**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

## Preferred Food Service Taskforce (PFST) Meeting

## Thursday, March 30, 2023

11:00 a.m. – 12:00 p.m.

Virtual participation available via Zoom and in-person.

Meeting Minutes

**In attendance**:

PFST members (by Zoom): Michael Hatch, Sandy Balani, Max Duarte, Steve Alford

DOR staff (by Zoom): Michael Thomas, Kelly Snow, Luis Rodriguez, Marc Leyva, Matt Buller, Jennifer Wilbon

**Welcome and Introductions**

Michael Thomas welcomed the members and opened the meeting.

**Review and Approval of 2/01/23 PFST Minutes**

02/01/23 PFST meeting minutes were approved.

Committee member comment and questions

Max Duarte: Max mentioned the department can approve the meeting minutes because the meeting is not under Bagley-Keene.

**PFST Working Group Report**

PFST workgroup report to be provided at next meeting as Harry and Emma were not able to participate in today’s meeting.

**Discussions Regarding How to Identify and Prioritize the Issues of Concern for Improvement**

The PFST members discussed MORs, equipment repairs, and contractor issues.

Michael Thomas: The department and BEP wish to hear from vendors about concerns they are having and issues with MOR’s. Any request to change the MOR document, will need to be addressed at the Rules Committee Meeting then CVPC. The department will follow up on the concerns that were brought up at today’s meeting.

Max Duarte: Max would like MOR’s be more specific. Max explained how he does his purchases and offered suggestions on how to separate gross sales. Max asked how repair contracts were going in the north and asked if the department looked into the issues with the contractor (S&B) in Northern California. This contractor is bringing his cell phone into the prison. This contractor is also removing machines from their locations and bringing them to his residence for repairs, in which he is later deeming them as “unfixable”. Max said vending machine should be fixed onsite and an entire vending machine should not be removed. There are allegations that this contractor (S&B) is using the vending machines on his route. Vendors would like to know if the issues with S&B have been addressed by the department.

Sandy Balani: Sandy agrees with Max regarding keeping financial information separate with MOR’s.

Kelly Snow: Kelly asked Sandy for clarification in regard to keeping separate information in MOR’s. The MOR form is an official DOR form. For changes to be made to the document, it would need to go back to regulations and ask RSA to accept the change. Kelly asked what specific changes to the MOR are being requested? Kelly offered suggestions that would not require any regulation change. Members were asked how they wished to proceed with making changes to the MOR. Kelly mentioned he had signed off on requests for equipment repair contracts.

Luis Rodriguez: Luis mentioned to not being aware of the issues with S&B in regard to the removal of vending machines. Luis will look into this matter. The cell phone issue with S&B was addressed. Luis mentioned that there will be new service contracts for the new fiscal year.

Michael Hatch: Michael mentioned that for him, as a vendor, looking at gross sales is most important. Michael discussed how specific changes in the MOR would be beneficial. Michael suggested the department put something together regarding changing the MOR instead of the vendors.

Denise Hudson-Mendoza: Denise discussed costs she reviewed for Sierra Conservation Corps in Mule Creek. Denise had questions about separating sales. Denise participated in the conversation about the concerns with the S&B contractor.

**Open Forum**

No topics were brought forward for discussion,

Public comment

**Next Meeting**

The April 27, 2023, PFST meeting is cancelled. The next meeting is May 3, 2023, 10AM – 12PM.

**Adjournment:** The meeting adjourned at 12:00 PM.