**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

## California Vendor Policy Committee (CVPC) Meeting

## Wednesday, December 6, 2023

8:30 a.m. – 4:30 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)

CVPC members (by Zoom): Harry Begian (District 6), Julie Wakamoto (District 8)

DOR staff (in person): Michael Thomas, Susanna Bishop, Luis Rodriguez, Marc Leyva, Matt Buller, Daniel Bertsch, Jennifer Wilbon

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

Members of the public (in-person): Steve Alford

Members of the public (by Zoom): Andy Ngo, Denise Mendoza, Wilie Shoemaker

**Meeting Minutes**

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

Max Duarte, CVPC 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**

**Chair and Vice Chair’s report**

Committee members comments and questions

* Would like to make sure action items are included in the agenda
* Would like to develop a CVPC website where all documents related to CVPC can be posted
* Asked for a volunteer to look into developing a website and possibly looking into professional services or a management company

**Secretary – Treasure’s Report**

District 5, Sandy Balani, Secretary Treasurer. Discussed funds and the training conference.

**Motion:** District 5 moved a motion to approve the August 2nd and 3rd 2023, CVPC meeting minutes. The motion was seconded by District 1.

**Vote:** District 1, yes. District 3, yes. District 4, yes. District 5, yes. District 8, yes. The motion passed.

**Item 3:** **Training Subcommittee, Legislative Subcommittee, BAC Committee Reports**

**Training Subcommittee Report**

Committee members comments and questions

* Discussion about the BEP training conference in November 2023 took place; this was the first conference in 3 years
* Discussed changes vendors would like to see for the 2024 educational conference
* Would like to add job descriptions and employee handbooks to the curriculum
* Requested a Training taskforce meeting and would like vendors to write down their experiences at the BEP Education Conference so they can look at changes for next year’s conference
* Shared ideas and suggestions for the next training conference
* Suggested providing incentives to get vendors to attend the conference
* Suggested looking at what other states do because training is mandatory in some states
* BEC’s are not required to take ServSafe
* Would like the department to reach out to blind veterans to promote the BEP program
* Asked about the anticipated start date of the new classes

Department comments and questions

* Discussion of the training curriculum took place
* The department has reached out to individuals who have expressed interest in the BEP program
* A few individuals have started the prerequisites
* Discussed plans for recruitment with BFS
* Requested clarification regarding the department reaching out to blind veterans
* Discussed OCB and assessments
* OCB is not only for BEP, it is for other consumers as well/individuals looking for skills to go to work
* The department takes advantage of opportunities to promote the BEP program when possible
* Discussed the interview process

Public members comments and questions

* Shared ideas and suggestions for the next training conference
* Asked if BEC’s are required to take ServSafe
* Questions arose about becoming a vendor
* Is OCB a requirement
* Questions about delegates attending out-of-state conferences

**Legislative Subcommittee Report**

Committee members comments and questions

* Discussed vending stations, card charges
* Discussed California Automatic Vendors Council. CAVC listen to different issues that come up in the industry; they can advise vendors. The fees have been reduced for blind vendors if a vendor is interested in joining
* It is good for vendors to be connected with organizations/build relationships, and get educated
* Would like to receive updated vendor contact information
* Suggested some redistricting be done next year
* Business addresses and business phone numbers are public record

Department comments and questions

* Discussed looking ahead into moving the BEP program forward, looking at new opportunities
* Sought clarification regarding the request for the department to contact vendors to see if they are willing to share their information

Public members comments and questions

* Shared experiences regarding attending different conferences

**Motion:** District 3 moved a motion for BEP to contact vendors and request their contact information be shared with their district delegates. The motion was seconded by District 4.

**Vote:** District 1, yes. District 3, yes. District 4, yes. District 5, yes. District 6, yes. District 8, yes. The motion passed.

**Blind Advisory Committee (BAC) Report**

Committee members comments and questions

* Discussed at the BAC meeting about vending machines being accessible to the blind
* Discussion about micro markets
* Changes/requests have to go through legislation

Public members comments and questions

* Discussion about vending machine accessibility

**Item 4: Finance Subcommittee, Rules Subcommittee Reports**

Lori Bruno and Sharon Gong to report on the Trust Fund balance andexpenditures.

**Finance Subcommittee Report**

Department comments and questions

* Reviewed the set-aside account, explained expenses, and explained what is and what is not included when calculating expenses and expenditures
* Suggested putting a finance committee meeting together
* Sharon and Lori are responsible for other programs besides BEP

Committee members comments and questions

* Asked if the fund balance report and trust fund balance report are different

Public members comments and questions

* Asked questions regarding finances and expenditures in the reports
* Discussed the differences between certain reports
* Asked if Sharon and Lori do reports for other programs besides BEP

**Rules Subcommittee Report**

Department comments and questions

Clarified that a discussion regarding electronic voting will take place during today’s meeting, not a discussion about By-laws

* Informed that legal and the election coordinator were invited to the next Rule’s meeting
* Trying to figure out how to make the MOR process electronic/would like to make things convenient for vendors

Committee members comments and questions

* Working on language and updating different ways to vote

**Item 5: Bickmore presentation**

Some highlights include: discussion of findings, highlights, and recommendations. When studies are looked at, prior studies are also reviewed. More claims were reported than anticipated. Explained why the SIR rate was lowered. Explained why claims are getting more expensive. The comp rate covers employees only not the vendor. Will look into specific policy coverages. Vendors can come up with questions and send an email.

Committee members comments and questions

* Asked questions about the SIR and asked why it was lowered
* Mentioned that most claims are due to slips and falls
* Would like to keep the low rate as long as possible

Public members comments and questions

* Requested clarification about claims
* Discussion of auto accident claims
* Questions regarding policy coverage
* Asked if weather related claims are covered
* Requested documentation be sent out so that vendors are clear as to what exactly is covered

**Motion:** District 1 moved a motion to continue with the departments recommendation to keep the workers compensation rate the same at $9.50 effective 01/01/24. The motion was seconded by District 5.

**Vote:** District 1, yes. District 3, yes. District 4, yes. District 5, yes. District 6, yes. District 8, yes. The motion passed.

**Item 6: ORIM presentation**

Some highlights include: Nav Mahl discussed the workers compensation rate and general liability rate. Explained why claims are getting more expensive.

**Motion**: District 1 moved a motion to keep the base rate for the property portion of the liability insurance the same at $79.18 and increase the general liability from $9.35 to $12.19 per the departments recommendation effective for the March 2024 MOR and due by April 25, 2024. The motion was seconded by District 6.

**Vote:** District 1, yes. District 3, yes. District 4, yes. District 5, yes. District 6, yes. District 8, yes. The motion passed.

**Item 7: Quality Location Development Committee (QLDC) Report**

Committee members comments and questions

* 3 waivers to ratify

**Motion:** District 1 moved a motion to waive the Judicial Council of California Courthouse, San Francisco, Superior Courthouse of Fresno, and the new Superior Courthouse in Modesto for five years. The motion was seconded by District 6.

**Vote:** District 1 yes. District 3, yes. District 4. yes. District 5, yes. District 6, yes. District 8, yes. The motion passed.

Department comments and questions

* Discussion took place regarding CDCR permits and language
* Discussion took place regarding CDCR requesting credit card readers on every machine
* Only factory sealed food can come into the prison, this is to prevent contraband from entering the prison
* The department does not have the money to replace all the machines at once, so will do one facility at a time
* There will be an upcoming announcement for the US Marine Corp
* Discussed different and upcoming locations

Committee members comments and questions

* Discussed active participation
* Asked questions about the department meeting with CDCR
* Would like vendors to be a part of the CDCR and department meetings as vendors have valuable input
* Discussed illegal sales in roadside rest areas
* Discussed signage be put up at roadside rests informing no food sales without a permit

**Item 8: District Reports**

CVPC members gave updates about the occurrences, happenings, and concerns in their districts.

**Item 9: Action Items Report**

* The department to discuss signage with Department of Transportation
* The department to request contact information from vendors
* Help with developing a CVPC website
* Insurance training
* ORIM/Bickmore to send out policy coverage information to vendors

**Item 10: Open Floor**

Members of the public and delegates expressed their gratitude.

**Adjournment:** Meeting adjourned at 4:32 p.m.