**State of California**

**Health and Human Services Agency**

**California Vendors Policy Committee (CVPC)**

**First term, First Meeting Agenda**

**Wednesday, January 31, 2024**

**9:00 AM – 3:45 PM**

**(meeting day 1 of 2)**

Public Participation Options:

In-person at: Department of Rehabilitation (DOR), 721 Capitol Mall, Room 301,

Sacramento, CA 95814

Join Zoom Meeting

<https://dor-ca-gov.zoom.us/j/81670035531?pwd=eUVlaHM0aCtRQWgzT1B6blJlMDA1UT09>

Meeting ID: 816 7003 5531, Passcode: G8JS!sC1

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Find your local number: <https://dor-ca-gov.zoom.us/u/kLKQJzRL3>

Public Participation - Interested members of the public are invited to attend the meeting over the Zoom platform or to join via their phone. To ensure all attendees can hear the committee members, and the speakers, those joining via the phone are requested to mute their phone by pressing \*six to mute/unmute your phone.

Agenda Times are approximate and may be adjusted if pressing new business is brought to the attention of the Committee.

**AGENDA**

**Item 1: 9:00 AM – 9:15 AM**

**CVPC Roll Call and Introduction of DOR Staff and Members of the Public**

Kelly Snow, BEP Program Manager, will conduct a roll call.

BEP delegates will introduce themselves and state which BEP District they represent.

**Item 2: 9:15 AM – 9:45 AM**

**Election of the Executive Committee**

Kelly Snow, BEP Program Manager, will function as the Chair and conduct the election of the CVPC Chair.

* The newly elected CVPC Chair will conduct the election of the Vice-Chair.
* The newly elected CVPC Chair will conduct the election of the Secretary Treasurer.

Public comments

**Item 3: 9:45 AM – 10:30 AM**

Specialized Services Division and BEP Report

Sue Pelbath, Deputy Director, Specialized Services Division (SSD)

Michael Thomas, Assistant Deputy Director. Specialized Services Division (SSD)

* Sue Pelbath and Michael Thomas will address the Committee and reiterate BEP’s commitment to a close and productive working relationship with the CVPC as well as their strong commitment to the continuation of the BEP program and the Preferred Food Service Task Force (PFST), for the purpose of on-going improvements to the BEP program.
* BEP Staff will introduce themselves to the delegates and provide a brief description of their roles within the BEP.

Public comments

**10:30 AM – 10:45 AM**

**Break**

**Item 4: 10:45 AM – 11:40 AM**

**Active Participation**

* Kelly Snow, Program Manager, or his designee, will read the guidelines aloud for active participation (communication expectations) to ensure that all delegates and administration and BEP staff clearly understand the guidelines and the boundaries of their responsibilities.
* The list of financial, or other reports, that DOR is required to provide to the CVPC, with their timelines, will be included in this report.

Public comments

**Item 5: 11:40 AM – 12:10 PM**

**Bagley-Keene Presentation**

DOR Legal Affairs Office will provide comprehensive information regarding the Bagley Keene Open Meeting Act to be followed during CVPC and CVPC subcommittee meetings.

Public comments

**Item 6: 12:10 PM – 12:25 PM**

**Form 700**

DOR Legal Affairs Office will present on the legal responsibility of each CVPC delegate to conform to laws requiring the submission of a Form 700, conflict of interest statement, on a yearly basis, as well as when vacating CVPC responsibilities.

Public comment

**12:25 PM – 1:30 PM**

**Lunch**

**Item 7: 1:30 PM – 2:20 PM**

Bylaws & Robert’s Rules of Order

The Chair of the CVPC, or his designee, will review the CVPC Bylaws & Robert’s Rules of Order, including the protocol of conduct during meetings.

Public comment

**Item 8: 2:20 PM – 2:50 PM**

**Appointment of the Subcommittee Chairs**

* The Chair will appoint the Subcommittee Chairs for the approval of the CVPC delegates.
* The Chair of the CVPC will assign the unfinished issues from the previous Committee and identify new projects and priorities for the Subcommittee Chairs to approve.

Public comments

**Item 9: 2:50 PM – 3:20 PM**

**District Reports**

The newly seated delegates will discuss issues of their concern pertaining to the Program and their districts.

Public comment

**Item 10: 3:20 PM – 3:45 PM**

**Open Floor**

Members of the public will have an opportunity to present issues of concern to DOR Staff and CVPC delegates.

Public comment

**Adjournment**

The meeting will adjourn at 3:45 PM.

This Meeting Notice and Agenda can also be accessed at the following website address: <https://www.dor.ca.gov/Home/Cvpc>. Supplemental Meeting materials will be available for public viewing at the meeting site and can also be requested in alternate format from the contact person listed below.

Questions or clarification on agenda topics can be made to the contact person listed below.

Pursuant to Government Code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials, and/or auxiliary aids/services to participate in the meeting can make their request to the contact person listed below by telephone or e-mail.  The Requests must be received 7 days prior to the meeting.

All agenda items are for information, discussion and/or action.  All times are approximate and provided for general planning convenience only.  Public Comments are allowed at the end of each discussion topic and limited up to 2 minutes per person.  Additionally, public comments may only be on the most recent topic.

**CONTACT PERSON**: Jennifer Wilbon, Advisory Committee Analyst, DOR Specialized Services Division, [jennifer.wilbon@dor.ca.gov](mailto:jennifer.wilbon@dor.ca.gov). Phone: 916-558-5489.