**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

**Quality Location Development Committee (QLDC)**

**Monday, 03/03/25, 9:00am – 10:****00am**

**QLDC Meeting Minutes**

In attendance:

QLDC members (by Zoom): Jerry Gann, Steve Alford, Daniel Salinas

DOR staff (by Zoom): Kelly Snow, Luis Rodriguez, Emma Godinez, Carlene Guzman, Oscar Chavez, Brandon Birchell, Joshua Pitts, Jennifer Wilbon

Members of the public (by Zoom): Maria Trovato

Item 1: Welcome and roll call

The Chair welcomed attendees, conducted a roll call, and reviewed the rules.

Item 2: Waivers

Members and BEP staff discussed upcoming waivers.

Department comments and questions

* No new waivers to present but one coming soon, CalTrans District 4, Oakland, CA, reached out to the department in August 2024, last follow up was September, have not heard from CalTrans, no data to work with to analyze their request
* Do not know what kind of service Caltrans is requesting
* No location survey for CalTrans
* Gave history of the Caltrans building and past vendors in the building, first-floor cafeteria, old building, had a private espresso company inside the building, not a big moneymaker
* CalTrans has been waived in the past, since the early 2000’s
* In previous years, there was a lot of food service/food competition nearby but not sure of the status today
* The waiver expired at the end of January 2025
* The department receives about 6-months advance notice when receiving a waiver request

Committee members comments and questions

* What kind of location is Caltrans District 4, is it a snack bar or vending route
* Is there a lot of nearby food competition/food services
* Suggested that the district one delegate check out the Caltrans District
* Is it 6-months or 12-months advance notice when requesting a waiver

Item 3: Update on interim locations

Department comments and questions

* Sacramento and Folsom State Prisons (1 location in the north), and CIM and CIW Prisons (South) are being announced as primaries
* Reviewed the application deadline for these locations
* Location 256 South Central Los Angeles Post Office has been recently added to the interim list
* No applicants for Folsom or Sacramento State Prisons
* One interested applicant for CIM/CIW
* 8 applicants for the Los Angeles Post Office
* If no applicants for Sacramento or Folsom, the locations will be reannounced
* Reviewed interim locations oldest to newest: Location 304, Los Angeles County Hall of Records; Location 427, Orange County Courthouse; Location 871, California Rehab Center CRC; Location 1030, Chowchilla Prisons; Location 864, CIM/CIW, Location 828, Department of Justice Headquarters; Location 844, Long Beach vending route; Location 876, California Men’s Colony; Location 863, Sacramento and Folsom State Prisons; Location 1059, May Lee State Office Complex; Location 428, Metro State Hospital; Location 1035, CHCF Stockton Training Center; Location 760, West Sacramento Mail Processing Center; Location 1061, US Coast Guard San Diego; Location 256, South Central Los Angeles post office
* Norco Prison will go out as a primary
* Average cost of goods for prisons is usually 50%
* East End is not on the interim list and is being turned over to VMU, the space will remain empty, vending machines will go to VMU

Committee members comments and questions

* Did the department do an analysis to see if the Folsom and Sacramento locations would qualify as primaries if they were separated
* The interim list, have reviewed the top 6, would like an idea of what is coming up
* What is the average cost of goods for prisons
* Is Norco Prison at primary status
* Is East End on the interim list
* What will become of the food service space at East End
* Suggested asking vendors if they are interested in operating East End

Item 4: Current Pending Announcements and Upcoming Interviews

Members received an update from staff and discussed pending facility announcements and interviews.

Department comments and questions

* Bateson Building, downtown Sacramento, one applicant applied for this location, interviews will be held within the next month, the final filing date has closed
* Interim Location 256, South Central Los Angeles post office, several applicants, final filing date has closed, still screening applicants, walk through date coming up
* Two prisons in the North, Folsom and Sacramento State Prisons, combined as 1 primary. In the South, CIM/CIW, combined as 1 primary
* 4 locations out
* Closing dates are March 5th for the prisons
* Interviews include building management
* Long Beach Post Offices going to VMU has not been discussed
* Reviewed 6-month averages for Norwalk State Hospital Location

Committee members comments and questions

* Questions regarding Bateson Building, since only 1 applicant, can interview take place over the phone since there is no competition
* Are the Long Beach Post Offices going to VMU
* Asked how Norwalk Location 428 is doing
* What locations can be sent to VMU should be a topic for a future meeting
* Do locations have to meet a minimum requirement before being put out

**Item 5: Prospective New Locations and Opportunities**

Department comments and questions

* Santa Monica Courthouse gross sales for 12-month period, $13,612 (for the year in gross sales)
* Santa Monica Post Office gross sales for 12-month period, $2,862 (for the year)
* Not sure at this time how many vending machines at the post office

Committee members comments and questions

* Requested clarification for the yearly gross sales for Santa Monica Courthouse and Post Office
* How many machines at the Santa Monica Post Office
* Staff should look into the Santa Monica Post Office if it is not making any money, and what is the foot traffic

Meeting adjourned at 10:00AM