**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

## California Vendor Policy Committee (CVPC) Meeting

## Thursday, May 1, 2025

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

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

DOR staff (in person): Luis Rodriguez, Carlene Guzman, Oscar Chavez, Brandon Birchell, Joshua Pitts, Raj Basi, Jennifer Wilbon

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

Members of the public (by Zoom): Steve Alford, Dave Carroll, Maria Trovato, James Pappas

**Meeting Minutes**

## 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

* Discussed AB 800
* AB 800 is directed toward BEP vendors
* Asked the department to make sure facilities are run correctly
* Would like to know what actions are being taken by the department regarding AB 800

Department comments and questions

* The department is looking into AB 800 and the impact it would have on vendors
* Vendors and the department must work together
* Discussed bill language

**Secretary – Treasure’s Report**

Committee members comments and questions

* Discussion of funds/how much is in the account
* Would like to use funds for the 2025 training conference in September

**Motion:** District 5moved a motion to approve the February 2025 meeting minutes. 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 and Business Enterprises Program (BEP) Reports**

Department comments and questions

* Discussed department vacancies at central office. Recently filled the training officer position. Processed one public records request. Discussed equipment purchases. Discussed CVPC professional services funding, and vendor retirement contributions. Discussed return to work. Recognized vendor who received award
* Northern field office: filled the office technician position, shared staffing updates
* Southern field office: provided staff updates, discussed vending machine repairs, difficult finding a vending machine contractor in Los Angeles, using the San Diego contractor for urgent repairs. Explained why no current contractor
* Reviewed other key activities that have taken place within the BEP program
* Explained professional funds services balance including: how it is calculated, what it can be used for, excess balances

Committee members comments and questions

* Questions about professional funds: would like to know what the money can be used for and where the excess balance goes
* Asked about the previous contractor for Los Angeles

**Item 3: Training Subcommittee Report**

Committee members comments and questions

* 2025 BEP training conference will be held in Southern California at the Hilton Anaheim, 09/03/25 – 09/05/25 (Wed – Fri), during the week instead of the weekend
* Would like a labor law presenter
* Encouraged vendors to sign up for training conference and requested delegates contact vendors in their district
* Randolph Sheppard 90th anniversary in 2026

Department comments and questions

* Training officer shared experience and background. Doing site facility visits. Talked about how he is preparing himself for this position. Working on revising the training curriculum and shared ideas, and what is to come in the future. Working on building engagement into the training program. Shared what training he has gone through since hired
* No date for the next training class. Would like to make sure the training officer has the tools to be successful before scheduling the next training class

**Item 4: Benefits Subcommittee report**

Committee members comments and questions

* Questions regarding liability insurance
* Members participated in Medi-care discussion
* Suggested Benefits or Finance meeting to discuss use of funds

Department comments and questions

* Participated in Medi-care discussion

**Item 5: BAC Report**

Committee members comments and questions

* Summarized key topics presented at the BAC meeting

**Item 6: QLDC Report**

Committee members comments and questions

* Would like to know if the department reached out to JPL
* Asked for an overview on interims
* Would like to know when the interviews for Chino will take place
* Discussions took place regarding Location 304, including questions about machines, what is the return on the investment, building population

Department comments and questions

* No waivers to announce, gave overview on interims, 17 interim locations, department working on CIM and CIW and Sacramento and Folsom State Prisons
* Interviews for Chino will be rescheduled
* The new Sacramento Courthouse: announcement is ready, going through the final steps with project development team, anticipate coming out very soon
* New Labor Agency building, micro-market concept
* The department has not yet reached out to JPL

Public members comments and questions

* Discussions took place regarding Hall of Records building, including discussing building population, sales, and types of machines in the building

**Motion:** District 4 moved a motion to put location 304 out again as a satellite. The motion was seconded by District 3.

**Vote:** District 1, no. District 3, yes. District 4, no. District 5, no. District 6, yes. District 8, yes. The motion passed.

**Item 7: Rules Subcommittee Report**

Committee members comments and questions

* No Rules meeting
* Would like to look at re-districting
* Redistricting done in even years, cannot do the same year there is an election, 2026 will be next according to the bylaws
* Would like to revisit the bylaws
* Questions about 50-mile rule
* This is an election year (September)

**Item 8: Finance Subcommittee Report**

Department comments and questions

* Reviewed reports, reviewed missing MOR’s, active vendors owing, outstanding invoices, total invoice balance $114,599.82
* These are active vendors with locations that owe
* Discussed purchases and spending

Committee member comments and questions

* Would like to know if these are active vendors with locations that owe
* Would like to know if there are any big purchases coming up

**Item 9: Legislative Subcommittee Report**

Committee members comments and questions

* Discussed threaded caps/bottles, Mini Blast conference, NABM
* Provided legislative updates
* Discussed AB 800

**Item 10: Discussion on where CVPC can get management services paid from and what it can be used for**

Committee members comments and questions

* Would like the department to explain how management funds and professional services funds are used
* Discussed building a website page and technical difficulties with nonprofit status
* Questions and discussion took place about delinquent vendors, missing MOR’s, and balances
* Would like to know how many vendors are in the program

Department comments and questions

* Explained how Management and Professional Services funds are used and provided examples
* Under $5k per year, don’t need RSA approval
* 51 vendors in the program
* MOR discussion took place
* Reminded vendors to send MOR’s in on time

**Item 11: Discussion on Active Participation**

Committee members comments and questions

* Shared thoughts and concerns regarding active participation
* Would like to make sure the CVPC is part of discussions and decision making with policy changes
* Discussions took place regarding meter readings and payroll

Department comments and questions

* Reviewed regulations 7220

**Item 12: District Reports**

Committee members comments and questions

* Delegates provided updates within their respective districts
* Compton Courthouse was awarded
* Delegate has a goal to reach out to his vendors on a monthly basis to check-in

**Item 13: Open Forum, Suggestions for next meeting, Discuss and update action items**

Committee members comments and questions

* Participated in discussion about redistricting, MOR’s, meter readings, regulation 7220
* Questions regarding equipment at closed locations

Department comments and questions

* Read regulation 7220 and continued discussion
* Participated in meter reading and MOR discussion

District 4 moved a motion to adjourn the meeting at 2:39pm. The motion was seconded by District 5.

Meeting adjourned at 2:39 PM