

DEPARTMENT OF INSURANCE

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**CDI INSURANCE DIVERSITY TASK FORCE
1ST QUARTERLY MEETING
MEETING MINUTES**

**Monday, March 14, 2016
10:00 a.m. - 12:00 p.m.
California Department of Insurance
300 Capitol Mall, Sacramento, CA 95814**

- I. **Welcome – Task Force Chair Melinda Guzman**
 - A. **Task Force Roll Call – Melinda Guzman**
 - B. **Attendee Introductions**
 - C. **Approve: 4th Quarterly Minutes – Approved**
 - D. **Reappointments & Term Limits**
 - i. **Melanie Ramil – Terms staggered upon inception; all Members with 1-year term, re-appointed.**
 - E. **Chair and Vice Chair Elections**
 - i. **Melanie Ramil – Election will be held at the 2nd Quarterly Task Force Meeting. As described in the supporting documents, nominations/interested individuals will be announced during 2nd quarterly and a secret ballot vote will be conducted.**
- II. **Supplier Diversity**
 - A. **2015 ISD Survey Feedback**
 - i. **Naveen Habib – All responses received from feedback survey were positive. Participants appreciated the addition of webinars (suggested by Task Force) and the additional resources provided to them.**
 - B. **Review 2015 ISD Results**
 - i. **Michael Keeley – Do you have the total procurement number to compare to the diverse spend amounts we see?**
 - ii. **Naveen Habib – Yes, we can get that for you.**
 - iii. **Melinda Guzman – What kind of categories are considered “other” when considering the industry categories?**
 - iv. **Ramon Jones – That could consider 100 different categories, but I am happy to research to see if there are any “large” categories we are missing in the specific category options.**
 - v. **Janice Brown – Discrepancies in the numbers companies submitted to CDI versus number submitted to NAMWOLF; is the correct person completing the CDI surveys?**
 - vi. **Robin Billups – Whoever is responding should be diligent in making sure they are getting the accurate information from the most appropriate person, if it is not them.**
 - vii. **Salvador Peinado Jr. – Regarding the “Top 5” in PowerPoint; if we take out health insurance companies, how does it look? Would like to see the top for each insurance product, Life, Health, and Property/Casualty.**
 - viii. **Melinda Guzman - This is why we wanted to review this today; to get everyone to ask questions and determine what information we want to see for future reference/presentations.**
 - ix. **Ramon Jones – In addition to tracking dollar amount, we should track percentage of overall spend; many companies may never have the dollar amount that larger companies have, but their percentage of diverse spend could be significantly larger.**
 - x. **Michael Keeley – Do we have a breakdown of the vendors receiving the contracts from the industry?**
 - xi. **Melanie Ramil – We can tell you the number of vendors, but we do not have actual vendor names and company information; we can also share the size of the contracts.**
 - C. **Online Resource Guide for insurers**

- i. Melanie Ramil – We want to build our website with resources; as a transparency initiative it is our goal to put as much information we can out there to make sure all participants are successful and have access to networking that works in their favor.
 - ii. Melinda Guzman – Supplier Diversity Committee should discuss this and help get those resources to the public.
 - D. Success Stories Survey
 - i. Naveen Habib - Survey was sent out in our March Newsletter and the link is on our webpage. We have already received a few great stories; we will be featuring success stories in the IDI Newsletter as time progresses.
 - E. Legislation
 - i. Chris Shultz – From experience, it is more successful to wait until we are closer to the sunset date before we go before the legislature or sponsor a bill to extend the date.
 - ii. Melinda Guzman – What about our hearing?
 - iii. Chris Shultz – At this time CDI is not sponsoring a bill, it is not conducive to go before the legislature unless you need them to write legislation for you; and at this time we do not.
 - iv. Melinda Guzman – Can we prepare an informal report of our work to share with the legislators?
 - v. Melanie Ramil – The previous report we put together for the Commissioner was informal, we would need to reconfigure the report to be more conducive for the legislators.
 - vi. Chris Shultz - Legislative Advocacy Plan
 - May: Staff propose a legislative advocacy plan at the 2nd Quarterly Task Force Meeting
 - August: Task Force to “walk the hill” (i.e., lobby visits to legislators)
 - October: Hearing and Briefings to the various diverse/ethnic legislative caucuses
 - vii. Cathy Schwamberger – We need to have a consensus on whether or not the Task Force is here to educate or here to advocate.
 - F. Matchmaking Series
 - i. Melanie Shelby – To help the success of the Initiative, consider having a privately sponsored event that allows diverse business’ to be matched with insurance companies based on their pre-determined qualifications to meet the needs of the company. This would be in addition to the Summit, but would only be a half-day event.
 - ii. Melinda Guzman – Need more discussion, and can report on this at the next meeting.
- III. 2016 Insurance Diversity Summit
- A. Wednesday, December 7, 2016 at California State University, Los Angeles
 - i. Naveen Habib – The feedback survey from the 2015 Summit is really assisting us in forming the 2016 Summit. We received ideas for keynotes, break-out sessions, as well as additional requests on how to make matchmaking more successful.
 - ii. Mark Morales – December 7 is the anniversary of Pearl Harbor, this may be an issue with veteran-owned business’
 - iii. Randy Sinnott – I do not see it as an issue. Consider holding a 5-minute ceremony in honor of the anniversary at the beginning?
- IV. Task Force Members Updates
- A. Mark Morales – Adding other diverse certifications to their training to cross the groups more and prepare better for matchmaking.
 - B. Randy Sinnott – We have been discussing tracking the separate certifications of Veteran and Disabled (versus Disabled Veteran), should have a definitive answer at the next meeting.
 - C. Robin Billups – Recommends visiting WBENC website; full of useful resources. A couple events coming up this year, and next year annual Summit will be in Las Vegas. Happy to assist in developing a supplier diversity program.
 - D. Cathy Schwamberger – State Farm is now on advisory board for NAMWOLF.
 - E. Melanie Shelby – Thank you Lamar for sharing about MED week, event by MBE (week of August 15, 2016) this would be a great opportunity for cross-pollination.
- V. IDI Staff Updates – Naveen Habib
- A. Review of website
 - B. Newsletter – goes out first week of the month. Please submit any Diversity related news and events by the end of the current month to be included in the next newsletter.
 - i. Cathy Schwamberger – State-only events or national too?
 - ii. Naveen Habib – we want to post any Diversity related information, state or national.

- Any communication with Diversity stakeholders, share with Durriya.Syed@insurance.ca.gov, we are happy to help spread the word.
- C. Diverse Partners Program (DPP) – Durriya Syed
- i. The goal is to strengthen the bond we have in common and support each other. A partner is anyone who wants to participate. The idea is to add to the advocacy and share each other’s information on websites, etc.
- VI. 2016 Quarterly Meeting Dates – Naveen Habib
- A. Monday, May 9 | 10 AM – 12 PM (PST)
 - i. Elections: Chair & Vice Chair
 - B. Monday, August 1 | 10 AM – 12 PM (PST)
 - C. Thursday, October 20 | 10 AM – 12 PM (PST)
- VII. Attendee Updates
- A. Open forum for all attendees to provide any Diversity-related updates
 - i. Belcher – I have never been asked whether or not I am a diverse business, so how can a company know to track their spending with me? Possibly add to company information?
 - ii. Chris Shultz – I have wondered a similar thing, how to differentiate between current/ongoing diverse spend versus new diverse spend.
- VIII. Next Steps and Adjourn – Melinda Guzman