**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

## Preferred Food Service Taskforce (PFST) Meeting

## Wednesday, February 1, 2023

10:00 a.m. – 12:00 p.m.

Virtual participation available via Zoom and in-person.

Meeting Minutes

**In attendance**:

PFST members (by Zoom): Julie Wakamoto

PFST members (in-person): Harry Begian, Sandy Balani, Max Duarte, Michael Hatch, Paul Patche II

DOR staff (in-person): Sue Pelbath (Deputy Director), Michael Thomas (Assistant Deputy Director, Specialized Services Division), Emma Godinez (Southern BEP Field Manager)

DOR staff (by Zoom)): Colleen Bowden, Ava Hacopian, Jennifer Wilbon

Members of the public (by Zoom): Andy Ngo

**Welcome and Introductions**

Michael Thomas: Michael Thomas welcomed the members and opened the meeting. Topics from the January 26, 2023, PFST meeting were deferred to today’s meeting. Harry was nominated and accepted the position of PFST Coordinator at the January 26th meeting. Harry requested Emma Godinez to assist him as coordinator. MOR’s were discussed. PFST structure and standards were reviewed. Michael asked if there were ways to talk with contractors and if the department could look at contractor bids?

Harry Begian: Harry Begian mentioned he was elected as the coordinator for the PFST and Working Group and Emma Godinez was elected to assist him. Harry Begian reviewed the purpose and structure of the PFST program. Harry asked for the list of concerns/specific issues to be discussed and read aloud and lead a discussion after. Harry discussed the difficulty with finding contractors. The PFST members will discuss and identify issues that need to be addressed and prioritize these issues appropriately. The working group was assigned to review and monitor Standard Purchases and Annual Equipment Replacement procedures and report their findings to the PFST main committee.

Michael Hatch: Reminded everyone of the goals of the PFST. Participated in the discussion regarding contractors. Gave an example of the bidding process.

Max Duarte: Max said the committee has looked at the policies and procedures of procurement (which have been beneficial to the PFST committee) and may want to revisit looking at it. Max addressed training and recruitment of vendors from the list of concerns. Discussed vending machine and contractor concerns. Max continued to discuss and identify issues that need to be addressed and which issues should be prioritized.

Sue Pelbath: Went over BEC requirements and new changes. Went over accounting processes for MOR’s. Addressed the list of concerns brought forward. Sue participated in the discussion regarding the difficulties with finding contractors. Continued to discuss, identify, and address issues of concerns with members.

Emma Godinez: Discussed processes of MOR’s. Emma accepted helping Harry Begian with the PFST Coordinator position. Emma participated in the discussion regarding vending machine concerns.

Sandy Balani: Mentioned the importance of the presence of DOR staff at

meetings. Discussed the need for the upgrade of facilities.

Paul Patche II: Participated in the discussion of concerns and issues that vendors are experiencing. Discussed equipment repairs.

Action item #1: To further continue discussion regarding MOR’s.

Action item #2: To further continue discussion regarding equipment repairs and contractor issues.

**Adjournment**

The meeting adjourned at 12:00pm.