**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

## California Vendor Policy Committee (CVPC) Meeting

## Thursday, August 3, 2023, Day 2 of 2

9:00 a.m. – 3:00 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): Michael Thomas, Assistant Deputy Director, Specialized Services Division, Susanna Bishop, BEP Operations Manager, Matt Buller, Location Development Officer, Daniela Isquierdo, Office Technician, Jennifer Wilbon, Advisory Committee Analyst

DOR staff (by Zoom): Kelly Snow, Business Enterprise Manager, Colleen Bowden, Northern Region Business Enterprise Consultant, Emma Godinez, Southern Field Office Manager, Luis Rodriguez, Northern Field Office Manager, Marc Leyva, Training Officer

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

Members of the public (by Zoom): Shelly Harris

**August 3, Day 2 of 2**

## 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: Training Subcommittee, Legislative Subcommittee, BAC Committee Reports**

**Training Subcommittee Report**

Committee members comments and questions

* Narrative played regarding active participation.
* Discussion took place regarding active participation and responsibilities in meetings.
* The vendor annual training is planned to occur the first week of November 2023. Discussed which speakers will be presenting at the educational conference.
* The BEP vendor training will be a three-day event, Friday, Saturday, and a half-day on Sunday (November 3, 4, 5, 2023).
* Questions were asked about ServSafe.
* An educational training class for vendors will occur early next year.
* Discussed having a proctor at the training.
* Talked about bylaws, Roberts Rules of Order, and meeting expectations.
* Discussed the use of funds.

Department comments and questions

* Discussed training and how it will be accessible to all applicants (a hybrid training).
* Cannot place prerequisites on vendors to get into the BEP program.
* Suggested CVPC meetings communicate clear expectations to the department to yield better results; have clear and concise expectations beforehand so the department can be prepared to answer questions at meetings.
* The department answered questions regarding training and ServSafe. Vendors will fill out a form and list the accommodations they need.

Public members comments and questions

* Discussed the training curriculum, shared thoughts on the length of training.

**Legislative Subcommittee Report**

Committee members comments and questions

* There is no Legislative Chair.
* Discussed happenings at the upcoming convention in Washington.
* Discussed credit card charges.
* Federal law says vendors do not pay electricity.

**Blind Advisory Committee (BAC) Report**

The BAC meeting will occur 08/10/23. Dave Little with Three Square Market was invited to speak.

**Item 3: Quality Location Development Committee (QLDC) Report, Finance Report, Rules Report**

**QLDC Report**

Committee members comments and questions

* Four waivers to ratify for 5-years: RCD Courthouse, Van Nuys Courthouse, Superior Court of Santa Clara, Family Justice Center.
* Shared what the population is like at the listed locations.
* Language requesting sales information is now put into waivers but has the data been collected?
* Questions regarding the Immigration Building.
* Would like QLDC to be involved with making recommendations regarding announcements and locations.
* What is the process when choosing whether a location will be an interim or satellite?
* Discussed equipment lease programs.

Department comments and questions

* Takes a while to collect sales information and explained the process in which sales data is collected.
* Immigration building is not doing well.
* Talked about Donner and Gold Run Roadside Rests. Discussed, break-ins, repairs, and vandalism.
* Reviewed data and sales information from 2013 forward.
* Donner is closed 3-months out of the year due to snow. Donner is cash only.

Public members comments and questions

* Shared some CHP offices receive text messages when a vending machine is broken into.

**Motion:** District 1 moved a motion to waive the RCD Courthouse, Superior Courthouse, Santa Clara, Family Justice Center, Santa Clara, and Van Nuys Courthouse, for five years. The motion was seconded by District 6.

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

**Finance Subcommittee Report**

Committee members comments and questions

* There is no Finance Subcommittee chair.
* Asked for a trust fund update.
* District 4 volunteered to be chair of the finance subcommittee.

**Rules Subcommittee Report**

Committee members comments and questions

* Discussed the election process and waiting to hear from the department.

Department comments and questions

* The department is working with legal; trying to move forward to an electronic system.

Public members comments and questions

* Went over rules when applying for satellite and primary locations.

**Items 4: Benefits Subcommittee**

Committee members comments and questions

* Beneficial to ask insurance to come speak at meetings to discuss liability insurance and Worker’s Comp.

Department comments and questions

* Prudential was bought out by Empower, effective March 2024.

**Item 5: District Reports**

Committee member comments and questions

Committee members shared what is going on in their districts, some of the highlights are as follows:

* Many repair issues are brought forward.
* Would like a list of vendors in each district.
* 3-day visiting at prisons.

Department comments and questions

* Responded to the concerns and instructed vendors to email their BEC and cc the manager when an issue arises.
* The department will follow up on the request to provide names of each vendor in each of the districts but cannot give out sensitive information such as phone numbers and email addresses.

**Item 6: action items report**

No action items to report.

The meeting adjourned at 3:00PM