**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

**California Vendor’s Policy Committee (CVPC)**

## Meeting Notice and Agenda

## Wednesday, December 6, 2023

**8:30 a.m. – 4:30 p.m.**

## Public Participation Options

In-person at DOR Central Office, 721 Capitol Mall, Room 301, Sacramento, CA 95814

Join Zoom Meeting

<https://dor-ca-gov.zoom.us/j/89238718888?pwd=My9GczIvMU5veDNCSlZPU1BBdkhVUT09>

Meeting ID: 892 3871 8888, Passcode: m4.2Gp+u

One tap mobile

+14086380968,,89238718888#,,,,\*48103485# US (San Jose)

+16699006833,,89238718888#,,,,\*48103485# US (San Jose)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 892 3871 8888, Passcode: 48103485

Find your local number: <https://dor-ca-gov.zoom.us/u/kwUF9PTv8>

**AGENDA**

Please note: Times are listed with the agenda items to assist attendees joining the meeting virtually and by phone. These times are estimates and subject to change. The CVPC may act on any item listed in the agenda.

**Item 1: CVPC Roll Call and Introduction of DOR Staff and the Public**

(8:30 a.m. – 8:45 a.m.)

Max Duarte, Chair. The CVPC Chair will conduct a roll call and introduce

DOR staff and other guests.

**Item 2: Executive Committee Reports**, **Chair’s Report**

(8:45 a.m. – 9:15 a.m.)

Max Duarte, Chair. The Chair will lead a discussion on issues related to the BEP and the success of BEP Vendors.

Public Comment

**Vice Chair’s Report**

Michael Hatch, Vice-Chair. The Vice-Chair will discuss action items, and new procedures that will be utilized to keep action items up to date.

Public Comment

**Secretary-Treasurer’s Report**

Sandy Balani, Secretary Treasurer. The Secretary-Treasurer will lead the CVPC in reviewing and approving the **August 2nd and August 3rd 2023, California Vendors Policy Committee (CVPC) Meeting** minutes via a motion and provide a report regarding the status of the training seminar fund and non-profit status.

Public Comment

**Item 3: Training Subcommittee, Legislative Subcommittee, BAC Committee Reports**

(9:15 a.m. – 10:15 a.m.)

**Training Subcommittee Report**

Sandy Balani, Chair, will facilitate a discussion about the recent educational conference. A request was made to the department to provide a report regarding expenses from the trust fund for the educational conference and discuss ideas for improvements or changes for next year. Marc Leyva will give an update on the training class structure. Committee members would like to know the following: Are there any potential students? Are there any plans for recruitment of students from the vocational rehab counselors? Committee members would like to urge the department to reach out to blind Veterans about the BEP program.

Public Comment

**Legislative Subcommittee Report**

Max Duarte, Chair, will be giving an update on legislative issues.

Public Comment

**Blind Advisory Committee (BAC) Report**

Sandy Balani, BAC Vendor Representative. Sandy will provide an update on discussions that have taken place regarding BEP during BAC meetings.

Public Comment

**Break**

(10:15 a.m. – 10:30 a.m.)

**Item 4: Finance Subcommittee, Rules Subcommittee Reports**

(10:30 a.m. - 11:30 a.m.)

**Finance Subcommittee Report**

The department will give all pertinent reports such as Trust Fund balance and expenditures. Guest speaker, Sharon Gong with Accounting, will be joining. The CVPC received the following questions from Willie Shoemaker that will be clarified.

1. The Set Aside Category in the Fund Balance Report and the separate Set Aside Expense Report financial data does not line up even though the time period between the Fund Balance Report and the Expense report are the same. Will the CVPC be receiving any updates on the financial reports before the next CVPC meeting?

2. If the Fund Balance Report is correct, there is a one-time prior year accrual of funds of $787,930. Can DOR explain the $787,930 of last year’s accrual? The 2021-2022 Fund Balance Report, the total expenses last year were $845,083. If $787,000 was not spent last year and is showing up this year as a credit, this would mean the total expenses for last year’s set aside fund was $57,153. If this is the case last year’s financials are way off.

3. In the Workers Comp section in the Fund Balance Report, $164,261 was claims paid. Last year it was $367,322. Are there new claims on the books and if so, how many and are any substantial potential claims?
4. In the Liability Deductible Reserve Fund, it shows the balance reserve of $109,359.  Last year, the Insurance Policy changed and possibly eliminated the category the deductible fund covered. Does the current Insurance Policy have a supplement in the policy that might make the Insurance Deductible Fund irrelevant?

5. The General Liability Insurance policy is renegotiated every September. Has this been done this year and if so, has the premium dropped to a more favorable premium for the vendors?

Public Comment

**Rules Subcommittee Report**

Harry Begian, Chair. Harry Begian will give an update on rules and bylaw change proposals.

Public Comment

**Lunch**

(11:30 a.m. – 1:00 p.m.)

**Item 5:** **Bickmore presentation**

(1:00 p.m. – 1:30 p.m.) Bickmore will present on the Actuarial Report and the status of the Worker’s Comp Fund.

**Item 6:** **ORIM presentation**

(1:30 p.m. – 2:30 p.m.) ORIM presentation with Nav Mahl regarding liability insurance.

**Item 7:** **Quality Location Development Committee (QLDC)**

**Report**

(2:30 p.m. – 3:00 p.m.)

Paul Patche II, Chair. Delegates will discuss interim locations and waivers. Matt Buller will report on the department’s progress with CDCR and permit language. Matt Buller will discuss any progress with the Department of Defense. Discussion of roadside rest area issues including conversations with DOT about illegal sales and posting signs. Matt Buller will inform of any new locations that are developing.

Public Comment

**Item 8: District Reports**

(3:00 p.m. – 3:30 p.m.)

Delegates will provide reports on the happenings within their respective districts.

Public Comment

**Item 9: Action Items Report**

(3:30 p.m. – 4:00 p.m.)

Michael Hatch, Vice Chair, will go over action items that have been brought up during the meeting.

**Item 10: Open Floor**

(4:00 p.m. – 4:30 p.m.)

Attendees will have an opportunity to discuss suggested items for the next CVPC meeting.

Public Comment

**Adjournment**

The meeting will adjourn at 4:30 p.m.\*

This Meeting Notice and Agenda can also be accessed at the following websites: <http://www.dor.ca.gov/Calendar.html>; <https://www.dor.ca.gov/Home/CvpcMeetingArchive>

Supplemental Meeting materials will be available for public viewing at the meeting site and can also be requested in alternate format from the contact person listed below.

Questions or clarification on agenda topics can be made to the contact person listed below.

Pursuant to Government Code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials, and/or auxiliary aids/services to participate in the meeting can make their request to the contact person listed below by telephone or e-mail. The requests must be received seven (7) days prior to the meeting.

All agenda items are for information, discussion and/or action. All times are approximate and provided for general planning convenience only. Public comments are allowed at the end of each discussion topic and limited up to two (2) minutes per person. Additionally, public comments may only be on the most recent topic.

# Contact Person:

Jennifer Wilbon, Advisory Committee Analyst, DOR Specialized Services Division, jennifer.wilbon@dor.ca.gov. Phone: 916-558-5489.