



## California Department of General Services (DGS)

### Small Business Advisory Council (SBAC) Meeting Minutes

**Date:** Wednesday, June 5, 2024

**Time:** 1:00 p.m. – 4:00 p.m.

**Location:** The Ziggurat – 707 3<sup>rd</sup> Street, West Sacramento, CA 95605 and Zoom

**Meeting Facilitator:** Angela Shell, Deputy Director, DGS SBAC Co-Chair

**Recorder:** Josh Kress, Office of Small Business and DVBE Services (OSDS) Business Outreach Liaison

The regular quarterly meeting of the DGS SBAC was called to order by Co-Chair Angela Shell at 1:04 p.m. Attendance was taken; a quorum was present.

### Meeting Minutes and Past Action Items

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Two council members motioned and seconded to approve the December 6, 2023, meeting minutes. The motion passed without objection.

Matt Zweier, Small Business Outreach Manager, reviewed the action items from the December 6, 2023, meeting. The status of all Action Items was reported as completed.

1. Provide link to report on GenAI.
  - a. [Generative Artificial Intelligence](#) (GenAI)
  - b. [Governor's Executive Order](#):
2. Provide [Link to Dashboards](#)
3. Provide the 2021-2023 Legislative summary to council.
4. Send the appropriate legislative committee info to council.
  - a. Assembly Committee on Accountability and Administrative Review (<https://aar.assembly.ca.gov/>)
5. Provide Link to RFI 2 Procurement once it goes live.
  - a. Council members to receive email with link from the DGS SB Council mailbox.
6. Provide link to IT Terms & Conditions when it becomes available.
  - a. Council members to receive email with link from the DGS SB Council mailbox.

## DGS Updates

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Angela Shell, Deputy Director, Procurement Division (PD) provided an update and reminders on DGS activity:

1. DGS recently approved the 2-year strategic goal that includes OSDS training for how to bid for contracts with the state. The training will contain a SB/DVBE Cohort in which OSDS requests the council to nominate candidates for the class. The courses will be online and in person with the participants benefitting from the program by having clear knowledge on the bidding process and a certificate to show completion of the program.
2. A public forum was held where the industry provided comments to help update IT Model terms and conditions in which there were 600 comments on the terms and conditions that were distilled down to 200. The estimated time to publication for terms and conditions is July 2024. As a part of this effort DGS worked with Department of Technology and legal partners, and by January 2025 there will be updated terms and conditions for generative AI.
3. Mason Tillman, a minority-woman-owned business, to be awarded the contract for the disparity study. The contract should begin by Summer 2024 and last a minimum of a year. SBAC members and DGS will be involved by providing a statewide perspective and participating in outreach activities. The contract is managed by the Statewide Supplier Diversity Program Chief Danetta Jackson.
4. Preliminary Data was shared for Fiscal Year 2023-2024 up to June 2024, with \$8 billion spent with SB/DVBE: 20% awarded to SBs and 4% awarded to DVBEs. The data did not include the spend from departments transacting outside FI\$Cal, which includes the DMV, CDCR, Caltrans, DWR, and the DOJ.
5. The [In Focus legislative document](#), summarizes the positive impacts of [AB 1574](#), [AB 2019](#), and [AB 2974](#). The OSDS Outreach team makes this resource available at outreach events.
6. The Governor's Office issued an executive order about the use of Generative AI (GenAI) in state operations executed September 2023. There were multiple requirements for every department with this order. The requirements are:
  - a. All departments are to produce a report on use cases and risks of using GenAI. This report was sent to all SBAC members.
  - b. DGS and the Department of Technology must create procurement guidance for GenAI for state agencies and departments. This document was created with guidance as well as a toolkit for GenAI procurement. This can be found on the DGS Dedicated GenAI help page: <https://genai.cdt.ca.gov/>.
  - c. Bidders will be required to fill out Form 1000 (Disclosure form) stating if they will use GenAI in the work, the appropriateness of which will be evaluated by the issuing department.
7. GenAI proof of concept procurements were sent to council members. Proofs were sent in January to vendors to create use cases and concepts for the use of GenAI, with the goal to aid the state employee work force, not replace them. Ten contracts were given, two per proof of concept. One contract was awarded to

Symsoft Solutions, a member of this council. The RFI2 solution was used for the five Projects, including:

- a. Two contracts for Department of Transportation focusing on data on the vulnerability of road users and reducing highway congestion.
- b. The California Department of Tax and Fee Administration has a contract for helping call center employees to look up helpful and applicable laws and documents to aid business tax claims.
- c. The Health and Human services agency executed two contracts, one focusing on aiding users to better access information, and the other with the Department of Healthcare Services to use GenAI to determine if facility recommendations are in line with rules and regulations.

## Member Questions or Comments

Member: Is the state currently under goal for SB spending, and over goal for DVBE?

Reply: Yes, while those numbers should increase as the fiscal year closes out. Also, the data did not include spend by the large departments not transacting in FI\$Cal.

Member: The In Focus document is hard to find on the website, so I went to LinkedIn and downloaded the pdf there. You (other members) may want to do the same.

Reply: That is a good suggestion as I could not find the document as well. OSDS needs to put this document front and center on the main page so everyone can easily find it.

Note: This was completed, the resource is now available on OSDS page following the OSDS Mission, at [Office of Small Business and Disabled Veteran Business Enterprise Services \(ca.gov\)](https://www.osds.ca.gov/Office-of-Small-Business-and-Disabled-Veteran-Business-Enterprise-Services)

Member: How does anyone representing the chambers get sent this document?

Reply: We do have chamber members and strategic partners on list, we can send out emails with the links to each on the list to then disseminate.

## CalVet Update

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Samuel Griffin, Chief of Training and Evaluation, oversees DVBE operation.

1. CalVet has several new leaders:
  - a. Jamie Jones was appointed Assistant Deputy Secretary over Veteran's Outreach, Memorials, and Cemeteries.
  - b. Sean Johnson was appointed Assistant Deputy Secretary over the District Office and County Support.
  - c. Samuel Griffin was promoted Chief of LINC's, DVBE unit, and Veteran Services Operations.
2. CalVet's DVBE Advisory Council has begun a new two-year term and is accepting applications through July 19, 2024. Members will be selected and notified by September 6, 2024.

3. The California Transition Assistance Program (CalTAP) provides entrepreneurship outreach to veterans and active-duty members. TAP operates at colleges and military installations, conducting five to 15 outreach events per year.
4. CalVet's [Request for Response](#) program, which allows business owners to seek assistance, received 82 requests for DVBE information and 41 requests for certification assistance. There have been no incidences regarding DVBE program abuse or complaints.
5. There are 8 Local Interagency Network Coordinators (LINC)s strategically placed throughout California who attend local events in their region. CalVet requests to be contacted when there are events that the SBAC would like the LINC)s attendance.

### **Member Questions or Comments**

Question: Does CalVet have a list of the eight Linc representatives, and how do they access it if so?

Response: The link will be provided in chat and will be distributed to the council (<https://www.calvet.ca.gov/VetServices/Pages/Regional-Outreach.aspx>).

### **Legislative Update**

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Corrina Roy, Legislative Consultant, DGS Office of Legislative Affairs.

1. There are four bills that may impact SB/DVBE programs. They all made it through appropriations and the first house floor and are on to the second house:
  - a. Assembly Bill (AB) 2068 (Ortega) would require agencies using contracts for call centers to report how many jobs are located in California and how many jobs are outside the state to the labor commissioner.
  - b. SB 1220 (Limon) prohibits state and local agencies that receive state funding from using AI that eliminates or automates the core job functions of any worker. Additionally, it would expand the California only call center restrictions now in law to require call centers that provide services related to public benefits or services to be staffed by Californians in California. These requirements include any state agency or local agency with any state funding.
  - c. AB 2262 (Reyes) Allows agencies to establish their own small business utilization programs for procurement at the local level.
  - d. AB 2543 (Arambula) This declares the Small Business Procurement and Contract Act is a state law that provides assistance and services for persons regardless of immigration status within the meaning of Title 8 of the United States Code, section 1621(d). This does not affect OSDs as the certification process does not inquire about immigration status.

## Member Questions or Comments

Question: Are call centers considered professional services for contracting purposes?

Response: We have seen contracts done both ways for this. It depends on the exact need, whether it is personnel services or under the public contract code. These laws concern call centers as we currently define them.

## Procurement Update

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Steve Funderburk, Acting Supervisor for Statewide Contract Management Acquisitions in the Acquisition Branch in PD, for Carol Bangs.

1. Upcoming Solicitations - Statewide:
  - a. NFPA Compliant Extractors and Dryers (includes SB Preference)
  - b. Electric Fleet Vehicles (includes SB Preference)
  - c. Zero Emission Transit Buses
  - d. Salmon, Steelhead, and Trout Feeds (includes SB Preference)
  - e. Kosher Meals (includes SB Preference)
2. Upcoming Solicitations – Master Agreements
  - a. Community Based Outreach and Education Services (includes SB Preference), [Event ID 5239940](#)
  - b. Temporary Healthcare Staffing Services (includes SB Preference)
3. Awards Page – DGS posts all contracts we award. We post the [Intent to Award](#) on the LPAs on the DGS procurement division website. Below are the recently rewarded:
  - a. Frozen Waffles – **SB prime**
  - b. Forklifts and Pallet Jacks – **SB prime**
  - c. Beverage Base (Sugar Free) – **SB prime**
  - d. Dehydrated Potatoes – **SB prime**
  - e. Frozen Fully-Cooked Halal Meats – **SB prime**
  - f. Frozen Potato Products – **SB prime**
  - g. Potato/Corn Chips, Pretzels, and Snacks – **SB prime**
  - h. Sugar – **SB prime**
  - i. Traffic Cones – **One of two awards is SB Prime**

## No Member Questions or Comments

## Small Business Administration (SBA)

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Chris Horton, District Director, SBA San Francisco District Office.

1. Summarized the SBA program and their mission. The Federal Government spends approximately \$600 billion each year on goods and services with a goal of 23% being dedicated to socially, economically, and disadvantaged small businesses.
2. A high-level overview of some of the programs the SBA offers for certification for government contracting. The total Office of Government Contracting & Business Development (GC&BD) portfolio is 47,530 firms.
  - a. 8(a) Business Development Program, a 9-year program. The first five years the participants work as a subprime vendor under a prime to prepare them for the remaining four years where they become the prime contractor. There are 4,725 participants in this program and the Number one NAICS code is Professional, Scientific and Technical Services with .24 billion in federal procurement.
  - b. After completing the 9-year program, contractors transition into the SBA Mentor/Protégé Program (MPP) where they take on a new 8(a) firm as a mentee. There are 1,813 agreements executed in this program. Of the 1,813 agreements, 44% were 8(a), 15% were HUBZone, 25% WOSB, 18% EDWOSB, and 32% SDVOSB. 532 new MPP agreements were approved in FY 23.
  - c. Another program is the Historically Underutilized Business Zone (HUBZone), aimed at businesses located in communities marked by relatively high unemployment, high poverty, and/or low income ([www.sba.gov/hubzone](http://www.sba.gov/hubzone)). There are 3,847 certified firms and the Number one NAICS code is Professional, Scientific and Technical Services. Total federal procurement equals \$24 billion.
  - d. The Women Owned Small Business Program (WOSB) is another certification program with 10,200 certified businesses. The Number one NAICS code is Professional, Scientific and Technical Services and Economically Disadvantaged WOSB (EDWOSB) is 30% of the portfolio.
  - e. The VETCERT Program has 26,945 certified firms with 12,000 approved in the first year of operation. This program accounts for \$31 billion in federal procurement.
3. Expected Summer of 2024 under the MySBA platform, the Unified Certification Platform will become available to small businesses.

Mike Wray, Subject Matter Expert, Bidspeed, E2G

4. The Empower to Grow (E2G) Program, formerly known as the 7(j) Management and Technical Assistance Program, provides eligible disadvantaged U.S. small businesses with free courses, tailored training, and one-on-one consulting to support their growth, operations, hirings, regulatory compliance, and government contracting competitiveness. The E2G program uplifts businesses to be procurement ready for federal, state, and local government contracts with significant improvements including:
  - a. Customized one-on-one training tailored to small business needs.

- b. Networking and matchmaking events with agencies and prime contractors.
  - c. Relaunching the Federal Market Acceleration Program (FedMAP), a 3-month government contracting training led by business development experts that now features one-on-one coaching.
  - d. A federal contractor master class with new tools and techniques for SB bidding, including sources sought and request for information requirements.
  - e. Multilingual counselors fluent in Spanish and other languages.
  - f. New tools for 8(a) firms to access \$2 trillion in state and local bid opportunities.
5. To be eligible for the program the business owner must be either:
    - a. A certified 8(a) participant.
    - b. A HUBZone certified small business.
    - c. An Economically Disadvantaged Women-Owned Small Business (EDWOSB).
    - d. Small business located in areas of high unemployment or low-income.
    - e. Small business owned by low-income individuals.
    - f. Small business owners must ensure that they qualify as small under 13 Code of Federal Regulations (CFR) Subpart 121 – Small Business Size Regulations and located in urban or rural areas with a high proportion of unemployed or low-income individuals, or which are owned by such low-income individuals.
  6. The E2G program powered by [Bidspeed](#) does training, tools, templates, and support for 8(a) businesses.
  7. To get started go to the [E2G Page](#) or the [Bidspeed](#) website.

## Member Questions or Comments

Member: How is the E2G different from the 7J program?

Reply: It is basically the same program. Both do not offer state and local assistance. There are more languages offered, as well as live training with cohorts. The 7J program was designed for the 8(a) program. The other programs are now included in E2G.

Member: Is there any new information on funding for small businesses with respect to access to capital, prompt payment, and invoices?

Response: There is a new line of credit that is being created and released. There's also going to be the iBank with California which takes \$600 million from the \$1.2 billion award from the US Treasury Small Business Credit Initiative for capital access and collateral support. The other \$600 million was put into the Small Business Loan Guarantee Program which provides a maximum of \$5 million guarantee, and the deal size can go up to \$20 million. There are four restricted industries including check cashing, adult entertainment, cannabis, and gambling. This also focuses on working lines of credit to aid with liquidity while awaiting payments and aid with the upfront cost

burdens. Over \$203 million has been allocated or disbursed of the \$1.2 billion allocated to California.

Member: Is there concern about the reauthorization of the SBA Program? How is the SBA going to function without a new authorization and increased funds?

Response: We will talk to DC and legislative staff to gain more information.

Member: What can be done to fund the MPP to give funds to the mentors?

Response: This program is for graduates of the 8(a) program, and there are no longer set asides for graduates.

Member: When was the HUBZone added to the 8(a)?

Response: It has been over four or five years, as they were included with the 7J program. There is also a presentation for E2G at the HUBZone conference.

Member: Can an SB-PW participate in the iBank funding program?

Response: For the loans, the requirements are similar to the SBA loan programs. SB-PW is a State of California certification.

Member: OSDs has been exploring a mentorship program at the state level, looking at the Department of Defense (DOD) program that pays mentors. The SBA may consider exploring the DOD program too.

## **CalSavers Updates**

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Jonathan Herrera Director, Strategic Stakeholder Engagement and Customer Experience for CalSavers, External Affairs for CalSavers Program provided the following updates:

1. In a 2016 study the state determined nearly 50% of Californians are projected to retire into economic hardship - at or below the poverty level.
2. 7.5 million people lack a workplace retirement plan, and studies show that employees are 15 times more likely to save towards retirement when they have access to a savings program through the workplace.
3. In 2016 a law was passed requiring businesses with at least five employees to participate in CalSavers if they do not provide any other retirement plan. SB 1126 was passed in 2022, expanding the mandate to employers with at least one employee that is not the owner.
4. CalSavers receives prior year employment data from EDD and notifies mandated employers in the spring, allowing for registration through December 31 of that year.
5. Business owners that are not in compliance may get penalties, but those penalties will be waived if they reach out to CalSavers to correct their noncompliance.



6. CalSavers is to begin rolling out an awareness campaign to employers affected by the new mandate. The program asks entities like the SBAC and their members to help spread the word to businesses they know.
7. The program listened to concerns in the business community and made sure CalSavers was easy to facilitate, be free of fees for employers, have no matching, and keep employers from bearing fiduciary responsibility.
8. There are 4 steps for employers to comply: Register by the state-required deadline, set up an account, submit and maintain an employee roster, and submit employee contributions each pay period.
9. There are currently over 120,000 businesses registered.
10. CalSavers asks the council members to distribute communications, host a webinar with CalSavers, or invite them to meetings or events, and connect the program with their business networks. To contact CalSavers, go to the [CalSavers Website](#) and use the [Digital Toolkit](#).

### **Member Questions or Comments**

Question: What is the cost to employers?

Response: The program is free to the employer.

Question: Is there a one-page informational document for the program?

Response: Yes, those materials will be shared with council members.

Question: Is this program available to solo entrepreneurs?

Response: Yes.

Question: Is this available for employees whose employers offer a private option or who already have a private option?

Response: No.

Question: Who underwrites this program?

Response: Underwriting is contracted out to a third-party administrator, overseen by a nine-member public board chaired by the State Treasurer.

### **OSDS Program Updates**

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Mariela Medina, Business Outreach Liaison, Department of General Services, provided the following updates:

#### **Certification Updates**

1. As of May 23, 2024, there are 19,096 certified firms; 15,609 Micro Businesses, 2,381 Small Businesses, 4,390 Small Business – Public Works, 1,792 Disabled Veteran Business Enterprises, 169 Non-Profit, and 1 Non-Profit Veteran Service Agency. These numbers include dual and triple certifications, e.g. a SB with Micro designation, also be certified as a SB-PW and as DVBE

2. There are 19 active SB program abuse cases and 26 active SB compliance reviews.
3. OSDS is currently implementing policies and technology solutions to reduce the current certification application backlog and prevent future backlogs.
4. Bid Due Date (BDD) Expedite Requests must be received no later than the same day applications are submitted. Prior to the policy change, businesses were bid shopping to jump to the front of the processing line, which resulted in significant processing time increases for most applicants.

### **SB/DVBE Procurement Training**

1. The development and delivery of training curriculum by the Training Unit is a DGS strategic goal. This ensures the education of SBs and DVBEs in subjects such as procurement processes, market research, finding contract opportunities, acquisition methods, and bidding.
2. Classes being delivered are:
  - a. Solving the Marketing Mystery: The 5 W's – Session 1
  - b. Solving the Marketing Mystery: Strategies for How to Market to the State – Session 2
  - c. Understanding State SB/DVBE Commercially Useful Function (CUF)
  - d. The ABC's of Environmentally Preferable Purchasing for SB/DVBEs.
3. Access current and future content on the [Supplier Training Unit Website](#) and the [SB/DVBE Training YouTube Playlist](#).

### **Advocacy Support**

1. OSDS held the quarterly advocate meeting on May 16, 2024, which was attended by 78 advocates. Breakout sessions explored the successes and obstacles advocates face.
2. An AB 2019/1574 survey was distributed to departments to evaluate the implementation of bills closed on May 28, 2024; the results are currently being evaluated.
3. The unit is currently meeting with 22 departments for agency visits—a process that supports departments that miss their SB or DVBE contracting goals to improve future performance.
4. The Best Practices in State Procurement Webinar for state departments held on July 16, 2024 and attended by nearly 300 state procurement staff.

### **Outreach updates**

1. In the last three months there were 86 outreach events. A partial list of organizations includes:
  - a. Asian Business Association of Orange County, California Native American Heritage Commission, California Hispanic Chamber of Commerce, Greater Sacramento NAACP, California and Sacramento Black Chambers of Commerce, Central Valley Immigrant Integration Collaborative (CVIIC), El Clasificado, Central Valley Women's Entrepreneur Center, and Norcal APEX Accelerator.
2. A partial list of upcoming events scheduled in the next three months includes:

- a. 2024 State Contracting Conference, Orange County Inland Empire SBDC.
- b. 2nd Annual Central Valley Native Economic Summit, Fresno Native American Business Development Center.
- c. Juneteenth Gala, San Francisco African American Chamber of Commerce.
- d. Orange County Small Business Resource Conference, Small Business Diversity Network.
- e. 4th Annual Business & Government Contracting Summit, Black Entrepreneurs Leaders & Learners.
- f. AICC Annual Expo, American Indian Chamber of Commerce.
- g. Access to Capital/Emerging Latina Entrepreneurial & Leadership (In Spanish), National Latina Businesswomen Association.
- h. Biz Expo 2024, Los Angeles Latino Chamber of Commerce.
- i. 20th Annual Procurement & Resource Fair, Caltrans District 11.
- j. Small Business Construction Expo, Associated General Contractors of CA.
- k. Three-part webinar series (Spanish), North San Diego SBDC.
- l. Three-part webinar series, North San Diego SBDC.
- m. Contracting with California State Government (three-part series), California Capital APEX Accelerator.
- n. Government Contracts, Southwest Veterans' Business Resource Center.
- o. Three-part webinar series, Orange County Inland Empire SBDC.
- p. How to Do Business with the State of California, Nor-Cal elite Disabled Veterans Network.
- q. Contracting with CA State Government, Sacramento Regional Builders Exchange – August 15.
- r. 45<sup>th</sup> Annual Statewide Convention, California Hispanic Chambers of Commerce on August 28

## **Communications**

1. LinkedIn 1st Quarter
  - a. 46 posts.
  - b. 36% increase in new followers.
  - c. 11.37% Engagement Rate.
2. Regular Series Posts
  - a. Tuesday Essentials - post offer tips, how-to guides, resources, and advice.
  - b. Watchlist Wednesdays - a listing of upcoming events.
3. Other Post Types
  - a. Solicitations, selected events, and reposts from partner organizations.
4. Gov Delivery Emails – Select Communications
  - a. Solicitations.
  - b. Biennial review adjustments, information on Economic Impact/Disparity Study, and training courses.
  - c. OSDS Next Steps to Contracting - a twice-monthly webinar.

See the full list of upcoming events on the event calendar webpage:

<https://www.dgs.ca.gov/PD/Events>. Follow us on [LinkedIn](#).

## **Member Questions and Comments**

Question: Can we show an industry breakdown of the Micro Businesses (Micro) including the spend in each industry? This will allow the council to determine if outreach activities are aimed at the right sectors. Can this information be shared at the next meeting?

Answer: We have data on four industries and will report to the council at the next meeting. OSDS will provide updated certification numbers. Also, many of the 4,300 Small Business for Public Works (SB-PW) are also SB certified—we will provide that data too.

## **SBAC Committee Updates**

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### **Procurement Processes Committee**

Committee Chair Charlotta Carter presented the committee report:

1. The committee is reviewing and beginning work on the new strategic goals and action items from the council's March 2024 strategic planning meeting.
  - a. The committee intends to reach out to OSDS and Angela to discuss the strategic goals and action items.
  - b. The only action item from the previous strategic planning cycle not in the new strategic plan is the simplification of the bidding process.
  - c. The committee continues to do a "company spotlight" at committee meetings to provide additional insight to SB issues.
  - d. Prompt payment from prime contractors is a new focus.
  - e. The Mentor/Protégé program is another focus and is being put on the committee's agenda.
  - f. Matters that must be addressed legislatively cannot be done in conjunction with DGS. The committee will reach out to appropriate groups that could assist.

### **Outreach, Marketing, Education, and Training Committee**

Committee Chair Merv Cutler presented the committee report:

1. Members of this committee should RSVP to committee meetings so the committee chair can set expectations for attendance.
2. There is an upcoming small business expo in San Diego that Merv and DGS will attend. Merv invites other council members to attend.
3. The committee looks forward to supporting OSDS training and events.
4. Merv asked about the geographical areas OSDS does outreach in and how OSDS determines what geographical areas to focus or increase outreach in.
  - a. OSDS uses [CalSAT](#) to identify disadvantaged areas for increased outreach activities. The Central Valley and the greater Los Angeles are

two areas with a high disadvantaged community count and limited outreach presence.

- b. OSDS also uses demographic data to make these decisions.
- c. OSDS also uses the new Outreach Tracking system for further insight.

### **Commercially Useful Function (CUF) Committee**

Committee Chair Lee Cunningham presented the committee report:

1. The committee held its first meeting with a focus on the differences between California and Federal CUF requirements.
2. The committee requested a presentation on LPAs at a future committee meeting or council meeting.
3. The committee identified several initial actions:
  - a. Establish a shared, agreed upon understanding of the CUF definition among committee members.
  - b. Define a CUF violation.
  - c. Find a violation and determine what the activity would be to address it.
  - d. Determine and differentiate between what is a CUF issue versus an LPA issue.
  - e. Educate public works contractors on the differences between federal and state CUF definitions. This is also an issue for the food industry in California.

### **Member Questions or Comments**

Comment from Angela: Members are expected to participate in these committees and attend committee meetings. If a member is not on a committee, they will be assigned to one. Work with committee chairs if meeting times are an issue. If a member misses two consecutive council meetings, they will receive a letter from OSDS inquiring about the absences. Members with continued absences will receive a letter from Angela dismissing them from the council. Members that regularly attend council meetings and committee chairs are advised to notify fellow council members of this coming action. There also will be a letter going out to members to solicit interest in being the SBAC's co-chair.

### **Review of New Action Items:**

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Matt Zweier, OSDS Business Outreach Manager, Department of General Services, presented the action items.

1. Display the "In Focus" legislative summary document more prominently on the OSDS web page.
2. Send the "In Focus" legislative summary document to the OSDS Strategic Partners including other organizations that are not part of this council.

3. Send the link to the main State of California GenAI website to the council members.
4. Send the link to CalVet's LINC program to the council members.
5. Arrange for a presentation on Leveraged Procurement Agreements (LPAs) for the CUF Committee.
6. Send the CalSavers communications materials to the council members.
7. OSDS will provide an industry breakdown of the Microbusiness certification numbers at the next council meeting.
8. Send the instructions to submit a letter of interest to be the SBAC co-chair to the council members.

### **Public Comment**

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No public Comment

### **Adjournment**

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1. The next quarterly meeting scheduled for September 4, 2024, will be hybrid on Zoom and in-person at the DGS Ziggurat (707 3<sup>rd</sup> Street, West Sacramento, CA 95605).
2. A motion to adjourn was made by Angela Shell and seconded by Andrew Chang.
3. The meeting was adjourned at 3:30 p.m.