Minutes for the CPVC Meeting October 5th and 6th 2022

Central Office room 301

The CPVC meeting was opened at 1:00 p.m. PST on October 5, 2022.CVPC Roll Call and Introduction of DOR Staff and the Public

Max Duarte, Chair

The chair reminded folks to mute their phones when not speaking by using the mute function on their phone and/or select \*6, which is Zoom’s mute function.

The Chair conducted a roll call and had DOR Staff and other guests introduce themselves.

Roll Call was taken at beginning of meeting as was as follows:

District 1- Present Paul Patche II

District 2-Absent

District 3-Barbara absent Joni in her place

District 4- Present Michael Hatch

District 5- Present Sandi Balani

District 6-Present Harry Begian

District 7-Present Max Duarte

District 8- Present Julie Wakamoto

DOR Staff Introductions

Michael Thomas, Assistant Deputy Director

Sue Pelbath, Deputy Director

Kelly Snow, Program Manager, BEP

Carlene Guzman

Susana Bishop

Susan Robinson

District 7 gave report and started meeting

District 4 reintroduced himself and his plan to track action items throughout meeting. District 4 would like to implement a plan to have continuity with tracking action items starting today.

Sandi Balani gave the secretary treasurer report and said not much going on. Going to check on nonprofit status. Check No. 5301 still being held. District 3 said Do you have to ask State Franchise Board about Nonprofit Status? District 8 -Does check expire?

Motions from May 18-19 motion made by District 5 to approve. District 4 second the motion

Roll call taken to approve minutes

District 1- Yes

District 2-Absent

District 3-Abstain

District 4-Yes

District 5-Yes

District 6-Yes

District 7-Yes

District 8-Yes

Motion Passed

BEP Report

**Department and Business Enterprises Program (BEP) Reports**

Michael Thomas, Assistant Deputy Director, Specialized Services Division

Kelly Snow, Program Manager, BEP

Michael Thomas introduced the new Deputy Director, Sue Pelbath, and gave her an opportunity to speak and explain her vision for BEP’s future.

Sue Pelbath introduced herself and stated that she is like a sponge.

She stated that what you see is what you get. Sue is very excited to be a part of BEP and DOR.

Michael Thomas said not a lot happening in the BEP. RSA looking into whether charging stations for electric vehicles will be classified in the future as vending machines. He also stated that the SSD liaison position has been offered to an individual who will start with DOR in two weeks.

Kelly Snow introduced the new Operations Manager, Susana Bishop and gave her an opportunity to speak.

Susana Bishop stated she worked at CalPers previously and was looking forward to working with the vendors.

Kelly Snow stated that BEP will be looking into new opportunities. He stated the 9th Circuit Court opened military bases back in 2017.

Forming a Food Service Committee was suggested.

District 7 Welcomes both Sue and Susana.

Discussions were had on what are the challenges facing BEP. Some things mentioned were that California DOC has lots of closures pertaining to rest areas. Prisons are wanting to regulate the prices on items that Vendors are selling.

Motions from January 5th meeting were read by Carlene Guzman and discussions were had by all the districts and members of DOR on the motions.

District 7 wants to schedule a Food Tasks meeting. District 7 also would like a prison focus group. District 4 and 7 could be at the prison focus meetings with CDCR.

District 8 would like to establish clean lines of understanding with building managers. What are the building managers expectations of the Vendors? It is important to know what your customers want from you.

District 4 gave example of a snack bar and vending machines he wants to reopen in prisons. He talked to Warden and hard numbers from previous sales shows losses. CDCR does not want to be part of the discussion.

Lots of discussion about training new Vendors. District 1 suggested a hybrid type of approach. Vendors could be certified as trainers to help programs move forward.

Sue Pelbath brought discussion towards logistical and housekeeping items.

Sue suggested cutoff date for travel arrangements. She suggested that DOR needed to know a month in advance. She encouraged folks to be responsible with the taxpayers’ dollars. Then she asked was 3 weeks reasonable amount of notice for travel?

Discussion of setting up meetings for the next calendar year. Sue set up the next CPVC meetings for the falling year.

A motion to adjourn was made by District 5 and seconded by District 8.

October 6, 2022, CPVC Meeting Minutes Cont’d

District 7 opened the meeting and roll call was taken

District 1-Present

District 2- Absent

District 3- Joni present

District 4-Presnt

District 5-Present

District 6- Present

District 7- Present

District 8- Present

Staff

Michael Thomas-Present

Sue Pelbath-Present

Carlene Guzman-Present

Susana Bishop-Present

Susan Robinson-Present

Colleen-present

Kelly Snow-Present

Lisa-Present

Emma-Present

Subcommittee Reports

Benefits Committee District 8

No meeting has occurred for the Benefits Committee. Committee has questions on liability. What is the future of liability insurance? It was asked if we want to increase the deductible fund.

District 4 asked could we reach out to ORI to attend CPVC meeting to give full report on insurance quarterly?

Sue Pelbath said to make this an action item.

QLDC Report- District 1

No process to evaluate current locations.

Primary and satellite vendors. Reach out to new opportunities for the private sector.

Financial Subcommittee District 3

Willie and Barbara were not present to give report.

Rules Committee District 6

No issues are urgent. Prepared Foods Committee will have its first meeting in December.

Training subcommittee District 5

Had one meeting since last CPVC meeting. Discussed Safe Serve exams, who should take them, and who is interested in getting certified.

Michael Thomas suggested looking into making the exam ADA accessible.

District 8 suggested Spring next year to have a Safe Serve training class.

Terry Smith, NABM was guest speaker

Suggested converting cafeterias into micro markets

Look into private sector laundry mats

273 million dollars in funds is available but must be spent on innovation not replacing old equipment.

RSA will be determining if EV charging stations at rest areas will be considered vending machines.

Army wants to change from mess halls to more of a campus model for dining.

District 4 will oversee the list of action items.

Dates to be set for the next CPVC meetings.

District 1 Made motion to adjourn

District 2 2nd Motion

Meeting concluded