

## California Department of General Services (DGS)

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

**Date:** Wednesday, September 4, 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:** Teresa Macias-Ruiz, Office of Small Business and DVBE Services (OSDS)  
Bilingual Business Outreach Liaison

The regular quarterly meeting of the DGS SBAC was called to order by Co-Chair Angela Shell at 1:05 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 June 5, 2024, meeting minutes. The motion passed without objection.

Matt Zweier, Small Business Outreach Manager, reviewed the action items from the June 5, 2024, meeting. The status of all Action Items was reported as completed.

1. Display the “In Focus” legislative summary document more prominently on the OSDS web page.
  - a. Completed - It is front and center on the [main OSDS page](#) just below the mission statement under New Business Legislation.
2. Send the [“In Focus” legislative summary](#) document to the OSDS Strategic – Partners including other organizations that are not part of this council.
  - a. Completed – document has been sent out.
3. Send the link to the [main State of California GenAI website](#) to the council members.
  - a. Completed – it was sent after the meeting. A link to the [Cal eProcure GenAI showcase](#) was also sent.
4. Send the link to [CalVet’s LINC program map](#) to the council members.
  - a. Completed – it was provided to all council members.
5. Arrange for a presentation on Leveraged Procurement Agreements (LPAs) for the CUF Committee.
  - a. This item was on the agenda for the June meeting and was moved to the December meeting.
6. Send the CalSavers communications materials to the council members.

- b. Completed – CalSavers presentation from the Small Business Administration sent after the meeting.
- 7. OSDS to provide an industry breakdown of the Microbusiness certification numbers at the next council meeting.
  - a. Completed – presented during the OSDS updates at the 9/4 meeting.
- 8. Send the instructions to submit a letter of interest to be the SBAC co-chair to the council members.
  - a. Completed – instructions have been sent out.

## **DGS Updates**

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

1. Three new council members. Angela introduced each council member.
  - a. Tracy Porter
  - b. Leslie Murdock
  - c. Jennifer Cortes
2. Angela requested a motion to change the agenda, moving the CUF and certified resellers on LPAs presentation to the December meeting. Mike Sabellico motioned and Shoba Mallarapu seconded. The council approved.
3. Generative Artificial Intelligence (GenAI) has been a hot topic since the executive order establishing it. The state, through collaboration and communication with partners, continually works on the items that came out of the executive order.
  - a. The procurement guidance and tool kit issued in March 2024 has been updated as of July 1, and issued additional guidance based on feedback that was received from the March issuance. These updates include renaming a disclosure form that is required for all types of contracts in the state. Bidders are required to provide information on whether they use GenAI in any of the goods and services they will provide to the state of California. Form 1000 was renamed “Information and Fact Sheet” rather than a disclosure form. We are still asking vendors to disclose the use of GenAI.
  - b. Contract language was also added that requires vendors to disclose if something changes from their original disclosure or if they did not share information that they now feel needs to be shared.
  - c. Exemptions were added to the information and handout.
  - d. The March edition added a requirement to consult with the California Department of Technology (CDT) every time GenAI is used. As of July 1, 2024, a risk evaluation and determination of low, moderate or high risk determines the need for a consultation. A low risk can proceed without CDT consultation, but a moderate and high risk must have a consultation.
4. Disparity Study contract
  - a. This came out of AB 2019 (2022) and has been awarded to Mason Tillman, a woman-owned small business. It will evaluate what’s happening in the state’s contracting landscape today with respect to disparities in

contracting for minority, women, LGBTQ, and certified small and disabled veteran-owned businesses. And it will look at whether there are opportunities for the state to improve on our procurement process and the way we achieve competition.

- b. The vendor is already reviewing data.
  - c. There will be opportunities for public comment from October through November 2024. For more information, go to <https://cadgsdisparitystudy.org/>
5. Human Center Design Contract
- a. The contract was awarded to Convey, a small business. They will look at DGS' Procurement Division communications, specifically how we reach our audience, particularly our SB/DVBEs. They will look at our public-facing website and how well it supports SBs and DVBEs getting what they need out of the website.
  - b. They will similarly look at Cal eProcure, further exploring website composition, design, duplicate information, readability, and more.
  - c. They will not evaluate our procurement process.
  - d. They will interview a set number of entities. Currently, they are interviewing state teams internally and will interview external entities next.
6. IT terms and conditions
- a. PD is in the final stages of finalizing the IT Terms and Conditions. It went out for public comment in March, where over 600 hundred comments were received. IT Terms and Conditions related to GenAI will come in fiscal year 24/25.
7. GenAI
- a. The request for innovative ideas (RFI Squared), required DGS procurement to establish a proof-of-concept testing environment for five use cases, resulted in two contracts and the businesses awarded those contracts are currently testing in a secure sandbox environment with the CA Department of Technology. Additional use cases for GenAI are being sought.
  - b. The vendor showcase is a one-day forum for vendors to share their ideas for using GenAI to help with the state's challenges. The Government Operations Agency is running this event, and other state departments are involved (DGS is not running it).
8. New Fiscal Year
- a. The state continues to have budget challenges but there are no concerns for DGS.

### **Member Questions or Comments**

Question: Will Convey reach out to the council for input on the Human Centered Design contract?

Answer: Yes, they will.

## CalVet Update

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Daniel Bates, DVBE Analyst.

1. Daniel Bates spoke on behalf of Jamie Jones, who was scheduled to present.
2. CalVet is reviewing 28 applications for their DVBE advisory council. New council members will be announced in December 2024.
3. CalVet hosted a Leadership Conference in San Diego, CA October 6 to 9.
4. CalVet received 143 requests for DVBE information and 67 requests for assistance to become DVBE certified.
  - a. In the last meeting CalVet had 2,010 DVBEs and today there are 2,092 DVBEs.
5. There have been no complaints regarding DVBE certification or contract abuse.
6. CalVet has 8 Local Interagency Network Coordinators (LINC)s strategically placed throughout CA.
  - a. If you have an event, you can request a LINC attend to provide education or help businesses connect with the state.

## Member Questions or Comments

Question: Is there a way to get the LINC locations?

Answer: Yes, we will put the link in the meeting minutes.

<https://www.calvet.ca.gov/VetServices/Documents/LINC%20Map.pdf#search=LINC>  
[CalVet Veteran Services Regional Outreach](#)

## CalOSBA & Go-Biz Update

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Chris Earl, Assistant Deputy Director, Innovation & Entrepreneurship and Southern California Regional Advisor.

1. CalOSBA recently open/closed the 24-25 Program RFPs for the technical assistance program (TAPS). This is CalOSBA's statewide program to bring in providers that provide technical assistance to businesses in a host of different areas such as in procurement, across federal, state, local, and private sector.
  - a. Last year CalOSBA had 107 providers across the state that provide these services.
  - b. CalOSBA will make the selections for this fiscal year's participants and will send out notices to awardees by end of the week.
2. CalOSBA is still working though the equity action plans as part of AB 2019.
3. CalOSBA is in the middle of recruiting their equity and procurement team which is associated with AB 2019.

## Member Questions or Comments

Question: What is the difference in the colors on the TAPS map?

Answer: The colors on the map reference the service types. For example, some focus on procurement, innovation, or maybe on some ethnic group. This map specifically entails CalOSBA's TAPS but there will be a more comprehensive map. CalOSBA is in the process of updating this map to include this program and the entire suite of providers across all programs.

Comment: The \$23 million in assistance is critical to APEX. APEX sent out messages to small businesses and received 5,400 responses that helped with getting fully funded again.

Comment: We delivered over 5,000 letters to the legislature from different types of small businesses.

## **Legislative Update**

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

1. AB 2543: this bill specify that the Small Business Procurement and Contract Act is a state law that provides assistance and services for undocumented persons within the meaning of 8 U.S.C. Section 1621(d). This bill does not change the Small Business/DVBE certification process in practice, as the certification application does not inquire about immigration status. The certification process instead focuses on the applicant business's tax returns and supporting documentation. This bill has been signed by the Governor.
2. SB 1220: this bill prohibits state agencies, and local agencies that receive state funding, from using or contracting for the use of AI on Automated Decision Systems that eliminate or automate the core job function of any worker. This bill is aimed to ensure there will be real human assistance available when people call to receive help with public benefit programs. This bill additionally expands the "California-only" call center restriction in existing law to now require that call centers that provide any of the following services be staffed by Californians: All state agencies authorized to provide public benefit programs, and any local agency funded by state funding to provide services related to public benefits or services. This bill was not signed by the Governor.

## **No Member Questions or Comments**

## **Procurement Updates - Acquisitions**

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Christina Nunez, Manager, Contracts Management Section, Acquisitions Branch, DGS Procurement Division.

1. Christina Nunez spoke on behalf of Carol Bangs, who was scheduled to present.

2. Upcoming Solicitations: there are seven upcoming solicitations and two are currently out, the Zero Emission Transit Buses and the General Transit Feed Specification Realtime (GTFS-Realtime) Services.
  - a. As solicitations are released, the advertisement link will be added to the upcoming solicitations document found [here](#), along with the types of preferences or incentives included in the solicitation.
3. On the [Award Notifications](#) web page you can find notices of intent to award as well as cancelations or retractions of intent to award.
  - a. As of the time of this meeting, only five are posted. There is a total of 35 that received an intent to award, out of those, there are 11 that were small businesses and/or DVBEs. It is expected for those contracts to be in place by 10/1/24.

### **Member Questions or Comments**

Question: Is the list of intent to award just for DGS or is it for all state departments combined?

Answer: No, it is just for DGS' procurement division. It only shows intent to award by the DGS Procurement Division.

Question: Is there a statewide list?

Answer: We don't have a comprehensive statewide list. For DGS purposes, this is our statewide list. However, other state departments, like the DGS Office of Business Acquisitions Services, may have their own pages for department-specific contracts. These may not be statewide contracts, and other departments might choose to post their lists online or not. This list specifically pertains to DGS's Leverage Procurement Agreements.

### **OSDS Branch Updates**

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Diane Lydon, Business Outreach Manager, DGS Procurement Division, provided the following updates:

#### **Certification Updates**

1. 20,255 Certified Firms in Cal eProcure database (including duals/triples)
  - a. 19,101 SB, of which, 16,560 have Micros designation
  - b. 4,726 SB-PW
    - i. SB-PW only – 933 (GAR up to \$43 million)
    - ii. SB-PW & SB Micro – 3,296 (GAR up to the \$6 million)
    - iii. SB PW & SB (non-Micro) – 396 (GAR up to \$18 million)
  - c. 2,048 DVBEs
  - d. 207 Non-Profits
  - e. 1 Non-Profit Veteran Service Agency
2. Compliance
  - a. 14 active SB Program abuse cases

- b. 54 active SB compliance cases in review
  - c. 7 appeals in process
- 3. Application Processing
  - a. OSDS implemented a pilot policy to reduce current application backlog and prevent future backlogs.
    - a. Manually reviewing most applications after approved.
    - b. Reduced application backlog by approximately 98%.
- 4. Bid Due Date (BDD) Expedite Requests
  - a. Requests for expedited application processing for bid due dates must be received no later than the same day applications are submitted.

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

- 1. DGS Strategic Goal: Ensure certified Small Businesses and DVBEs gain a thorough knowledge of the State of California's procurement process from market research and finding contract opportunities to acquisition methods and bidding on state contracts.
- 2. SB/DVBE Cohort Based Training – Scheduled to begin this winter. More details to follow; will request participation from the SBAC.
- 3. Classes
  - 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 Functions
  - d. The ABC's Environmentally Preferable Purchasing for SB/DVBEs
- 4. Website: [SB/DVBE Training Unit](#)
- 5. YouTube Playlist: [SB-DVBE-Training-Unit \(ca.gov\)](#)

### **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, Black Tek Link, City and County of Los Angeles, Fresno Native American Business Development Center, Fresno Area Foundation, Los Angeles Chamber of Commerce, National Association of Minority Contractors – Southern California Chapter, National Association of Women Business Owners, National Latina Business Women Association – IE, Office of Senator Aisha Wahab, Orange County Inland Empire Small Business Development Center, Sacramento Black Chamber of Commerce, Sacramento Regional Builders Exchange, San Diego Orange Imperial Counties APEX Accelerator, San Francisco African American Chamber of Commerce, Small Business Diversity Network, Society of American Military Engineers – Sacramento Post, University of California, Davis, and University of California, San Francisco.
- 2. A partial list of upcoming events includes:

- a. Fireside Chat: The State of EV Charging and the Driver Experience, ChargerHelp, Monday, December 2
  - b. OSDS 50<sup>th</sup> Anniversary Reception, DGS OSDS, Wednesday, December 11, 2024, In-Person event
  - c. Tribes Reboot: Pauma, La Jolla, Ricon, Southern California Veterans Business Outreach Center (SoCal VBOC), Wednesday, January 21, 2025
  - d. Port of San Diego Business Inclusion Summit, Port of San Diego, January 24, 2025
3. Workshops and Webinars Series
- a. I'm Certified. Now What?, NorCal Elite Disabled Veterans Network, Wednesday, January 29, 2025
  - b. Becoming a Certified Small Business or DVBE, Pacific Asian Consortium in Employment (PACE), Wednesday, January 29, 2025
  - c. I'm Certified. Now What?, Fresno Area Hispanic Foundation (Confia), Thursday, January 30, 2025

### **Communications**

1. LinkedIn 2nd Quarter
  - a. 53 Total Number of Posts
  - b. 8.66% Increase in New Followers (1,570 total)
  - c. 11.22% Engagement rate
2. Regular Series Posts
  - a. Tuesday Essentials – Post offer tips, how-to, resources and advice
  - b. Watchlist Wednesdays – A listing of upcoming events
3. Other Posts Types
  - a. Solicitations, Selected Events, Reposts, i.e., CalOSBA and Resource Partners
4. Gov Delivery Emails
  - a. Select Communications
    - i. No-Cost Training
    - ii. Small Business Legislation
    - iii. State Contracting Training

### **OSDS Event Webpage & LinkedIn**

Events Calendar

<https://www.dgs.ca.gov/PD/Events>

Follow OSDS on LinkedIn

<https://www.linkedin.com/company/dgs-osds>

### **Member Questions and Comments**

Question: What is the time difference between the automated approval and the manual approval? How long before someone reviews that?

Answer: It takes 6 to 8 weeks.



Question: What happens if a business is certified but it's under review?

Answer: The business is certified until it is not.

Comment by Angela: OSDS received great feedback from businesses on the CUF, EPP and Marketing training courses, which are good foundational classes. OSDS will provide training via online classes or videos, such as Prompt Payment for vendors, and is examining the various types of contracts we do such as public works, services contracts, goods procurement, and the SB/DVBE Option. This includes understanding what each type entails and how SBs and DVBEs can compete for state contracts. The cohort-based approach offers an alternative method for delivering the classes, but the classes will still be available. We plan to guide a few cohorts through the entire series together, rather than individually. This will allow us to monitor how these small businesses progress through the program together, observing their successes and lessons learned along the way.

Question: Are you recording and putting the classes on YouTube?

Answer: The classes will be on demand and then we will also do the cohort piece.

Question: How do these classes impact your engagement with your partners?

Answer: The partnerships will never go away.

Question: If a business is applying for certification, and is bidding on one of the RFPs, what happens if the business doesn't get the certification?

Answer: The business is certified until they are not. When we look at their file and determine that we need additional information, we will ask the business to produce it. If the business fails to produce it, then their certification becomes in jeopardy. This is true for any business that is certified with the state of California, we continue to audit files regardless of when they were certified.

Question: What happens to a business' application who starts the certification but does not finish the certification?

Answer: It stays there until it's cancelled. We do not have a time limit on when a business can reapply. A business can apply for certification at any time.

Question: Can you give us more information about your cohort training?

Answer: We have developed 4 sessions. We are going to develop at least 4 more classes. It will be for 8 weeks. It will include the classes that you see in this PowerPoint slide but also how to bid, public works, SB/DVBE Option, Fair and Reasonable, and Prompt Payment.

## **Economic Impact Study**

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Anda Draghici, OSDS Branch Manager, DGS Procurement Division, gave the update.

1. There was an action item from the past meeting to present information regarding microbusiness certification by industry. The graph presented is from the fiscal year 22/23 consolidated annual report in which the state met both goals for SB and

DVBE. Most of the microbusinesses are in the services area, followed by construction, manufacturing, and then non-manufacturing.

- a. Micro Dollars Awarded by Category
  - i. The first column shows the contracting activity which includes: Services (Non-IT), IT (Goods & Services), Goods (Non-IT), Construction, CAL-Card Data, and the Total.
  - ii. The other two columns show the Small Business (SB) Dollar Spend and the Microbusiness (Micro) Dollar Spend.
2. We have completed our 2024 SB/DVBE Program Economic Impact Study.
  - a. Last year we announced the solicitation and sent it out to over 300 SB/DVBEs including DGS, Caltrans, UC, CalVet, and SB and DVBE councils.
  - b. It was awarded to a certified SB, CAK International LLC. It was completed in June 2024.
    - i. It included extensive surveys of the 17,000+ SB/DVBEs, selected state departments and all reciprocity partners.
    - ii. Over 1,320 SB/DVBEs responded to the survey and helped shape the study findings.
    - iii. The study used multiple resources available to DGS including FI\$Cal, Cal eProcure, Census, and Consolidated Annual Reports.
    - iv. Data gathered was instrumental in the current Disparity Study to be published in late 2025.
    - v. We are putting together a resource with the [key findings of the 2024 SB/DVBE Economic Impact study](#).
      1. \$5.9 billion/year generated by \$3.5 billion annual average SB/DVBE dollars
      2. \$196 output to local economies for each \$100 in direct spend by the state with SB/DVBEs
      3. \$188 for larger businesses, of which not all stays local or in the state
      4. 35,794 new jobs created
      5. 68% of SB/DVBE dollars stay in the state versus 48% of larger businesses
      6. Reciprocity partners SB/DVBE contracts economic impact –
        - a. \$2.5 billion generated by SB/DVBE contracts
        - b. 16,899 new jobs created

## **SBAC Committee Updates**

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

Committee Co-Chair Lori Kammerer presented the committee report:

1. We have had several meetings with the members.
2. We are looking at three categories:
  - a. Construction – we are looking at subcontracting and supplier, specifically how each industry performs in today’s environment with things like license, contractor work, electrical paving, underground, etc., and construction

- supplies such as steel, electrical, equipment rental, etc. Sandra, Lee and Debra are working on this category.
- b. IT Services and IT Goods – we are looking at primes and subcontracting, specifically how this industry performs with contracting for things like IT staffing, IT system development, and IT consulting. For IT Goods, that includes Software and Software as a Service (SAAS). How does this industry operate for things like using resellers to provide hardware and software? Charlotta, Shoba and Shyla are working on this category.
  - c. Non-IT goods – this includes food, asphalt supplies, not-for construction project vehicles, heavy equipment, auto parts, etc. How do these industries operate? Do they use wholesalers, distributors, resellers, or do they directly supply the goods? We are also including manufacturing in this category. Phil, Steve, Lori and Shaila are working on this category.
3. The next committee meeting is on September 17.
  4. At the last committee meeting:
    - a. Matt Zweier, OSDS, reviewed the list of annual meeting dates for the committee. He conducted a presentation on the small business certification requirements and reviewed the five elements of CUF.
    - b. Steve gave a sample case of a CUF issue that is now under investigation.
    - c. Megan gave a presentation on the state of CA certifications program and reviewed the state's procedure if there were any questions regarding certifications.
      - i. We reviewed the small business and certification support documents with a focus on CUF criteria.
    - d. The next meeting will be about non-IT goods and manufacturing.

### **Member Questions or Comments**

Question: Does it negatively impact an employee's performance review if they fail to process and send out checks/payments on time? Would they get a "black mark" on their records?

Answer: Departments set their own performance metrics, and state classifications include specific requirements for the work assigned to each classification. I can't speak for every department in California that might be late in issuing payments, as it depends on their specific performance metrics. However, it's unlikely that this would negatively impact individual employee performance reviews, causing a 'black mark.'

Question: Is there a report for late payments that the legislature reviews? If so, what are the next steps after the review?

Answer: The legislature can decide if they want to establish further measures for state departments when payments are late. [The late payment penalty report](#) dashboard is available on the DGS website.

Question: I recently had two issues around late payment penalty but am hesitant to pursue it because I still work with the department.

Answer: Escalate the issue within the department and communicate the issue. Late payments should include penalties without action on your part.

Question: The law is very specific—they can't ask for trivial changes, like font size, unless it's substantive and within 10 days. It's challenging to address this because maintaining good relationships is crucial.

Answer: Our prompt payment training provides additional information on the process, especially for small businesses. Reach out to the SB advocate if you haven't already, because that's one of their responsibilities. You can find [advocates in the directory](#) on the DGS website, with contact information for each state department's advocate. If you have trouble reaching an advocate or don't get a response, be sure to escalate the issue.

## **Procurement Processes Committee**

Committee Chair Charlotta Carter presented the committee report:

1. The committee reviewed the new strategic goals and incorporated existing goals that align well, and achievements to date. The committee is now focusing on action items to fulfill these goals.
2. The committee will delegate items that require legislation, and can't be completed by the committee, to appropriate small business advocacy groups.
3. Key priorities for the next session include simplifying solicitations, drafting language, developing templates, and gathering more comprehensive feedback from the community.
  - a. The transparency for MSAs and CMAS is improving.
4. Goal two: Expand opportunities for new and micro businesses. Our aim is to promote a mentor-protégé program, seeking state-level support that aligns with existing federal guidelines.
  - a. There may be different legislative requirements at the state level that must be considered.
  - b. DGS is doing substantial work with real progress in monitoring adherence to the 25% SB requirement.
5. Third goal is Prompt Pay from Prime to sub. This is a significant issue that may need legislative action. We intend to explore it further to determine the necessary steps. If it requires legislation, we'll collaborate with an advocacy group to address it.
  - a. At the state level for prompt payments, we aim to assist small businesses in tracking their payments in Fi\$Cal and provide them with education and training on its use. We want to help them identify any errors that might be causing payment delays. The state is improving in this area.
  - b. We invite companies that are being successful as well as those facing challenges to attend our meetings. They'll have 10 to 15 minutes to discuss their business, share what's working, what isn't, and how we can assist them.
6. We're still in search of a co-chair, as Jay has decided to step back. If anyone is interested in co-chairing with us, your involvement would be greatly appreciated.

## **Member Questions or Comments**

Comment: For new members, your task is to listen to these report-outs. After this meeting, you must choose which committee(s) to join. Participation in at least one committee is essential because that's where the Council's real work occurs. We report progress and discuss upcoming matters in the quarterly Council meetings.

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

Committee member Stephen Simpson presented the committee report:

1. All activities of the outreach, marketing, education, and training committee align with the upcoming OSDS training schedules.
2. There are four goals
  - a. To significantly reduce prompt payment issues to get businesses paid on time.
  - b. To connect businesses in niche industries with departments that need to procure goods and services from these niche industries.
  - c. To strengthen external and internal partnerships through transparency, education and collaboration.
  - d. To strengthen the certified small business community by fostering support, encouragement, engagement through peer-to-peer program.

### **No Member Questions or Comments**

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

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

1. Share the link to the GenAI website with council members
  - a. The site will include the form that state departments use for risk evaluation
2. Share/send a separate Cal eProcure link to the GenAI showcase.
  - a. This is a vendor showcase event, not a solicitation.
3. Send the slides from this council meeting to the members.
  - a. Links that have been mentioned/shown in these slides will be sent to the members.
4. Share/send the resource that Daniel Bates from CalVet mentioned in his presentation.
  - a. CalVet's resources will be sent that along with a map of the LINC's programs. The map will be in a PDF format.

### **Public Comment**

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No public Comment

### **Adjournment**

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1. The next quarterly meeting scheduled for December 11, 2024, will be hybrid on Zoom and in-person at the DGS Ziggurat (707 3<sup>rd</sup> Street, West Sacramento, CA 95605) followed by the OSDS 50<sup>th</sup> Anniversary reception. Please come in person.
2. A motion to adjourn was made by Angela Shell and seconded by the entire council.
3. The meeting was adjourned at 3:11 p.m.