**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

**Quality Location Development Committee (QLDC)**

**Thursday, 11/21/24, 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, Emma Godinez, Carlene Guzman, Oscar Chavez, Bradon Birchell, Joshua Pitts, Jennifer Wilbon

Members of the public (by Zoom): Paul Patche, Joni Patche, Daniel Salinas, Nathan Davis, Tim Schmidt, Maria Travoto

Welcome and roll call

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

Waivers

Members and BEP staff discussed upcoming waivers.

Department comments and questions

* Read added language to waivers
* Waiver: California Environmental Protection Agency (EPA), waiver for the coffee cart, snack bar, cafeteria. Gave history of location. Closed last year in October, not making enough money, did a feasibility study and obtained a location survey, 1,100 staff daily, 25 floor building, about 20 visitors daily, 1,120 overall population. BEP vendor operating vending machines at this location who is not interested in operating the facility snack bar or cafeteria. Feasibility study on café and coffee cart, gross sales per month 21,100, estimated labor percentage 5,292, 25%; estimated cost of goods 10,372, 49%; other expenses 1,600, 8%; estimated net income 3,810 for either wet vending stand or snack bar, requesting 10-year waiver
* No two vendors in the same building, this motion was accepted by the department
* Equipment is getting old in EPA building and needs to be looked/see what needs to be replaced
* Employees telework
* Storage 50 ft.², facility 110 ft.², prep area 350 ft.², dining space 1400 ft.²,
* Many food services nearby
* All equipment at site
* Not many interested the last time Cal EPA was announced

Committee members comments and questions

* CVPC requested two things be added to the waiver language; require collecting sales data and change the scope of operations, asked for the language to be read
* Suggested waiving the snack bar not the coffee cart
* Asked if bringing new tenants into the building
* Asked about the square footage of the building
* EPA should be put out as a satellite
* Asked if can waive for 3 or 5 years, not 10 years
* Would like to know if there are a lot of food services nearby
* What is the average number of people on site daily
* Can it be a wet stand instead of a cafeteria
* When it was announced, was it vending or vending and a snack bar

Public members comments and questions

* Reviewed the numbers of daily occupancy and provided clarification
* No new tenants coming into the building
* There are only vending machines in the Cal EPA building
* The vendor there only wants to run a vending machine
* There is no coffee or food service in the building, only vending machines

Motion: Joe Murphy moved a motion that in lieu of waiving this facility, to circulate it as a satellite location and the current vendor would have the right to run all of it as stated in the permit or vacate the facility. If no one responds, recommend a 5-year waiver to see if the building has been repopulated to capacity. The motion was seconded by Steve Alford.

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

Updates on Interim Locations

Members and BEP staff discussed interim locations.

Department comments and questions

* Reviewed the top five interim locations: Sacramento/Folsom State Prison, expected to be announced as a primary, CIM/CIW, expected to be announced as a primary, California Rehabilitation Center, un- decided how it will be announced, Los Angeles County Hall of Records, expected to be announced as a satellite, Long Beach Vending route, undecided how it will be announced
* Chowchilla not anticipated to be announced
* Running analysis on Norco Prison
* Will add Chowchilla to the top five and make it #6
* The 1st one will go out in December

Committee members comments and questions

* Asked for Chino and Norco prison updates
* Asked how Chowchilla will be announced
* Chino has been on the interim for 2 years
* How far is Norco from Chino
* In favor of combining Norco and Chino as 1 announcement
* Suggested staggering them when sending out
* What is the timeframe for sending out the top 2
* Is there a timeframe of when the locations will be sent out and will they be sent out as primary or satellite locations
* Would like Erreca Roadside Rest updates

Current Pending Announcements and Upcoming Interviews

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

Department comments and questions

* West Sacramento post office: final filing date was October, 4 applicants, interviews 12/3/24, it is an interim location
* West Sacramento Courthouse: struggled to set up interview panels due to elections as the post office staff were busy
* Yes, operating San Quentin prison

Committee members comments and questions

* Asked if operating San Quentin Prison
* Is West Sacramento Post Office an interim location
* Announced new QLDC member

**Prospective new locations and opportunities**

Department comments and questions

* New criminal courthouse being built in downtown Sacramento, projected to open next year. It will be a high-rise building downtown. It will have a Starbucks style cafeteria. Estimated population, 4,000 per day
* New Resources Building, downtown Sacramento, the department is in discussions. Micro market concept. 17 floor building. Population of about 2,500 employees. A few state agencies will be tenants there. The department is involved and making recommendations
* Erreca Roadside Rest and Westly Roadside Rest updates
* Reviewed how locations go out; it is a case-by-case basis
* Many state buildings/state agencies are going under one roof

Committee members comments and questions

* There is a need for new locations and new vendors
* Recommend the department contact Jet Propulsion Laboratory (JPL) as a prospective location
* Would like to make another attempt at state colleges
* Requested the department take into consideration vending at state beaches

Public members comments and questions

* Suggested 3 roadside rests in Southern California and would like the department to consider looking at these locations
* Asked questions about when locations go out
* The EDD building will be affordable housing
* Questions about the Resource Building

**Open Forum**

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

Committee members comments and questions

* Requested update about the East end waiver

Department comments and questions

* East end waiver expired for the cafeteria, and they haven’t asked for another waiver. The cafeteria was issued a waiver in 2019 and expired this year in July, and they are required to contact the department first
* Regarding providing services to smoking areas: work with BEC and/or Field Manager, read permit

Public members comments and questions

* Question about providing services to smoking areas

Meeting adjourned at 3:26pm