SARA) - Catrina Blair

- The SARA was announced and the flyer with the event information was disseminated to everyone encouraging them to attend.
- Refer to website for information: <http://www.dgs.ca.gov/pd/Home/SARA2017>

Review SBAC Charter Proposed Amendments - Danetta Jackson

- Suggested adding another reason for being removed from the SBAC. If the primary representative has failed to attend a minimum of two meetings annually that member will be removed from the Council.
- The alternate can attend every meeting, however should only replace the primary member when they are unavailable. In some cases, there is a trend with the primary representative consistently absent from meetings and the alternate representative attends meetings on a regular basis. Membership on the SBAC is based on the primary member's application.
- Aubry Stone commented, "This amendment is a little harsh. Can we insert an outreach letter or notice after missing one meeting as oppose to the removal from the Council after the failed attendance minimum of two meetings annually?" Angel Carrera responded, "We have not adhered to the Charter. There have been members that missed two consecutive meetings and have not been removed from the Council. I have called them and personally reminded them what the Charter says and if they miss a third consecutive meeting they will be removed."
- Angel reminded the members that the proposed Charter amendments was emailed to all members in advance and we did not receive a single response. We need to hear your responses and the documents we send out need to be considered as important.
- Jerry Bircher commented, "With the technology today it is not hard for a primary representative to attend these meetings."

Ad Hoc Committee Updates – Jerry Bircher

- During the meeting on Commercially Useful Function (CUF), committee members expressed concerns about the enforcement of CUF compliance during and after a contract award.
- The committee would like the CUF requirements to be signed under penalty of perjury by the vendor.
- The committee is considering legislation to make CUF a compliance program.

- A comment was made during the Ad Hoc Committee meeting that they believe the code was written in such a way that the director of DGS has the authority to implement a standard CUF template to include, “signed under penalty of perjury” language. They want to review the code to see if this is in fact true.

Strategic Goals Update/Planning Session - Angel Carrera

- The next SBAC meeting on March 14 will be our strategic goal planning meeting.
- The same format used previously will be used, with a facilitator and we will come up with strategic goal recommendations for the next two years.

Review of New Action Items – Aubry Stone

- Provide members with the contact information for design-build projects.
- Proposed Charter amendments will be revisited.
- Send out meeting logistics for the March 14 strategic planning meeting.

Public Comment Period - Members of the public

- Guest Tanya Motta thanked Catrina Blair and Tonia Burgess for their participation in the Los Angeles 2017 Conference. The connection that was made in person is very powerful. Angel Carrera and Danetta Jackson were also acknowledged for their leadership support. Judith Burnett was also acknowledged as being an exceptional trainer.

Small Business Council/DGS Accomplishments – Angel Carrera

Angel Carrera shared some of the Council and DGS accomplishments:

- SB First Video.
- CUF collateral material.
- SB regulations revise has been completed.
- DVBE regulations- February is the anticipated completion date.
- Outreach developed an extensive outreach plan for the design-build projects.
- Certification and Outreach Branch Quarterly eNewsletter.

The meeting adjourned at 2:52 P.M.