



## **California Department of General Services (DGS)**

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

**Date:** September 4, 2019

**Time:** 11:30 a.m.–1:30 p.m.

**Location:** Orange County Small Business Development Center, 1 Banting, Irvine, CA

**Meeting Facilitator:** Angela Shell

**Recorder:** Daniel Rosinsky-Larsson

The regular quarterly meeting of the DGS SBAC was called to order by DGS Co-chair Angela Shell at 11:35 a.m.

The co-chair and DGS employee Daniel Rosinsky-Larsson, taking minutes, were present. The motion to approve the minutes of the previous meeting was presented and approved without amendment.

The co-chair presented a motion to change the agenda of the day's meeting by replacing the item to vote on changing the language of the Council charter with an item to discuss council participation and the vacant co-chair position. The motion was adopted.

A moment of silence was held in honor of DGS Branch Chief Angel Carrera who recently passed.

DGS employee Araceli Mohseni presented an update on the action items from the previous meeting.

Isabel Guzman, Director of the Office of the Small Business Advocate of the Governor's Office of Business and Economic Development (GO-Biz), provided an update pertaining to her office's work regarding the action items.

The co-chair addressed the proposal from the previous meeting to develop a universal form for compliance with the Commercially Useful Function requirement.

Elizabeth Perez, CalVet Deputy Secretary for Minority Veterans, provided an update on her agency's work with the small business and Disabled Veteran Business Enterprise (DVBE) communities.

Director Guzman provided an update on her office's work on funding and grants for small businesses and connections with other small business-focused organizations. A link to the GO-Biz task force website will be sent to members.

DGS employee Jordan Aquino provided an update on proposed legislation that would affect small business and DVBE contracting.

DGS employee Carol Bangs presented on upcoming and current contracts.

Mike Daniel of the Orange County/Inland Empire Small Business Development Center Network presented on his organization's purview and activities.

William Osgood of CFR & Associates addressed concerns regarding the DVBE waiver process for inclusion of the DVBE incentive and program requirements. DGS manager Danetta Jackson responded and provided an overview of the process. The co-chair invited Mr. Osgood to submit to DGS concerns regarding specific departments for review.

DGS employee Matt Zweier presented on dashboards created to present data from the Consolidated Annual Report. A link to the dashboard will be provided to members.

The co-chair spoke regarding the requirement that council members participate in a council committee. Information regarding the committees will be sent to council members. The co-chair invited council members to submit a letter of interest in serving in the currently vacant co-chair position before the December SBAC meeting for review. Information regarding the position will be sent to council members. A link to the SBAC webpage and the membership roster will also be sent to council members.

Mr. Osgood provided an update regarding Senate Bill 588.

Ms. Mohseni spoke regarding the travel reimbursement process for council members.

Rachel Fischer reported on the work of the Processes Committee. The next meeting is online, November 6 at 1 pm. In the past meeting on August 7, five members attended. The committee was assigned action items from the 2018 strategic planning meeting. All of those tasks have been completed except for a couple items which did not fall under their purview. The committee discussed additional items that it could address until the next strategic planning meeting. The first task is addressing if it is possible to streamline the master schedule agreement order process. The committee will review existing master schedule agreement orders. Secondly, the committee will look at ways to encourage agencies to diversify the small businesses that they contract with and procure from new businesses. Rachel will discuss having use of new businesses as criteria for the State Agency Recognition Awards with Danetta Jackson. The Processes Committee will coordinate with Danetta Jackson for information on what processes are in place to prevent kick-backs and conflict of interest in awards to DVBEs. The Processes Committee encourages council members to email issues to Rachel Fischer and join the committee.

Jerry Bircher reported on the work of the CUF committee. The committee did not meet in the previous quarter as it had turned in recommendations in the June 2019 meeting, and is waiting for direction from DGS for further work.

Julian Canete reported on the work of the Outreach and Education committee. The committee will meet next on September 26 by conference call and will focus on educating legislators of Small Business usage requirements and outreach to small business owners.

Danetta Jackson presented the following new action items:

- Email a link to the GO-Biz Entrepreneurship Task Force website
- Email a link to the CAR dashboard
- Send out information regarding the SBAC co-chair position
- Email a link to the SBAC webpage and membership roster
- Send out information regarding the SBAC committees
- William Osgood will provide information regarding department issues related to DVBE waivers

The co-chair thanked Mr. Daniel for hosting the meeting.

The meeting was opened for public comments. Mr. Osgood mentioned a forthcoming event of the U.S. Veterans Business Alliance. Paul Guerrero spoke regarding the ability of the DGS director to set a procurement goal for microbusinesses. A video in remembrance of Angel Carrera was shown.

The meeting adjourned at 1:30 p.m.