**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

**Training Subcommittee Meeting**

**Monday, 02/03/25 10:00am – 11:00am**

**Training Meeting Minutes**

In attendance:

Training subcommittee members (by Zoom): Sandy Balani*,* Julie Wakamoto, Jerry Gann, Naresh Balani, Steve Alford

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

Members of the public (by Zoom): Maria Trovato, Jamess Wright

Agenda

Item 1: Welcome and roll call

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

Item 2: Training class update

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Committee members comments and questions

* Would like to know how many applicants applied for the training officer position
* If a vendor does not have a location for 2-years, what process takes place
* Questions and discussion regarding meter readings
* Asked if meter reading is part of the training curriculum
* Suggested mandated monthly meter readings

Department comments and questions

* Holding interviews within the next couple of weeks and will be able to provide updates at the next training meeting
* There are 10 interested applicants for the training officer position
* Explained the application process
* Explained what a vendor is supposed to do if does not have a location after 2-years
* Meter reading is part of the training curriculum

**Item 3: Training budget discussion**

Discussed budget for 2025 training conference.

Department comments and questions

* Discussed BEP conference expenses for past conferences and the 2025 conference

Committee members comments and questions

* Narrowed down to 3 hotels in Los Angeles for the 2025 conference: Hilton LAX, Hilton Anaheim, Crowne Plaza
* Discussion took place about vendors not showing up for the conference

**Item 4: Training conference discussion**

Begin planning for the 2025 training conference.

Department comments and questions

* Informed which hotels are being looked at for the 2025 conference and suggested that a hotel be chosen soon
* Looking at having the conference during the week, instead of the weekend, September 3rd through September 5th, 2025

Committee members comments and questions

* Reached out to several hotels for the 2025 conference, including Hilton LAX, Hilton Anaheim, and Crowne Plaza
* 2025 conference will take place during the week instead of the weekend
* Additional hotel suggestions were made
* Offered suggestions and ideas for next conference
* Discussed costs and expenditures for the 2024 and upcoming 2025 conference
* Discussed holding vendors accountable when they do not show for conference
* Suggested looking into the Doubletree by the Hilton in Ontario
* Crowne Plaza is not a good idea due to the heavy traffic in the area
* Looking into holding 45 rooms/60 guests, discussed hotel amenities
* Asked vendors/members to choose a hotel at today’s meeting
* Asked if September 3 - September 5 was a good idea for Prison vendors since Friday is visiting day
* Asked who was going to start the agenda and who to give agenda ideas to
* Suggested having a comedian instead of a motivational speaker
* Hilton Anaheim was chosen for the 2025 conference
* Asked if department staff can have lunch with the vendors

Public members comments and questions

Asked if the tariffs were going to affect the food pricing

**Item 5:** **Open Forum to discuss topics for the next meeting**

Committee members comments and questions

* Participated in open discussion regarding upcoming training conference

Department comments and questions

* Participated in open discussion regarding upcoming training conference

**Adjourn**

The meeting adjourned at 11:00am