**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

## California Vendor Policy Committee (CVPC) Meeting

## Wednesday, January 31, 2024, Day 1 of 2

9:00 p.m. – 3:45 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), Joni Patche (District 3), Michael Hatch (District 4), Sandy Balani (District 5), Max Duarte (District 7), Jerry Gann (District 8),

CVPC members (by Zoom): Mario Anthony Szi (District 2), Harry Begian (District 6)

DOR staff (in person): Sue Pelbath, Michael Thomas, Luis Rodriguez, Marc Leyva, Jennifer Wilbon, Daniela Isquierdo, Brandon Birchell

DOR staff (by Zoom): Kelly Snow, Emma Godinez, Shelley Harris

Members of the public (in-person): None

Members of the public (by Zoom): Michael Davis

**Meeting Minutes**

**Day 1 of 2, Wednesday, January 31, 2024**

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

Michael Thomas, Assistant Deputy Director, SSD, welcomed attendees, conducted a roll call, and introduced DOR staff and members of the public.

**Item 2: Election of the Executive Committee**

**Nomination:** District 6 nominated District 7 for the chair position. The nomination was seconded by District 2.

**Vote:** District 1, yes. District 2, yes. District 3, yes. District 4, yes. District 5, yes. District 6, yes. District 8, yes.

Department comments and questions

* Asked if there were any nominations for the CVPC chair
* Turned the meeting over to the chair, District 7
* District 7, Max Duarte, is the new CVPC, continuing chair for a two-year term
* Discussion about the election process and regulations took place
* Working with the Rules subcommittee regarding rules and regulations
* Asked if there have been discussions about modernizing the voting process

Committee members comments and questions

* The Chair cannot nominate
* Asked if there were any nominations
* Vote for vice-chair
* Need to appoint a secretary/treasurer
* District 1, Paul Patche II is the new CVPC, vice-chair
* District 5, Sandy Balani, is the new CVPC, secretary/treasurer
* Discussed women of legal voters helping in the past
* Discussions took place regarding postmark dates and modernizing the voting process
* If using email for voting, make sure it is accessible

**Nomination:** District 4 nominated District 1 for the vice-chair position. The nomination was seconded by District 8.

**Vote:** District 1, yes. District 2, yes. District 3, yes. District 4, yes. District 5, yes. District 6, yes. District 8, yes.

**Nomination:** District 6 nominated District 5 for the secretary/treasurer position. The nomination was seconded by District 1.

**Vote:** District 1, yes. District 2, yes. District 3, yes. District 4, yes. District 6, yes. District 8, yes.

**Item 3:** **Specialized Services Division and BEP Report**

Department comments and questions

* Congratulated delegates
* BEP staff introduced themselves and provided a description of their roles within the BEP
* Discussed the importance of communication, working together, and making the program efficient and viable
* Proud of BEP team
* Updates about staffing, upcoming interviews, and vacancies
* The department started the PFST taskforce and will be discontinuing it as the goal of the PFST taskforce has been fulfilled. Vendors can take lead on the PFST meetings if they wish for it to continue

Committee members comments and questions

* Discussed the importance of working together and being able to communicate
* Asked if employees get exit interviews upon departure so DOR can identify why employees leave and see if changes need to be made
* Discussed the purpose of the PFST taskforce

**Item 4: Active Participation**

Department comments and questions

* Active participation (communication expectations) document read aloud
* Would like to encourage vendors to actively participate
* Discussed equipment inventory processes
* The department works with a property manager regarding equipment repairs

Committee members comments and questions

* Members discussed equipment inventory

Public members comments and questions

* Asked how often inventory is done

**Item 5: Bagley-Keene Presentation**

Department comments and questions

* Bagley-Keene key points and changes read aloud
* Provided overview and updates regarding the Bagley-Keene Act. Bagley-Keene is a state law requiring open meetings so the public can participate in state business. CVPC is covered under the Bagley-Keene Act

Committee members comments and questions

* Questions regarding how the Bagley-Keene Act applies to subcommittees

**Item 6: Form DR 700**

California’s Political Reform Act requires state government agencies to adopt conflict of interest codes. DOR has adopted its conflict of interest code at Title 9 California code of regulations section 7400. DOR’s conflict of interest code

identifies employees and advisory committee members who must file the form 700 and identifies which disclosure categories apply to each position. CVPC members are labeled in DOR’s conflict of interest code as designated positions who are required to file form 700 to disclose certain economic interests.

Department comments and questions

* The form can be accessed on-line

Committee comments and questions

* Asked if the forms can be sent by email
* Asked if the form is for all committee members

**Item 7: Bylaws & Robert’s Rules of Order**

Department comments and questions

* Documents regarding Bylaws and Robert’s Rules of Order read aloud

Committee members comments and questions

* Questions were asked about the bylaws
* Questions took place asking how to change bylaws

**Item 8: Appointment of the Subcommittee Chairs**

Benefits subcommittee = Joni Patche

QLDC subcommittee = Michael Hatch

Fiscal subcommittee = Paul Patche

Rules subcommittee = Harry Begian

Legislative subcommittee = Max Duarte

Training subcommittee = Sandy Balani

Department comments and questions

* Asked how often subcommittee meeting are held, suggested blocking off one day to have subcommittee meetings

Committee members comments and questions

* Suggested having a time limit to keep speakers and meetings on track

**Item 9: District Reports**

Committee members comments and questions

Delegates discussed their issues of concern pertaining to the program and their districts.

**Item 10: Open Floor**

Committee members comments and questions

* Would like to know if there are any interim’s or perspective locations coming up
* Vendors should be able to sit on interview panels
* How many students are allowed in training
* Discussed upward mobility

Department comments and questions

* An applicant has to have the skill set before training begins

Public members comments and questions

* Questions were asked about training

District 1 moved a motion to adjourn the meeting. District 5 second the motion. Meeting adjourned at 3:42 PM