**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

**Quality Location Development Committee (QLDC)**

**Monday, 10/06/25, 9:00am – 10:****00am**

**QLDC Meeting Minutes**

In attendance:

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

DOR staff (by Zoom): Luis Rodriguez, Carlene Guzman, Emma Godinez, Brandon Birchell, Raj Basi, Nia Lutu, Joshua Pitts, Jennifer Wilbon

Members of the public (by Zoom): Paul Patche, 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

Two waivers to present: Lakeport Courthouse, 5-year waiver for the coffee cart and Hiram Johnson Building, 10-year waiver for the coffee cart.

1. Lakeport Courthouse, the recommendation is for a 5-year waiver for the coffee cart. Set to open 10/10/25. Provided background information for this site, financial analysis, feasibility, projected net income, sales estimates, return on investment. Located in the small town of Lakeport, CA. Insufficient population, financial and other operational factors show the site is not feasible for a BEP vendor. This waiver, if approved, would allow JCC to competitively bid the coffee cart site to a private food service vendor. It would take approximately 11 years to pay off the equipment. Population: 115 daily (visitors and staff combined).

* Named the vendor close to this site
* Lakeport is about an hour to an hour and a half away from Sacramento
* Return on investment is a concern with this site
* With the building population, the vending would probably go to the VMU section

Committee members comments and questions

* Asked who the closest vendor is to Lakeport Courthouse
* Would like to know how far Lakeport is from Sacramento
* Asked if there are vending opportunities at the Lakeport Courthouse

Motion: Steve Alford moved a motion to waive the Lakeport Courthouse coffee cart for 5 years. The motion was seconded by Jerry Gann.

Vote: Jerry, yes. Steve, yes. Daniel, yes. Motion passed.

1. Hiram Johnson Building in San Francisco, CA, coffee cart, recommend 10-year waiver. Provided background information for this site, financial analysis, feasibility study, sales estimates, return on investment study. Projected net income was below the adequate net income requirements, lack of vendors in the region, a lot of food competition nearby. The coffee cart is not going to meet the adequate net income requirements for a vendor in the program, this building has consistently failed to meet adequate net income requirements. The cafeteria service was waived in June 2025. Recommend a 10-year waiver to go along with the cafeteria waiver (they will end at the same time and will be reevaluated the same year). This is a large building in the middle of downtown SF with multiple agencies in it. The building population: 936 employees, 100 visitors per day, but the department does not think this is accurate for the daily average. The building population is reported for the entire building, not just one agency. Vendors weren’t successful at this location even when it was in full occupancy.

Committee members comments and questions

* What is the building population
* What type of building is this location
* Are the employee/visitor numbers for one agency or the whole building
* Suggested a 5-year waiver instead of a 10-year waiver
* Explained the cafeteria has already been waived for 10 years

Motion: Jerry Gann moved a motion to waive the Hiram Johnson building coffee cart for 10 years. The motion was seconded by Steve Alford.

Vote: Jerry, yes. Steve, yes. Gloria, yes. Daniel, yes. Motion passed.

Item 3: Update on interim locations

There are no active interim locations at this time.

Committee members comments and questions

* When a location is vacant/not being served, the department should immediately find a vendor to go into the location on an emergency basis so that the location is not empty

Department comments and questions

* Agrees about trying to not have empty locations

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 1012, Caltrans District 11 Headquarters, and the Vista Admin Center Courthouse in the San Diego Area 9 (vending machines). Two vendors applied, hopefully will announce the selected vendor by the next meeting
* Case by case basis on how interim locations go out
* Approval given to announce Location 304

Committee members comments and questions

* Asked when interim locations are going to be put out
* When will Location 304, Hall of Records be announced

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

Department comments and questions

* Not getting commissions from State Legislators Office
* The department has reached out to DGS to inquire about commissions and is trying to schedule a meeting with DGS
* Conducting a site visit tomorrow for Department of State Hospital, Patton
* Will be getting vending commissions from Patton; 15% commission implemented in the new interim contract towards the VMU unit

Committee members comments and questions

* Asked if the department can talk to DGS about commissions
* Would like to know if the department is getting vending commissions from Patton

**Item 6: Open forum**

The agenda will remain the same for the next meeting.

The meeting adjourned at 10:00am