**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

## California Vendor Policy Committee (CVPC) Meeting

## Wednesday, August 2, Day 1 of 2

1:00 p.m. – 5:00 p.m.

Hybrid meeting held at Department of Rehabilitation Central Office, 721

Capitol Mall, Room 301, Sacramento, CA 95814, with virtual participation available via Zoom

**In attendance**:

CVPC members (in-person): Paul Patche II (District 1), Joni Patche (District 3), Michael Hatch (District 4), Sandy Balani (District 5), Max Duarte (District 7)

CVPC members (by Zoom): Harry Begian (District 6), Julie Wakamoto (District 8)

DOR staff (in person): Sue Pelbath, Deputy Director, SSD, Michael Thomas, Assistant Deputy Director, SSD, Jennifer Wilbon, Advisory Committee Analyst

DOR staff (by Zoom): Kelly Snow, BEP Manager, Susanna Bishop, BEP Operations Manager, Emma Godinez, Southern Field Office Manager, Matt Buller, Location Development Officer, Daniela Isquierdo, Office Technician, Marc Leyva, Training Officer, Colleen Bowden, Northern Region Business Enterprise Consultant

Members of the public (in-person): Jerry Gann, Denise Mendoza, Angelo Mendoza

Members of the public (by Zoom): Andy Ngo, Michael Davis

**Day 1 of 2, Wednesday, August 2, 2023**

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

Max Duarte, CVPC Chair, welcomed attendees, conducted a roll call, and introduced DOR staff and members of the public.

**Item 2: Executive Committee Reports Chair’s Report, Vice Chair’s Report, Secretary-Treasure’s Report, BEP reports**

**Chair and Vice Chair’s report**

Committee members comments and questions

* Provided updates on direct negotiations and teaming partners.
* Talked about Edwards Air Force Base.
* South Carolina working on conflict resolution.
* Discussed using Federal rules as a template to help guide vendors.
* Hadley had 37 states sign up.
* Department of Transportation website has information about locations.
* Discussions took place regarding Valley Wells Roadside Rest and Caltrans.
* A representative in Washington is closely watching Westley Roadside Rest.
* A vendor has 18 credit card readers available to any vendor that would like one.
* Chowchilla Prison (the men’s prison) is selling food to visitors and supplying a barbecue for visitors to cook their food. The visitors are using a vendor’s condiments which is affecting that vendor’s income.
* Suggested starting a database to track vending machines.
* Suggested vendors reach out to Congress and build relationships.
* Talked about credit card swiping charges.
* Discussion took place regarding street vending.

Public members comments and questions

* Would like to know which roadside rest is being fixed first, Westley or Turlock?
* Discussed Turlock roadside rest.
* Discussed credit card reader issues.
* Can vendors use machines that are at locations not being used?
* Can EBT cards be used on machines?

Department comments and questions

* Valley Wells vending machines will be replaced with electrical cabinets.
* Asked for more specifics regarding the Arizona border location, need to know the name of the location.
* Discussions took place regarding repairs, the removal and repair of vending machines at specific locations, and credit card readers.
* Turlock Roadside Rest is getting fixed before Westley.
* Westley’s physical structure is going to be removed; there is no exact start date.
* The department is aware of the Chowchilla Prison situation and is being looked at by the legal department.
* The Chowchilla concern was approved by the governor’s office.
* Chowchilla Prison is in violation of several Health & Safety Codes.

**Secretary – Treasure’s Report**

District 5, Sandy Balani, Secretary Treasurer

Committee members comments and questions

* Reviewed funds in the account.
* A taskforce was put together to plan for the annual vendor training.

**Motion:** District 5 moved a motion to approve the May 3rd and 4th, 2023 CVPC meeting minutes. The motion was seconded by District 1.

**Vote:** District 1, yes. District 3, yes. District 4, yes. District 5, yes. District 6, yes. District 8, yes. The motion passed.

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

Department comments and questions

* Went over current staffing in the southern region, northern region, and central office; central office is fully staffed.
* Discussed satellite locations that were awarded.
* BEP training will occur in a hybrid environment in January 2024.
* OCB had an open house in July 2023.
* Discussed training material.
* End of year financial reports are still being processed and not yet available.
* BEP staff will be attending a food show in Anaheim.
* Managers review the MOR’s after the BEC’s review them. The numbers are based on statewide averages.

Committee members comments and questions

* Participated in discussion about expenses on MOR’s and mentioned that locations are not all the same so cannot have the same standards.
* BEC staff are to help vendors “fine-tune” their business and help bring their numbers up.

Public members comments and questions

* Asked if vendors have gone to OCB.
* Questions were brought up about the training curriculum.

**Item 3:** **Guest speaker, Elizabeth Colegrove DOR attorney**

Elizabeth gave an overview of the Bagley Keene Act. Bagley-Keene is a state law requiring open meetings so the public can participate in state business. CVPC is covered under the Bagley-Keene Act.

Committee members comments and questions

* Questions were asked about public notices and public locations.

Public members comments and questions

* A question was raised inquiring about a quorum.

**Item 4: Challenges Facing BEP Vendors**

Committee members comments and questions

* Discussed John Wilkie Roadside Rest along the Arizona border.
* Suggested signs be posted to deter people from street vendors.
* Street vendors and food trucks park on vendors properties.

Public members comments and questions

* Participated in the conversation about street vendors.

Department comments and questions

* John Wilkie Roadside Rest along the Arizona border will be ready by May 2025.
* The department responded and answered questions to challenges and concerns brought forward by vendors.
* Inquired as to whether or not Chowchilla Prison required a license to sell food.

District 5 moved in a motion to adjourn the meeting at 3:53 PM. District 3 seconded the motion The meeting adjourned at 3:53 PM.

The meeting will resume tomorrow at 9:00 AM.