**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

**Quality Location Development Committee (QLDC)**

**Monday, 07/07/25, 9:00am – 10:****00am**

**QLDC Meeting Minutes**

In attendance:

QLDC members (by Zoom): Michael Hatch, Jerry Gann, Steve Alford, Daniel Salinas

DOR staff (by Zoom): Luis Rodriguez, Emma Godinez, Carlene Guzman, Ryne Meyers, Oscar Chavez, Gladden Rangel, Raj Basi, Brandon Birchell, Joshua Pitts, Jennifer Wilbon

Members of the public (by Zoom): Maria Trovato, Michael Davis, Sandy Balani

Item 1: Welcome and roll call

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

Item 2: Waivers

Members and BEP staff discussed upcoming waivers.

Department comments and questions

2 waivers to present, both are in Southern California:

1. Van Nuys State Office Building, requesting cafeteria service. With the pause of the return to office mandate, decision to waive the cafeteria space for 5-years. Satellite location, low foot traffic, about 300 staff daily.
* Recommend 5-year waiver, department confirmed with current vendor and current vendor is not interested in operating cafeteria
* DGS lease terms are 5-years

Committee members comments and questions

* Asked if the department talked with the current vendor about this location
* Feels that it is appropriate to waive this location
* Cannot have 2 vendors at same location
* Asked if current vendor is operating vending machines only
* Asked if the location looked promising when return to office was expected
* Asked how about a 3-year waiver instead of a 5-year waiver

Motion: Jerry Gann moved a motion to waive the Van Nuys State Office Building for 5 years. The motion was seconded by Daniel Salinas.

Vote: Daniel, yes. Jerry, yes. Steve, no. Motion passed.

Department comments and questions

1. Ronald Regan State Office Building, low foot traffic in the building, satellite location, this location would not provide any additional services that the vending machines aren’t doing already. Recommend a 5-year waiver, current vendor is not interested in operating a micro-market at this location.
* The building is requesting a micro market
* The current vendor is not interested in the cafeteria or micro market

Committee members comments and questions

* Would like to confirm the building is requesting a micro market
* Did not notice any frozen or cold food machines at this location
* There is already a vendor at this location, cannot have two vendors in the same location

Motion: Daniel Salinas moved a motion to waive the option for a micro-market for the Ronald Reagan Building for 5-years. The motion was seconded by Jerry Gann.

Vote: Steve, No. Daniel, yes. Jerry, yes. The motion passed.

Item 3: Update on interim locations

Department comments and questions

* Location 817, interviews are being held the week of July 16th, there are 4 tentative applicants
* Combined Location 876, California Men’s Colony, with Location 1029
* There are 17 active interim locations in BEP
* Will have a list of some locations coming out at the next meeting

Committee members comments and questions

* Would like to know what locations are coming out next

Item 4: Current Pending Announcements and Upcoming Interviews

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

Department comments and questions

* Location 1006 announcement just closed, 1 applicant, will proceed with screening process
* Location 1060, Sacramento Courthouse, held interview, will announce awarded applicant this week
* Location 817, Erreca Roadside Rest, 4 tentative applicants, will be a Zoom interview
* Location 1029, waiting for Caltrans, panel and interview date, 1 applicant, hopefully will interview soon
* Location 864, CIM, CIW, 2 applicants, walkthrough July 15th
* San Diego Superior Courthouse, vendor is leaving the location, primary location, cafeteria and vending machine operation will be coming out shortly. Reviewed the actuals and estimates for this location, reviewed payroll, cost of goods, there are 12 vending machines at this location, 1,100 daily staff, 2,533 daily visitors, 1st floor coffee cart, 12 vending machines, 3rd floor snack bar

Committee members comments and questions

* Are there any announcements scheduled to come out
* What are the numbers for the San Diego Superior Courthouse
* How many vending machines are at the San Diego location
* Is the coffee cart still in the lobby

Public members comments and questions

* Would like to know the building and visitor population at the San Diego courthouse

**Item 5: Prospective New Locations and Opportunities**

Department comments and questions

* Santa Monica Post Office over a 12-month period produced in gross sales, $2,786, Santa Monica Courthouse produced $15,767.50 in a 12-month period
* Commission rates 24%
* 6 vending machines at the courthouse and 2 vending machines at the post office
* The post office is not a distribution center
* Could not find a Caltrans location in Santa Monica

Committee members comments and questions

* Would like to know what the commission rates are for the Santa Monica Post Office and Santa Monica Courthouse
* Questions about reports
* Would like to know if the post office is a distribution center
* Caltrans building in Santa Monica question

**Item 6: Open Forum**

Department comments and questions

* Desert Oasis set to open in 2029
* Discussed other rest stops for the department to look into

Committee members comments and questions

* Shared potential location sites
* Would like to resume JPL discussion when there are more vendors in the program

The meeting adjourned at 10:00am