

California Department of General Services (DGS)

Small Business Advisory Council (SBAC) Meeting Minutes

Date: March 4, 2020

Time: 1–3 p.m.

Location: Department of General Services, 707 3rd Street, West Sacramento, CA

Meeting Facilitator: Angela Shell

Recorder: Daniel Rosinsky-Larsson

The regular quarterly meeting of the DGS SBAC was called to order by Co-chair Angela Shell at 1:10 p.m.

Co-Chair Angela Shell and DGS Business Outreach Liaison Daniel Rosinsky-Larsson, taking minutes, were present. Attendance was taken; a quorum was present.

Angela Shell introduced Lee Cunningham as the new SBAC Member Co-Chair. She reviewed the duties of the Co-Chair as follows:

The SBAC Member Co-Chair:

1. Will assist in facilitating the bi-annual strategic planning meeting.
2. Will act as the point of contact for SBAC committees.
3. Will ensure that all members serve on at least one SBAC committee.
4. May facilitate goals for the committees to ensure they are on task and are having regularly scheduled meetings.
5. Must communicate any concerns/issues related to DGS programs and policies to the DGS Co-chair.
6. Will work with the SBAC committee chairs to gather any action items generated from SBAC committees.
7. Will work with the DGS liaison and the DGS Co-chair to finalize the agenda for SBAC meetings.
8. Will facilitate the SBAC meeting in the absence of the DGS Co-chair, unless the DGS Co-chair designates an alternate facilitator.
9. May make a motion or vote on issues before the Council.
10. Must attend at least three out of the four quarterly SBAC meetings.

The motion to approve the minutes from the previous meeting was presented and approved.

DGS Business Outreach Liaison Daniel Rosinsky-Larsson reviewed the status of past action items. Office of Small Business and DVBE Services Business Outreach Manager Brooke Droege provided an update on DGS's work towards including Commercially

Useful Function (CUF) requirements and requiring acknowledgment of those requirements in documents signed by suppliers, in response to a request from the CUF committee. The document, once finalized, will be presented to the CUF committee. William Osgood stated four instances where agencies with DVBE waiver issues have been documented; he will submit details of those cases to DGS.

DGS Legislative Consultant Jordan Aquino provided updates on proposed legislation potentially affecting small business and DVBE contracting.

DGS Contracts Management Manager Carol Bangs presented on upcoming and current contracts and information on accessing the list of upcoming contracts from the DGS Procurement Division. SBAC members were encouraged to ensure the emails they receive that appear to be from the state of California are real and not fraudulent. A discussion was held on incorporating cybersecurity in Master Service Agreements and DGS will look into including cybersecurity as an element of its contracts. A discussion was also held on DVBE goals and SB requirements in contracts.

Isabel Guzman, Director of the Office of the Small Business Advocate of the Governor's Office of Business and Economic Development (GO-Biz), provided updates about the office's work. GO-Biz is implementing technical assistance expansion program grants and capital infusion program grants to expand services to women-owned, minority-owned and veteran-owned businesses, as well as rural, low-income, or disaster-impacted areas. They are also working with local and regional governments and collaborations.

CalVet Deputy Secretary of Veterans Affairs, Keith Boylan, introduced himself and provided an update on his office's role in working with Disabled Veteran Business Enterprises. In response to an inquiry from Lee Cunningham as to whether an incentive may be posted only for DVBEs, DGS will provide members with a copy of current statutes.

Angela Shell stated that DGS employees will send out proposed revisions to the SBAC charter for council members to review before the next meeting.

Savita Farooqui presented an update on the work of the Processes Committee over the past two years. The committee completed the following seven tasks:

- Find out if DGS can provide annual forecasts of upcoming contracts
- Find out if DGS can increase the CMAS minimum to more than \$500,000 for IT procurements
- Define committee roles and responsibilities
- Find out if the state can convert back to the more commonly used NAICS as opposed to UNSPSC
- Improve Cal eProcure usability
- Every department needs to adopt SB/DVBE First Policy

- Address University of California and California State University procurement with small businesses

The committee will continue to monitor these areas for further work.

DGS eBISS Section Chief Renee Alexander provided a handout about the revised UNSPSC code set that the state of California will use.

Jerry Bircher provided an overview of the work of the CUF Committee. The CUF committee will continue to work with DGS on CUF issues, including its revisions to documents to include CUF requirements.

The Outreach and Education Committee did not provide an update.

Paul Guerrero suggested that the DGS Director set a goal for certified Microbusinesses in DGS procurements. The Processes Committee may choose to conduct research to establish the need to establish a microbusiness goal.

Phil Vermeulen presented a concern that food contracts with small businesses are often canceled with short notice, which results in small businesses ordering food that they cannot resell. It was suggested that the Processes Committee review the concern.

Brooke Droege reviewed the top priorities for SBAC subcommittees as voted on during the strategic planning meeting held in the morning. DGS will send that list to SBAC members for their review and approval.

Members were informed that they are required to join at least one subcommittee of the SBAC.

Office of Small Business and DVBE Services Business Outreach Program Manager Danetta Jackson reviewed the action items. They are:

1. Email Lee Cunningham's email address to SBAC members
2. Email the custserv@dgs.ca.gov inbox address to SBAC members
3. Look into including cybersecurity in future MSAs
4. Email slide information from Carol Bangs' presentation regarding fraudulent purchase orders
5. Look into adding a column on the DGS PD look-ahead report to indicate SB and DVBE preferences, incentives and requirements
6. Provide the statute that describes how SB and DVBE preferences and incentives should be applied
7. Send proposed SBAC charter revisions
8. Send UNSPSC/FISCAL updated code set information
9. Send CUF information included in current DGS documents
10. Look into establishing a microbusiness goal
11. Send strategic planning recommendations and committee information to SBAC members

Paul Guerrero brought forward a concern that SBAC committees are also required to adhere to the requirements of the Bagley-Keene Open Meeting Act and suggested all committee meetings be held at the DGS building in West Sacramento. DGS staff will look into the concern.

DGS will send the summaries from the strategic planning meeting to all members and will communicate with individuals nominated to serve as subcommittee chair within 30 days and determine where subcommittee meetings should be held.

A motion to adjourn the meeting was brought forward by Don Stoneham and seconded by Michael Daniel, with unanimous agreement. The meeting adjourned at 3:10 p.m.