**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

## California Vendor Policy Committee (CVPC) Meeting

## Wednesday, May 1, 2024, Day 1 of 2

1:00 p.m. – 4:00 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), Mario Anthony Szi (District 2), Joni Patche (District 3), Michael Hatch (District 4), Sandy Balani (District 5), Jerry Gann (District 8),

CVPC members (by Zoom): Harry Begian (District 6)

DOR staff (in person): Luis Rodriguez, Marc Leyva, Oscar Chavez, Joshua Pitts, Jennifer Wilbon

DOR staff (by Zoom): Sue Pelbath, Kelly Snow, Ryne Myers, Brandon Birchell

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

Members of the public (by Zoom): Michael Davis, James Pappas

**Meeting Minutes**

**Day 1 of 2, Wednesday, May 1, 2024**

## Item 1: CVPC Roll Call and Introduction of DOR Staff and the Public

Vice Chair welcomed attendees, conducted a roll call, and introduced DOR staff and members of the public.

**Item 2: Executive Committee Reports Chair’s Report, Vice Chair’s Report, Secretary-Treasure’s Report,** **Department and Business Enterprises Program (BEP) Reports**

**Chair and Vice Chair’s report**

Committee members comments and questions

* Requested Bagley-Keene Act, key points and how it applies to CVPC be read aloud
* Discussed future agenda format and how it should comply with Bagley-Keene
* Discussed Randolph Sheppard Act, Beneficial Ownership, AB 2959, RSA TAC, action items, plastics being banned in state buildings
* Request for the department to look into legislative buildings
* Conversation regarding $1,000 minimum purchase rule took place

Department comments and questions

* Suggested addressing agenda concerns with the chair

**Secretary – Treasure’s Report**

**Motion:** District 5 moved a motion to approve the January 31 and February 1, 2024, CVPC meeting minutes. The motion was seconded by District 8.

**Vote:** District 1, yes. District 2, yes. District 3, yes. District 5, yes. District 6, yes. The motion passed.

Committee members comments and questions

* Discussion of funds took place and how speakers are paid

Public members comments and questions

* Would like to know how speakers are paid

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

Department comments and questions

* New BEP staff introduced themselves and provided a description of their roles within the BEP
* Updates about: staffing, upcoming interviews, selections, locations, vacancies, vending machines, and equipment
* Provided a summary of BEP reports and carried out discussion regarding MOR’s and invoices (outstanding invoices were from active vendors)
* There is no payment plan for outstanding invoices
* Went over MOR process
* There will be a new system in which MOR’s can be paid
* CVPC determines how funds will be used

Committee members comments and questions

* Would like to know which locations received vending machines
* Asked if outstanding invoices were from active vendors
* Would like to know how the department plans on collecting balances that are due from the invoices
* How much time is a vendor given to pay
* Questions regarding funds and balances

Public members comments and questions

* Would like to know what funds are used for

**Item 3:** **Empower Presentation**

Presentation by Juanita Ocampo and Kirk Lebeck

Committee members comments and questions

* Would like to know how often Empower sends out communication to vendors
* Questions regarding retirement and investment
* Would like all vendors to receive and review all information and documents before voting

**Item 4: DOR Accounting Presentation**

Presentation by Lori Bruno on the new DOR electronic payment system

Department comments and questions

* Discussed electronic payment portal and walked vendors through the process
* The payment portal is now available, and feedback is welcomed

Committee members comments and questions

* Would like to know when the payment portal will be available

Public members comments and questions

* Asked how often inventory is done

Meeting adjourned at 4:03 PM