**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

## California Vendor Policy Committee (CVPC) Meeting

## Wednesday, February 1, Day 1 of 2

1:00 p.m. – 5:00 p.m.

Hybrid meeting held at Department of Rehabilitation

888 South Figueroa Street, Ste #900, Los Angeles, CA 90017.

with virtual participation available via Zoom

Meeting notes

**In attendance**:

CVPC members (in-person): Paul Patche II (District 1), District 2 and 3 (vacant), Michael Hatch (District 4), Sandy Balani (District 5), Harry Begian (District 6), Max Duarte (District 7)

CVPC members (by Zoom): Julie Wakamoto (District 8)

DOR staff (in person): Sue Pelbath, Deputy Director SSD, Michael Thomas, Assistant Deputy Director SSD, Emma Godinez, BEP Los Angeles

DOR staff (by Zoom): Kelly Snow, BEP Manager, Susanna Bishop, BEP Operations Manager, Jennifer Wilbon, Advisory Committee Liaison, Mandip Dahmi, BEC, Ava Hacopian, Medical Consultant, Colleen Bowden, Business Enterprise Consultant

Members of the public (by Zoom): Denise Hudson-Mendoza, Dave Carroll, Jerry Gann

Members of the public (in-person): None

**Day 1, Wednesday, February 1, 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**District 7 Max Duarte: Max shared how he is pleased with how PFST is moving forward. The #1 focus of PFST right now will be the issues with repairs. Max said that there has not been an annual training conference in a while. While NFBEI can offer consultation to the CVPC committee, DOR cannot offer consultation because it would be a conflict of interest. Max proposed the question, what do vendors need to do to be able to subscribe to NFBEI? Max asked members to put a list of opinions/rationale/justifications together to request NFBEI and the list can be presented at the next Training Meeting. Discussed setting up a Taskforce Committee. Max suggested a reassessment of the Richard’s Blvd Complex.

Jennifer Wilbon: Read the motions and responses from the last CVPC 12/14 and 12/15 2022 meeting.

District 4 Michael Hatch: Michael had questions about waiver renewals. Wants NFBEI to be looked at as a “tool”. Michael and Max attended an RSA meeting and shared what the meeting was about. Discussed the Richards Blvd complex.

Susanna Bishop: Susanna said she will soon be trained on how to write waivers. Discussed the Richard’s Blvd location and said the location is not a viable location for what they are asking. Susanna participated in conversation regarding vendor level of service.

Sue Pelath: Would like specific language used in the waiver language. Discussed setting up a Taskforce Committee. Would like the department to explore teaming partners for vendors.

Michael Thomas: Michael inquired as to what other type of training NFBEI can offer that DOR cannot offer. Asked members to create a list/rationale of what NFBEI can offer and the list will be presented and reviewed at the next Training Meeting on 02/22/23.

District 8 Julie Wakamoto: Discussed other states working with NFBEI and shared her opinion about the benefits of working with NFBEI.

Kelly Snow: Kelly talked about the Richards Blvd complex and his knowledge of the building. There is an upcoming meeting with the Richard’s Blvd Complex staff.

District 6 Harry Begian: Provided suggestions for the Richard’s Blvd complex.

**Secretary – Treasure’s Report**

District 5 Sandy Balani, Secretary Treasurer: Balance in the account is $53.01.

**Motion:** District 5 moved a motion to approve the December 14 and 15, 2022 CVPC meeting minutes. District 1, seconded the motion. **Vote:** District 1, yes. District 4, yes. District 5, yes. District 6, yes. District 8, yes Motion passed. Minutes approved.

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

Kelly Snow: Discussed the RSA 15 report. The report gives an overall view of the BEP program. Kelly went over the numbers for Gross sales, Gross profit, Payroll expenses, Other operating expenses, Operating profit, Net proceeds, Vending machines and Other income, Retirement and other benefits paid, Net profit to vendors, Fair minimum return, Vendor earnings, Vendor years of employment, How much did the average vendor earn, How many disabled people were employed, The total number employed in the program. Kelly talked about new hires. Will begin interviews for the Northern field manager position. DOR will be asking DGS about 3 state buildings that may be available for housing. Kelly attended the RSA meeting to discuss the future of BEP.

District 8 Julie Wakamoto: Asked if the numbers in the RSA 15 report were for California.

Max Duarte: Requested the BEP financial report be read aloud. Mentioned reports that the committee would like to be read aloud during meetings. Asked about the Northern field manager position.

Susanna Bishop: Asked who previously presented and read reports during meetings in the past. Made a tentative offer to a training officer. Had interviews for the Location Development Officer. Susanna is still collecting information from the interview panel and then will be making an offer. There is a central office OT position circulating right now.

District 5 Sandy Balani: Sandy said that program changes were mentioned during meetings in the past.

Emma Godinez: There is a manager vacancy position in her department.

Michael Thomas: Michael asked Emma if her department had any new hires. Discussed special elections for the 2 open delegate spots. The department has an election coordinator and two vendors who will witness the ballot opening. Special elections should be occurring in the next month or so. Regular CVPC delegate elections will be in November 2023.

**Item 3:** **Challenges Facing BEP Vendors**

District 4 Michael Hatch: Michael lead a discussion on challenges vendors are facing. Hears stories that vendors are waiting months to get equipment fixed/replaced. How long it takes to replace equipment is a vendor concern. Suggested replacing equipment before it breaks. Discussed purchases, discussed locations, and asked what happens to his equipment if a vendor were to retire; does the new vendor buy new equipment or buy the previous vendors used equipment? Suggested minimizing the effects this business would have on a new vendor. Unclear about certain vending machine purchases. Had questions about bill acceptors, credit card readers, and coin mech. Discussed the ruling regarding the $1000 limit and hoping the department has conversations with RSA about the $1000 limit.

District 1 Paul Patche II: Equipment is getting older, things are falling apart, suggested finding a way to keep track of equipment.

District 5 Sandy Balani: Mentioned that down south there is an excel sheet used to track: equipment, repairs, life expectancy, purchase dates, what repairs have been done.

Emma Godinez: Emma talked about equipment replacements and the procedures.

Michael Thomas: Mentioned another department having a tracking system as well such as Sandy mentioned. Vendors should report concerns/complaints to their CVPC delegate.

District 6 Harry Begian: Talked about purchases and said he and Emma will work on annual replacements of equipment and standard purchases. Suggested vendors email BEC’s with concerns which will prompt a response.

District 7 Max Duarte: Discussed machine purchases and challenges vendors face because they get different information from BEC’s. Max mentioned going to the Capitol on 03/01/23 in Sacramento to speak with California Automatic Vendors Council to discuss several items in the vending industry. Max shared he speaks with legislators about this program and the Randolph Sheppard Act.

Sue Pelbath: Inquired about vending machine purchases. Discussed the ruling of $1000 limit.

District 8 Julie Wakamoto: Shared her experience with coin mech, bill acceptor and said they break down easy. Julie talked about a break-in and what was taken, how long it took for the work order, and she lost 3 days of business.

Michael Thomas: Michael suggested that Max reach out to his connections and inform them how vendors are affected by their challenges.

No public comment.

The meeting will resume tomorrow at 9:00 AM.