**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

**Quality Location Development Committee (QLDC)**

**Thursday, 03/21/24, 2:15pm – 3:****30pm**

**QLDC Meeting Minutes**

In attendance:

QLDC members (by Zoom): Michael Hatch, Steve Alford, Jerry Gann, Joe Murphy

DOR staff (by Zoom): Kelly Snow, Luis Rodriguez, Marc Leyva, Oscar Chavez, Joshua Pitts, Jennifer Wilbon

Members of the public (by Zoom): Michael Davis, Daniel Salinas, Paul Patche, Sandy Balani

Welcome and roll call

The Chair welcomed attendees, conducted a roll call, and reviewed the rules.

Waivers

Members and BEP staff discussed upcoming waivers. 2 waivers presented.

Department comments and questions

Waiver #1 CDPH Richmond coffee bar. Building population, 450 employees, 100 visitors. Operation hours 7 AM – 11:30 AM. The location is not in a desirable area. There is no storage, no dining area. Has been waived in the past.

* There is no storage; the coffee cart has to be taken away every day
* $35,000 - $40,000 for set it up and it could be a while before seeing a return
* There are water tanks and they must be filled up by the vendor

Committee members comments and questions

* Discussed square footage and population
* Questions regarding storage
* Asked about start-up investment

Public members comments and questions

* Asked if there were water tanks and who fills them up

Motion: Joe Murphy moved a motion to waive the coffee bar at the CDPH Richmond location. The motion was seconded by Jerry Gann.

Vote: Joe, yes. Jerry, yes. Steve, yes. The motion passed.

Department comments and questions

Waiver #2 San Diego Juvenile Courthouse Coffee Cart. Building population is a concern, no prep area, no storage area, operation hours 7 AM - 5 PM.

* Initial investment costs estimated at $35,000 to $40,000
* Coffee cart would have to be hauled away

Committee members comments and questions

* How much would the initial investment cost be
* Asked if coffee cart has to be hauled away

Motion: Steve Alford moved a motion to waive the San Diego Courthouse location. The motion was seconded by Jerry Gann.

Vote: Jerry, yes. Steve, yes. Joe, yes. The motion passed.

Updates on Interim Locations

Members discussed the status of new and pending facilities that are on a six-month interim list.

Department comments and questions

Reviewed locations: 1025 Valley Wells, 813 Turlock and Westley SRRA’s, 863 Sacramento and Folsom Prisons, 876 CMC, 844 Long Beach vending route, 1035 CHCF, 864 CIM and CIW, 828 Department of Justice, 871 CRC, 1030 Valley State Prison, 563 Federal office building, 427 Orange County Courthouse

* Asked if there were any recommendations
* If vendors have specific questions, send question to BEP
* Location 563 is a dry stand it’s not opened/not operated, not a viable location, will explore vending machines with management
* The department can get a six-month average of finances for locations and get the list of interims
* Discussed construction at Turlock roadside rest. Will check status on Westley.

Committee members comments and questions

* Would like to know if the Hall of Records location in Los Angeles is listed
* Would like to discuss financials and if locations are making consistent primary numbers
* Suggested CIW and CIM going on the circulation list first, Folsom and Sacramento second, Turlock and Westley third, because these are the most viable locations
* Is the San Diego, Federal Building, location 563 (dry stand), is it open, if not, can it be closed or converted to a vending machine
* There are 2 vendors without primary locations
* Vendors may want an opportunity to have upward mobility
* Recommended location 304 being put out as a satellite
* Would like the department to gather interim list, and financials on each location, to see if they are making primary numbers, 6-month average for this information is requested
* Requested update on Westley and Turlock construction timeline

Public members comments and questions

* Would like to know if there is a way to get a list of how many vendors are without primary locations

Motion: Steve Alford moved a motion to announce location 304 as a satellite. The motion was seconded by Jerry Gann.

Vote: Jerry, yes. Joe, yes. Steve, yes. The motion passed.

Current Pending Announcements and Upcoming Interviews

Members received an update from staff and discussed pending facility announcements and interviews.

Department comments and questions

* USMC West Coast DOD pending right now, gathering the panel
* 19 interested/applied
* Business plan not allowed
* May Lee office complex (formerly Richards Blvd office complex) permit is with the Department of Finance
* New Sacramento Courthouse: staff working on the purchase list, opens in 2025, will be a coffee cart, no other competition in the building, will be a primary location
* Erreca roadside rest projection: good location, department in process of purchasing equipment, should be completed July/August (Caltrans keeps pushing the completion date back), should be a profitable location

Committee members comments and questions

* Would like to know how many vendors applied and if a business plan is required
* Once a vendor is selected, they won’t give up their location until they know whether or not they got the contract
* The new Sacramento Courthouse will be a coffee cart
* Questions about Erreca roadside rest

Public members comments and questions

* Questions about USMC
* Would like to know if the new Sacramento Courthouse will be sent out as a primary or satellite

**Prospective new locations and opportunities**

Members and BEP staff will discuss possible new business opportunities

Department comments and questions

* There is nothing new to report for state colleges at this time

Committee members comments and questions

* Is there anything being developed regarding state colleges
* Discussed location at the north end of the Golden Gate Bridge (a roadside rest in Marin County)
* Would like the department to look into the rest stop near the Sacramento Airport and would like the department to look into other opportunities such as public housing, laundromats, and convenience stores on federal property
* When the department gets a location development officer, would like the LDO to look into new locations such as state beaches

Public members comments and questions

* Discussed three Caltrans rest stops located in a vendor’s area and will send that information to the chair
* Discussed approaching colleges

**Open Forum**

* The Committee and members of the public will have the opportunity to suggest agenda items for the next meeting.

Department comments and questions

* Work with your BEC regarding equipment
* The department can order vending machines but manufacturers are 14-16 weeks behind

Committee members comments and questions

* Questions were asked about buying equipment

Public members comments and questions

* Question asked about the May Lee location in Sacramento

Meeting adjourned at 3:30pm