**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

## California Vendor Policy Committee (CVPC) Meeting

## Thursday, May 4, 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, Luis Rodriguez, Staff Services Manager, Jennifer Wilbon, Advisory Committee Analyst

DOR staff (by Zoom): Kelly Snow, Business Enterprise Manager, Colleen Bowden, Northern Region Business Enterprise Consultant, Emma Godinez, BEP Los Angeles,

Members of the public (in-person): Denise Hudson-Mendoza

Members of the public (by Zoom): Willie Shoemaker, Jerry Gann, James Pappas, Joe Murphy

**May 4, 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

* The vendor annual training is planned to occur the first week of November 2023.
* Emails were sent out to all vendors to get an estimate of who will be attending the November training in-person. The estimate is to be in the low to mid 40’s.
* The training will be a three-day event, Friday, Saturday, and a half-day on Sunday.
* Discussed potential presenters and guest speakers for the training. The main concern is that vendors need to be educated on MOR’s. Would like the department to look into sexual harassment training through the Attorney’s General office.
* The next taskforce meeting to plan the annual vendor training will be Friday, 05.05.23.
* Requested the department look into educating their staff “upward mobility”.
* The plan is to have an educational training class for vendors early next year.
* A taskforce meeting was requested to plan the training curriculum.
* Suggested to educate vendors about sales tax and income tax should be considered at the training.
* Discussed having a proctor at the training.

Department comments and questions

* Asked for clarification regarding a proctor.
* The department has begun looking into contracting with hotels for the upcoming planned vendor training in November.

**Legislative Subcommittee Report**

Committee members comments and questions

* There is no Legislative Chair.
* Requested the department ask the legal department to talk with Caltrans regarding street vendors.
* Discussed changes regarding permits for street vendors.
* Waiting for the Department of Education to come out with new rules and regulations regarding vending machines.
* The Army is leaning toward a different type of food service.
* Discussed a law signed several years ago by, then, Governor Jerry Brown, which allowed California to have street vendors. Members asked questions about which laws supersede this law.
* Discuss different laws and codes that affect street vendors.
* Asked questions about the used tax exemption and how the used tax exemption keeps track of street vendors sales.
* Inquired as to where the department is at with MOU’s with CDCR.

Public members comments and questions

* Discussed street and highway code 225.5.

Department comment and questions

* Vendors can contact any peace officer, inform them that they are a legal vendor, and make a complaint.
* Discussed new regulations from the Department of Education. Once the regulations are in effect, the department and committee members will need to review them through the legislative committee.
* The department agreed with the idea of talking to Caltrans regarding posting signage to enforce code 225.5.
* Each prison has different language regarding vending.
* The department will check with the legal department to seek aid in answering some of the questions asked today.

**Motion:** District 6 moved a motion requesting the department write a letter to Caltrans asking them to enforce street and highway code, 225.5 to prevent street vendors from selling their product in rest areas and the department add language to the MOR for Caltrans citing code 225.5. District 5 seconded the motion.

**Vote:** District 1, yes. District 3, yes. District 4, yes. District 5, yes. District 6, yes. District 7, yes. District 8, yes. The motion passed.

**Motion:** District 1 moved a motion that the department ask Caltrans to place signage that cites street and highway code, 225.5, to deter street vendors in roadside rest areas. District 4 second the motion.

**Vote.** District 1, yes. District 3, yes. District 4, yes. District 5, yes. District 6, yes. District 7, yes. District 8, yes. The motion passed.

**Blind Advisory Committee (BAC) Report**

The BAC meeting will occur 05/11/23 so there is nothing to report at this time.

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

Committee members comments and questions

* Would like to create 4 different taskforces. A taskforce for: waivers, new locations, evaluating current locations including VMU’s, and a team to overlook the announcements.
* Previously discussed at QLDC, there is a request for food trucks at CDCR-CIW. CDCR is requesting a 10-year waiver for a food truck. Chatsworth Courthouse requested a snack bar and 2 vending machines. It would be a 5-year waiver if they do not get a snack bar. CDCR wants the food truck for staff only. Vendors do not want to keep setting a precedence of a 10-year waiver for prisons and feel a 10-year waiver is too long of a waiver, should be a 5-year waiver at most.
* Vendors would like to try to get vending into state colleges.
* Discussed the CIW prison set up.
* Discussed ways the department can promote the BEP program and suggested advertising.

**Motion:** District 1 moved a motion for a 5-year waiver at CIW prison.

**Vote:** District 1, yes. District 3, yes. District 4, yes. District 5, yes. District 6, yes. District 7, yes. District 8, yes. The motion passed.

**Motion:** District 1moved a motion to waive the snack bar at Chatsworth Courthouse for 5-years.

**Vote:** District 1, yes. District 3, yes. District 4, yes. District 5, yes. District 6, yes. District 7, yes. District 8, yes. The motion passed.

Department comments and questions

* Discussed gross sales and locations.
* The department is looking at how to advertise different DOR programs and how to promote BEP.
* Discussed work orders and gave an email address for requests for work orders. This way, the request is documented.

**Finance Subcommittee Report**

The following financial reports were shared, reviewed, and discussed: Location and Vendors MOR’s December 2022, RSA 15 Report 2022 – 2021 Analysis, Set Aside Fund Analysis, Comparing Contracting Federal and State Vending Machine Income (Retirement).

Committee members comments and questions

* Discussed stripping vending machines for parts.
* Asked questions for clarification regarding the various reports that were shared.

Public comment in questions

* Requested the department explain the status of outstanding MOR’s.
* When are MOR’s going to be submitted electronically?
* Asked about equipment purchases in the first six months of the state fiscal year and if the department has the amount allocated for the purchases?

Department comments and questions

* The department will get the January - March report in June.
* The department is looking toward moving away from paper and going electronically.
* When the department moves to Fiscal, reports are going to be generated sooner.

**Rules Subcommittee Report**

Committee members comments and questions

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

The meeting adjourned at 3:10PM