
**CALIFORNIA VENDORS
POLICY COMMITTEE
(CVPC)**

**Meeting Minutes
January 19, 2006**

CALIFORNIA VENDORS POLICY COMMITTEE

Location: Department of Rehabilitation in Sacramento, California

Meeting commenced at 10:15 am, Thursday, January 19, 2006.

ROLL CALL

Meeting is in compliance with November 1995 Motion 95.212 disclosure requirements for delegates.

Janis Friesen, the CVPC Executive Secretary, called the meeting to order at 10:15 am. The Motion 95.212 was read. Mrs. Friesen also explained the CVPC Roll Call procedures. During the roll call, each delegate is required to give the following information:

1. The number of his or her CVPC District,
2. The BEP Location that he or she currently manages as a BEP vendor. This includes both primary and interim locations, and
3. All contracts that he or she currently manages, owns, or otherwise controls which involves BEP, BEP locations or the DOR.

There were ***ten (10) delegates*** in attendance, which satisfies the requirements of a Quorum.

Delegates in Attendance

District	Delegate	Location
District 1	Tom Evans	Agnes Developmental Center and Main Processing Center (Post Office) in San Jose.
District 2	Joe Murphy	Turlock Roadside Rest Area, Turlock, California.
District 3	Arthur Culbert	Department of Rehabilitation
District 4	Reese Griffith	Public Retirement System
District 5	Michael Hatch	Corcoran State Prison

District	Delegate	Location
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District 6	Jeana Martin-Hanlon	California State Men's Prison in Lancaster, California
District 7	Harry Begian	Cal Trans Building, Los Angeles U.S. Federal Courthouse-Interim
District 8	Jack Bedikian	Bulk Mail Center – U.S. Post Office in Bell City, California
District 9	David Collins	California Rehabilitation Center in Norco, California
District 10	David Hanlon	Dave's Snack Bar in Spawar (San Diego)

INTRODUCTION OF STAFF

Janis Friesen conducted a roll call of present DOR staff and guests.

John Westbrook - Program Manager, Blind Enterprises Program (BEP).

Janis Friesen – CVPC Executive Secretary.

INTRODUCTION OF GUESTS

Nicole Smith – CVPC Recording Secretary taking the meeting minutes.

Michael Dowling – a BEP vendor with a Roadside Rest area location.

Fritz Wilkins - a new BEP vendor

Roy Harmon – a BEP vendor with a Roadside Rest Area in Oceanside.

Hazel Harmon – wife of Roy Harmon.

Michael Sebring – new BEP vendor

Sandy Balani – new BEP vendor

EXECUTIVE OFFICERS

Mrs. Friesen open the floor for the Election of Officers.

Mrs. Friesen gave an explanation of the different positions available on the CVPC and described the key roles and responsibilities of each position.

The CVPC Executive Committee consists of the Chairperson, Vice Chair and the Secretary Treasurer. One of the major responsibilities of the CVPC Executive Committee is that they are able to make strategic decisions on behalf of the CVPC. Other responsibilities include, but are not limited to, are: (1) deciding the dates and times to hold the CVPC meetings, (2) informing the other delegates of any emergency matters needing a prompt decision, (3) coordinating special mailings, and (4) meeting with the DOR Director before scheduled CVPC meetings to discuss important issues concerning the program.

Chairperson. The Chairperson is responsible for facilitating the meeting, ensuring that the CVPC Bylaws and the Robert Rules of Order are followed. He or she does not vote. The Chairperson passes the gavel to the Vice Chair in order to give a report during the meeting. The Chairperson appoints the subcommittee chairs and decides the duties of the subcommittees. When certain items are presented to the CVPC, the Chairperson assigns the issue to a subcommittee to be reviewed. The Chair sits on all subcommittees and therefore must be notified of all subcommittee meetings.

If a chair of a subcommittee resigns, the CVPC Chair assumes the role of the subcommittee chair until the next CVPC meeting when a replacement is assigned by majority vote.

All correspondence from delegates to the BEP and vice versa must first be addressed to the Chair for initial review. The Chair coordinates the agenda for each meeting. In the Chair's absence, the Vice Chair assumes the role and responsibilities of the Chair.

The floor was opened for nominations for CVPC Chairperson for the 2006-2007 Term.

Nomination: Delegate Hatch was nominated to be the Chairperson for the 2006-2007 term.

Nominated by: Delegate Hanlon

Roll Call Vote: All in Favor – Unanimous vote

Absent: None

Motion 2006.001. Michael Hatch has been elected and will serve as Chairperson of the CVPC for the 2006-2007 term.

Vice Chair. The Vice Chair assumes the role of the Chair when the Chair is absent or unavailable. The Vice Chair sits on the Executive Committee and attends meetings with the Director of the DOR. The gavel is passed to the Vice Chair before the Chairperson gives their report before the CVPC.

The floor was opened for nominations for the CVPC Vice Chair for the 2006-2007 Term.

Nomination: Delegate Hanlon was nominated to be the Vice-Chairperson for the 2006-2007 term.

Nominated by: Delegate Martin-Hanlon

Roll Call Vote: All in Favor – Unanimous vote

Absent: None

Motion 2006.002. David Hanlon has been elected and will serve as Vice-Chairperson of the CVPC for the 2006-2007 term.

Secretary Treasurer. The Secretary Treasurer is responsible for the CVPC meeting minutes. He or she reviews the minutes before they are distributed to the delegates and vendors. He or she will ensure that the motions are received by the DOR within 15 days after a CVPC meeting. The Secretary Treasurer is further responsible for

working with the DOR Administration to ensure responses are received to all motions passed during a CVPC meeting.

The floor was opened for nominations for the CVPC Secretary-Treasurer for the 2006-2007 Term.

Delegate Murphy initially nominated Delegate Martin-Hanlon for the position of CVPC Secretary-Treasurer. Delegate Martin-Hanlon appreciated the nomination but declined. **Nomination was withdrawn.**

Nomination: Delegate Griffith was nominated to be the Secretary-Treasurer for the 2006-2007 term.
Nominated by: Delegate Evans
Roll Call Vote: All in Favor – Unanimous vote
Absent: None

Motion 2006.003. Reece Griffith has been elected and will serve as Secretary-Treasurer of the CVPC for the 2006-2007 term.

Mrs. Friesen gave a brief overview of the agenda and that there were several guests scheduled to appear during the meeting. The first being Jeff Dierks, an analyst for the Office of Risk and Insurance Management. From the last CVPC meeting, there appeared to be many questions regarding the changes in health insurance from BEP vendors. Tony Candela wanted to address the CVPC and give some updates on the pending projects that he is currently involved with that affect the BEP program and vendors.

Chair Hatch thanked the committee for their support and for nominating him to lead the CVPC this term. He has been in the program for 20 years and is thankful to the program and for what it has done for him. He has been employed the entire time. Over the years, he has managed to climb up the ladder to management, affording him the time get deeply involved in the CVPC. It is also an opportunity to give back to program.

He added that there are many projects that are pending and he intends to make a great effort to see them to completion. He believes that it will take a lot of hard work and persistence but he truly feels vendors will start noticing the results. He wants to keep the lines of communication open and really wants to hear feedback from delegates regarding the program and the direction of the CVPC. He looks forward to the new term.

Anthony Candela – Deputy Director for the Specialized Services Division.

Tony Candela, the Deputy Director for the Specialized Services Division, introduced himself to the new and returning members of the CVPC. The BEP program is one of the sections under the Specialized Services Division. He works closely with John Westbrook and his staff to coordinate services to the visually impaired. He looks forward to working directly with the CVPC.

He addressed the CVPC with several updates on projects that he is involved in:

- **BEP Regulations.** Mr. Candela's first priority is the BEP Regulations. The first section of the regulations that is currently being worked on is the section regarding Teaming Partners. He wants to get the CVPC involved in the process as much as possible. Before any actual writing of the regulation takes place, he and the Legal Department would like to present the CVPC with a broad outline of the essential topics. Once the CVPC has reviewed and approved the outline, it will go back to the Legal Department. A draft will be given to the CVPC for a final review and commentary. The goal is to get the BEP Regulations finalized but in small sections at a time. He requested the CVPC to make this a priority item this term.

After the section on Teaming Partners is completed, Mr. Candela envisions that the next section would be on handling **Interim Locations**.

Mr. Candela announced the departure of Catherine Brown, the Chief Counsel for the DOR. She has transitioned her current work

involving the Randolph-Sheppard program to other staff.
(Attachment 1 – Memo announcing the departure of Catherine Brown, Chief Legal Counsel).

Action Item: Mr. Candela will follow-up on Chair Hatch's question regarding the strategy behind the BEP Regulation project – ***Will the regulations go through a public hearing each section at a time or when the entire BEP Regulation package is completed?*** Mr. Candela envisions that the regulations would get implemented as the process moves along. Mr. Candela will also provide timeframes and due dates in an effort to keep the DOR's commitment to completing the Regulations.

For Director Campisi, the BEP Regulations are a high priority; the completion of the regulation package has been delayed far too long.

- **Pension Plan Update.** Mr. Candela reported that the current company that manages the pension fund, Great West, would no longer be providing their services. The contract officially ends at the end of March 2006. The DOR outsourced and retained the services of a consulting firm, Marketing Matrix, to procure and find the right company to manage the pension fund beginning April 1, 2006. Marketing Matrix will be contacting different vendors to gain a better perspective of the true needs of the vendors. He urged vendors to participate in the survey because this is their future retirement and they should be very involved in who manages the fund and how it is managed.

The previous Retirement Committee Vendor Representatives consisted of Frank Rompal, David Stalcup and Alice Johnson. The Retirement Committee has met to discuss the current company that is currently managing the retirement fund and how they would like to see it managed in the future. One issue is that the money that is deposited into the account should be maximized as much as possible; they commented that they would like to see the existing funds grow. Another issue is giving vendors the flexibility to contribute their own money to their pension fund to supplement what is already being deposited.

Delegate Griffith mentioned that the consulting firm contacted him. He remarked that he would like to see a better communication channel to vendors about the pension fund with regular and consistent updates and information. Decisions have been made regarding the vendors' retirement with no clear communication or notification to vendors. Mr. Candela remarked that the solicitation package clearly indicates that the new managing firm must be able to provide accessible communication and information through different mediums to a visually impaired audience.

Another concern expressed was the amount of the vending machine commissions being deposited into the fund; the incoming revenue has decreased over the years. What will happen when the funds are diminished? Delegate Hanlon remarked that there is limited DOR staff to adequately collect all the funds due to the program. There are only 2 staff members currently in the collections department. One goal that he will continue to pursue this term is finding alternative ways in maximizing the amount of vending machine revenue.

Mr. Candela replied that it is not unusual to outsource needed activities when the DOR is short staffed or does not have the personnel or expertise to complete a needed function. He is aware of the problem and the negative effect it has on the retirement fund and suggests the CVPC devise a strong letter or statement to the DOR for further action. Delegate Began added that there was a lawsuit initiated by the CVPC and as a result, there is a court ruling in place stating the DOR is obligated to collect vending machine commissions.

Mr. Candela mentioned that Catherine Brown had remarked that the inflexibility with the pension fund is largely due to the Internal Revenue regulations.

Mr. Candela was concerned that companies would be hesitant on managing the fund because of its size. So far it has not been an issue or an impediment to companies competing to manage the fund. He is very optimistic that Marketing Matrix will find the right company to manage the pension fund and at the same time, meet the needs of the vendors.

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- **Summer Youth Program.** Mr. Candela announced the launch of the Summer Youth program. He is coordinating with DOR counselors that work directly with visually impaired teenagers. He has requested Mr. Westbrook's staff and DOR counselors to work together on the logistics of the program and to transition some of the teenagers into summer jobs in vending stands. His goal is to start promoting the program now.

He mentioned that the goal of the program is to provide real life work experience for visually impaired teenagers. It is a great opportunity for these young people to build their work ethic and need skills. Valuable lessons can be learned from this mentoring experience such accountability, responsibility, self-motivation and goal setting.

The DOR is currently looking for interested vendors located in the Sacramento and Los Angeles area to participate in this special program. He envisions the program to be 4-5 weeks long or approximately 20 working days. The counselors are currently arranging for the teenage intern to be paid with DOR monies. A training fee will be paid to the vendor.

Action Item: Mr. Candela believes that it is \$50 per day reimbursement to the vendor for participating in this program. He will confirm the reimbursement fee.

Delegate Griffith recalled a similar program sponsored by the Sacramento Society for the Blind. He mentioned that some teenagers that participated in that program also became BEP vendors later on.

Mr. Candela will be meeting with potential teaming partners throughout the State to help promote and sponsor this program. The Lighthouse for the Blind in San Francisco, Sacramento Society for the Blind and the Junior Blind of America (previously the Foundation for the Junior Blind) in Los Angeles were some of the private agencies mentioned. These teaming partners will be instrumental in screening the participants, providing job coaches and vendor assistance.

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- **Selection Committees.** After receiving much feedback about the current selection process, Mr. Candela wanted to reexamine how vendors are selected for a facility. He challenged the CVPC to gather feedback about the process, whether good or bad. He wants to see what works and what doesn't with the current process. He wants to adhere strictly to the Fair Hiring Act and to make sure the selection process is fair and equitable.

Delegate Hanlon commented on a current situation where a selection committee meeting held in Ventura was scheduled at the same time as the CVPC meeting in Sacramento. He mentioned that a few vendors at the interview also wanted to attend the CVPC meeting. He also mentioned that the delegate for that district, Delegate Martin-Hanlon wanted to attend and observe the selection process but was unable to because her attendance was required at the CVPC meeting.

Mr. Candela insisted that the above example is one of the reasons why the BEP should create standard operating procedures for the selection process. This is one issue that should be addressed in detailed in the operating procedures so there are no schedule conflicts and miscommunication.

John Westbrook remarked that in the past vendors have communicated directly with him when there were conflicting schedule dates. He noted that he would be the contact person if there any schedule conflicts should occur in the future. Delegate Began noted that vendors have to also take some responsibility, communicate their concerns to the DOR and let the DOR know of these issues, which sometimes can be overlooked.

REVIEW OF SUBCOMMITTEE EXIT REPORTS AND ASSIGNMENT OF SUBCOMMITTEE CHAIRPERSON AND OTHERS

Janis Friesen gave a brief overview of the responsibilities for each CVPC subcommittee. Chair Hatch wanted to see all the delegates participate and chair a subcommittee. The goal is to share the workload between everyone.

1. Grievances - New Chair: Delegate Jeana Martin Hanlon

This subcommittee is responsible for receiving Grievances and Evidentiary Hearings that are transmitted by the BEP Program Manager and evaluating the substance of the grievance to determine if any action is warranted by the CVPC.

Previously headed by Delegate Kishida.

2. Budget and Finance - New Chair: Delegate David Collins

This subcommittee deals with set-aside funds, revising the fee schedule, and overseeing the program budget. Financial or fiscal issues that pertain to BEP or the vendors are referred to this subcommittee.

Previously headed by Delegate Patche.

3. Standards and Procedures - New Chair: Delegate David Hanlon

This subcommittee is responsible for issues related to regulations, procedures and administrative policies as they relate to BEP vendors. This subcommittee is also responsible for CVPC redistricting and revising Bylaws.

Previously chaired by Delegate Martin-Hanlon.

4. Public Relations and Convention - New Chair: Delegate Jack Bedikian

This subcommittee is responsible for public relations and determining when conventions will be convened. This committee will organize the training convention. This committee is also responsible for the content of the CVPC website.

Previously chaired by Delegate Hanlon.

5. Training and Upward Mobility - New Chair: Delegate Joe Murphy

Coordinating training of new BEP applicants with the BEP Training Unit. Reviews and evaluates training program. Assist in developing new and innovative ideas for training current vendors. Coordinates a review panel to interview potential candidates for the entering training class.

Previously chaired by Delegates Murphy.

6. Vendor Benefits and Revenue Enhancement - New Chair: Delegate Reece Griffith

This subcommittee works with the Office of Insurance and Risk Management with regards to vendors' health, life, and dental insurance policies. In addition, works with BEP to maximize collections of vendors' fees for the vendor retirement plan.

Previously chaired by Delegate Al Barnes.

7. Quality Location Development - New Chair: Delegate Tom Evans

This subcommittee works with BEP to identify new facilities for BEP and establish schedules for remodeling of existing facilities.

Previously chaired by CVPC Chair Frank Rompal.

8. Legislation - New Chair: Executive Committee – Chair Hatch, Delegate Hanlon, Delegate Griffith

This subcommittee tracks legislation that affects BEP and keeps CVPC informed. The chair informed the CVPC of all legislative issues to the CVPC. Based on majority consensus from the delegates, the chair can draft letters (either supportive or in opposition) on behalf of the CVPC.

Previously chaired by CVPC Chair Frank Rompal.

MOTION 2006.004. Moved that the committee accept the Chairperson's recommendations for Sub-committees Chairs for the 2006-2007 CVPC term.

Moved: Delegate Murphy
Seconded: Delegate Hanlon
Vote: Passed Unanimously.

9. Blind Advisory Council – Vice Chair/Delegate Hanlon

This chair of this subcommittee represents the CVPC at all Blind Advisory Council meetings. The chair would be able to share the positive gains and experiences that have been made with the program and be a spokesperson for the CVPC. There are other advisory groups present at these meetings.

Mr. Candela gave a brief overview of what the Blind Advisory Council (BAC) does and their mission. The BAC consists of approximately a dozen members. The Chair of the committee is Jim Willows. There are representatives from diverse groups including consumer organizations, private agencies, the CVPC and a few other mandated representatives. They meet quarterly in the Redwood Room at the DOR. There are not many assignments that result from the meeting. He is personally working directly with the committee to reinforce the goals and mission of the BAC. The Orientation Center and the Vocational Rehabilitation Program are the primary focus of the BAC. The BAC also has the right to be involved and give advice on how the Randolph-Sheppard program is operated and managed.

Action Item: Members of the Executive Committee will take turns attending the BAC meetings. The next meeting is January 30th, 2006, from 9:30 – 3:30. Delegate Hanlon volunteered to attend this session.

Action Item: Mr. Candela will add the CVPC to the distribution list for the BAC in order to receive future meeting notifications and in adherence to the Bagley-Keene Act.

Previously chaired by Executive Committee.

10. CVPC Election Coordinator

If a delegate resigns from the committee any time during his or her term, the DOR holds an election. The CVPC Election Coordinator Representative works closely with the DOR to ensure election procedures and policies are followed. The person confirms the receipt and counting of incoming ballots. The Executive Committee will identify a local representative(s) to assist in this matter, if necessary. The coordinator(s) should not be a delegate and will be required to perform the assigned duties several times a year. In the past, there have been usually two coordinators delegated to this task.

Action Item: Two coordinators will need to be assigned. No decision was made at this meeting.

11. Los Angeles Contract Task Force

Delegate Begian expressed an interest in re-introducing the Los Angeles Contract Task Force. Mr. Westbrook remarked that although he has not been contacted yet, he has heard that there is a new person in place that is trying to start the contract negotiations again. To date, there has been no communication between LA County and the DOR.

Delegate Begian summarized the current situation to the CVPC. LA County vendors have been working under an expired contract for several years. Someone from LA County contacted David Norris, SBEC for Southern California, and mentioned that there has been no contract for quite some time. The County representative reiterated that a contract will need to be in place and that her team is currently preparing a contract proposal to submit to the DOR for the LA County Vendors. Mr. Norris confirmed the details and asked Delegate Begian to reintroduce the taskforce to the CVPC in order to begin working on the contract when presented. Delegate Begian recommended that there be a person of contact to work

on the contract, be involved in the negotiations and report status updates to the CVPC.

Mr. Westbrook would welcome the taskforce in order to give some direction to the DOR and protect the interests of the LA vendors.

Chair Hatch recalled the contract negotiations that he was involved in years ago and the one major concern for LA County was having an expeditious way of terminating a vendor if he or she was operating a location or conducting business in a “substandard way”. He recalled that Chuck West, a representative from LA County, had indicated that rent was not a major issue and even hinted to the possibility of a rent reduction for LA County vendors.

Action Item: Delegate Begian highly recommended Steve Miller to participate on the taskforce because of his involvement and knowledge of past contract negotiations.

MOTION 2006.005 Moved that the LA County Contract Taskforce be reinstated and that Harry Begian, District Seven (7), the CVPC Delegate who represents the LA County Vendors be the chairperson of the taskforce and at least two LA County Vendors and a Department representative to be selected for this Taskforce.

Moved: Delegate Hanlon
Seconded: Delegate Begian
Vote: Passed Unanimously.

Jeff Dierks – Office of Risk and Insurance Management

Chair Hatch introduced Jeff Dierks who represents the Office of Risk and Insurance Management (ORIM). From the last CVPC meeting, vendors had questions and concerns regarding the open enrollment process for health insurance and about the transition in carriers, from PacifiCare to Kaiser.

Jeff Dierks gave a brief overview of his experience in the health insurance industry, which spans over 30 years. He joined the Office of Risk and Insurance Management about 7 months ago and assumed the position previously held by Kathy Woods, who has retired.

Mr. Dierks explained that the major change in health insurance carriers was due to the fact that there was not a sufficient amount of persons participating in the group. Out of the 300 vendors in the program, there were only 26 people enrolled with PacifiCare. PacifiCare requires at least a 50% participation or enrollment rate. Because the BEP program did not meet this requirement, PacifiCare decided to no longer renew the group. Those enrolled in the PacifiCare program had their PPO product.

The new carrier, Kaiser, offers a POS (Point of Service) product which is a “hybrid insurance policy” or a mix of HMO and PPO. He understood that the transition to the new health insurance carrier could be quite confusing and difficult to understand how the new benefits work.

He remarked that the BEP program might have to make another change this year. The CVPC’s input could prove to be invaluable to make future transitions smoother for vendors. He also noted that the communication about the changes during the last open enrollment was not clear and may have been missed by vendors. He asked for suggestions about improving the existing communications to vendors.

Delegate Evans replied that he prefers to receive his mail or any communication from the DOR via email. He noted that many vendors now have screen reading software, which would also make it easier for vendors to respond to communications.

Action Item: Mr. Dierks will need to obtain an updated list of vendors and their preferred method of receiving communications. All delegates agreed to ask each of their constituencies what is their preferred method of communication along with current emails. An updated list should be submitted at the next CVPC meeting and to Janis Friesen to update the website.

Delegate Hanlon expressed his disappointment with the lack of response from the ORIM regarding the transition. Several vendors in his district called Mr. Dierks' office but never received a response.

Delegate Martin-Hanlon suggested to Mr. Dierks that whenever there are upcoming changes in insurance that could potentially affect BEP vendors, he is welcome to address the CVPC. Delegates would like to know of upcoming changes and could relay that information to the vendors in their districts. They would be able to anticipate questions in advance.

Action Item: Mr. Dierks agreed with this suggestion. Chair Hatch recommended that he keep in contact with Delegate Griffith, the new Chair of the Vendor Benefits and Revenue Enhancement subcommittee. It would be great to keep the lines of communication open regarding any changes to insurance. Delegate Murphy suggested using the CVPC website (www.mycvpc.com) to post updated information and/or changes. Delegate Griffith suggested adding updates in the Program Manager's Quarterly Report.

Action Item: Mrs. Friesen recommended posting the most current rates for Worker's Compensation and Liability insurance. Mr. Dierks will give Mrs. Friesen the most current rates and information to post on the CVPC website.

Roy Harmon asked if the ORIM could provide a proposal of what the costs or rates would be if a vendor went outside of the program and obtain their own Worker Compensation and liability insurance. Mr. Dierks responded that the existing rates for property, liability, crime and worker's compensation insurances that the vendors currently receive are very competitive and "greatly less" than if a vendor was to go out on their own. He noted that the existing broker, Driver Alliant Insurance Services, that manages the insurance options for the program vendors, actively remarkets and researches other insurance options at every renewal to find the best and most competitive rates. They are required to provide copies of the results of their research, their submissions and any communication from the carrier about the terms of insurance. The ORIM has this documentation on file.

Hazel Harmon asked about providing worker's compensation insurance to the vendors as a group, possibly utilizing the set aside

funds. Mr. Dierks responded that this option has been explored. The laws that govern worker's compensation view the vendor as an individual owner. He stated that private companies or the general marketplace would not provide worker's compensation to the BEP as a group because the program is not technically a "combinable group" due to the fact that there is no common ownership.

Delegate Griffith remarked that the vendors should be informed of what they have and be informed of the locations that have excessive claims against it. There are also different liability risks among the various locations; a snack bar location has less risk than a cafeteria operation. Vendors would like to know what "kind of load they are carrying". Mrs. Harmon recalled that the CVPC used to receive a detailed report concerning their costs and reasons behind the costs. There is no penalty against a vendor who excessively uses the insurance while the other vendors have to pay for it.

Action Item: Mr. Dierks replied that generating report with that information is a reasonable request and he will follow-up on this issue. The good news is that there has been very little claims history. Delegate Griffith remarked that vendors should know the good and bad news.

Mr. Dierks commented that a mailing was sent out to vendors around late September announcing the 10% decrease in liability rates. It appears to be an industry-wide reduction. The ORIM anticipated **property insurance** rates to increase by 12-15% in 2006 due to the devastation created by the hurricanes in 2005. Because the hurricanes did not have a dramatic or negative effect on the insurance industry as a whole, the ORIM anticipates liability rates to decrease a few percentage points.

MOTION 2006.006. Moved that all Delegates of CVPC collect information about preferred media of communication for their district and present that information at the next CVPC meeting.

Moved: Delegate Begian
Seconded: Delegate Hanlon
Vote: Passed Unanimously

READING OF THE MINUTES – Recommended Action

Approve the minutes of the CVPC meeting held on December 8, 2005. Responses to CVPC Motions of December 8, 2005

MOTION 2006.007. Moved that the committee accept the minutes of the December 8, 2005 California Vendors Policy Committee meeting and the Responses to the motions for the December 8, 2005 as distributed.

Moved: Delegate Martin-Hanlon
Seconded: Delegate Hanlon
Vote: Passed Unanimously

EXECUTIVE SECRETARY’S REPORT— Janis Friesen

- 1. Request for all mailing and email addresses and telephone, fax, cell, phone numbers for delegates. Also location(s) operated.**

Janis Friesen obtained all current contact information from the delegates. CVPC letterhead will be revised with updated phone numbers.

- 2. Request for delegate preference on method of transmitting information from CVPC.**

Mrs. Friesen remarked that all correspondence addressed to the BEP or DOR administration should first be submitted to the CVPC chairperson for review. The item is placed on the agenda for discussion at the next scheduled CVPC meeting. In addition, any correspondence or information from the BEP should be submitted to the CVPC chairperson. It will be placed on the agenda and reviewed by the CVPC for any subsequent actions or decisions.

- 3. Duties of the CVPC Executive Secretary**

The CVPC Executive Secretary works under the direction of the Chairperson of the CVPC. The CVPC Executive Secretary ensures that the CVPC is fully prepared and informed to fulfill its responsibilities. The CVPC Executive Secretary acts as the liaison between the CVPC and the BEP staff. The Executive Secretary, in addition, is available to coordinate and arrange subcommittee meetings and take minutes.

4. Filing Travel Reimbursement Claim with the DOR (50 mile rule).

Mrs. Friesen explained how to complete the “**Travel Reimbursement Claim**” form to ensure prompt payment. Each delegate has to sign several copies of this form, which she will keep on file.

Mrs. Friesen had the delegates complete the **Travel Expense Information** form. The following information must be completely filled out on the form in order to ensure accurate payment and per diem reimbursement.

- Contact Information: Name, address, telephone, social security number.
- What meeting was being attended, whether it was CVPC, subcommittee, or BAC meeting?
- Where the meeting was held.
- Indicate the date and time that the delegate departed for the meeting and date and time the delegate arrived home.
- If a private car is used to travel to the meeting, the total number of miles traveled, to and from, and the license plate of the car is required.
- If the delegate chooses to use air travel and makes his or her own travel arrangements, the dollar amount must be indicated on the form.
- Any parking expenses incurred while attending the meeting. An original receipt(s) is required.
- If a cab is used for transportation, a receipt(s) is required and must indicate the date and amount of the fare. The city would also be helpful if indicated on the

receipt and form. The tip to the driver cannot be more than 10% of the total bill.

- Any bridges tolls or train/bus fares
- Any telephone bills associated with CVPC. Mrs. Friesen will need a copy of the entire bill with all the calls to submit with the claim form. The calls pertaining to the CVPC should be highlighted.
- Any other CVPC related expenses including postage.

Action Item: Mr. Friesen distributed several copies of the **Travel Expense Information** form to each delegate. After each CVPC meeting, each delegate is responsible for submitting the completed form to Janis Friesen for processing. Based on the information received, she will complete the already signed **Travel Reimbursement Claim** form on behalf of the delegate and submit to Accounting for processing.

Each delegate completed a Payee Record form, which Mrs. Friesen will keep on file. Mrs. Friesen also noted that if a delegate earns frequent flyer miles, he or she can use them and does not have to claim them to the DOR. The DOR has a special contract with Southwest Airlines. Southwest Airlines and United are the preferred airline carriers. Mrs. Friesen coordinates travel arrangements for the CVPC delegates and primarily uses Southwest Airlines.

Action Item: She also noted that it would be helpful when the delegates get the CVPC meeting announcement to promptly respond with their preferences for travel. She will need the airport, preferred times and an email or fax to send the itinerary. If a vendor needs to change their flight, there should be no problem because the tickets are always purchased with no restrictions.

5. Issue copy of CVPC Binder containing Bagley-Keene Open Meeting Act, Federal laws, State laws and Rules and Regulations and CVPC Bylaws.

Mrs. Friesen distributed the orientation binders containing the BEP laws, Rules and Regulations, CVPC Bylaws, the Bagley-

Keene Act and rosters of both the CVPC and BEP vendors with phone numbers. She can send some of the information contained in the binders in a delegate's preferred method of communication.

Mrs. Friesen gave an overview of some of the Bagley-Keene regulations that pertain to the CVPC meeting:

- The meeting announcement is sent out at least 30 days before the scheduled meeting.
- 30 days prior to a meeting, anyone can request from the Chair, an item to be placed on the agenda.
- If the agenda item request is made after 30 days, it requires a vote of CVPC to place it on the agenda.
- It is required that the agenda be sent out 15 days prior to the meeting and needs to be posted on the website.
- The motions after the meeting need to be sent to the BEP within 15 working days.
- Once the Secretary-Treasurer (Delegate Griffith) has approved the motions, they will be placed on the website.

She reviewed some of the Bylaws that pertain to the CVPC directly. Some of the items reviewed were:

- Throughout the term, a delegate should remain in an active communication with their vendors. It is the delegate's responsibility to represent their district and the opinions of their constituency. She reiterated using the conference call system.
- CVPC should have for its necessary expenses an adequate budget provided by the State Licensing agency to perform its duties. All items from this budget must be approved by majority vote by the CVPC. The budget shall include but not be limited to: mailings, telephone calls, guides, readers, travel and per diem. All expenses should be presented with original receipts before payment could be made.

Action Item: There has been some discussion at the last CVPC meeting regarding the CVPC developing a budget.

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- If the Chairperson is not available, the Vice Chair can convene the meeting. If the Vice Chair is unavailable, then Secretary-Treasurer. Any member of the CVPC can convene a CVPC meeting and act as a Chairperson pro-tem in the absence of the Executive Committee and as long as there is a quorum. The committee must elect a chairperson pro-tem to reside during that meeting. Once a member of the Executive Committee enters the room and attends the meeting, the responsibilities of the Chairperson pro-tem are terminated.
 - The officers should send courtesy copies to all delegates of any correspondence to or from BEP to any officers of the body. All delegates will be copied on any correspondence or communication that is generated from the Chair to the BEP.
 - CVPC meetings are held at least 4 times a year and are open to any interested parties. The Executive Committee determines the time and place of each CVPC meeting.
 - CVPC meetings are mandated by the CVPC Bylaws. All meetings, including subcommittee meetings are open to any interested parties, which includes the public.
 - A delegate must appoint an alternate to attend a CVPC meeting in his or her absence. A letter is required authorizing the vendor to act on his or her behalf. A faxed, signed copy is acceptable.

Action Item: Chair Hatch requested that each delegate find an alternate within their district and submit a signed letter authorizing the alternate to attend the CVPC meeting in his or her place. The delegate should submit the letter to Mrs. Friesen to keep on file.

- 2 missed CVPC meetings can cause a delegate to be removed from the CVPC. (***Occurs when no notification has been submitted***)
- Any licensed vendor can send an agenda item(s) to the chairperson but must be submitted in writing, 30 days prior to the meeting. Any items submitted after the

deadline must be voted upon by roll call vote during the meeting.

- To be discussed, a 2/3 vote must be achieved for any motion that has not been submitted through a subcommittee.
- There must be a quorum to conduct an official CVPC meeting.
- The chairperson should have the authority to appoint subcommittees and, if necessary, prescribe the duties, membership and activities.
- All subcommittees must be chaired by CVPC members and there should be ***no less than four members*** on any standing subcommittee. Mrs. Friesen cautioned that the delegates should choose vendors that are really interested in participating on the subcommittee and will attend regular meetings.
- The minutes should contain a roll call vote of all motions placed before CVPC.
- In order to facilitate the work of CVPC, any member may call upon any person to address the CVPC with the approval of the CVPC.

Action Item: Delegate Begian will devise a system to make it easier to find motions in the future and present it at the next CVPC meeting. He stated that the motions should be organized by subject or by subcommittee.

6. Comment on use of Bagley-Keene Open Meeting Act, By Laws and Roberts Rules of Orders in conducting CVPC business

Mr. Friesen enclosed a written copy and an electronic version of the Bagley-Keene Act in the delegates' binder for review. The Bagley-Keene Open Meeting Act "covers all state boards and commissions. Generally, it requires these bodies to publicly notice this meeting, prepare agendas, accept public

testimony and conduct their meetings in public, and more specially authorized by the Act, to meet in closed session.”

Definition of a meeting. A meeting can also include a situation in which the body is merely receiving information. A serial meeting is a series of communications each of which contains less than a quorum of the legislative body that which taken as a whole involves a majority of the body’s members. For example, a chain of communication involving contact from member A to member B who then communicates with member C would constitute a serial meeting in the case of a five (5) person body.

Social Gathering. The Act exempts purely social situations from its coverage. However, this construction is based on the premise that the matters under the body’s jurisdiction will not be discussed or considered at the social occasion. It may be useful to remind members to avoid “shop talk” at a social event.

Teleconference Meeting. The Act provides for audio or audio-visual teleconference meetings for the benefit of the public and the body. When a teleconference meeting is held, each site from which a member of the body participates must be accessible to the public. A member cannot participate from his or her car using a car phone or his or her home unless the home is open to the public for the duration of the meeting. Chair Hatch reminded the delegates to continue to conduct subcommittee business as usual. Mrs. Friesen reminded everyone that the spirit of the law is to keep the business of the CVPC meetings open and accessible to the public.

Notice and Agenda Items: The notice and agenda provision require bodies to send notice of its meetings to persons that have requested it. In addition, at least 10 days prior to the meeting bodies must prepare an agenda of all items to be discussed or acted upon at the meeting. Agenda items should be drafted to provide interested laypersons with enough information to allow them to decide whether to attend the meeting or participate in that particular agenda item. Bodies should not label topics as discussion or action item unless they intend to be bound by such descriptions. **Bodies should not**

schedule items for consideration at particular times unless they ensure the items will not be considered prior to the appointed time.

A regular meeting requires a 10-day notice. This simply means that at least 10 days prior to the meeting, notice of the meeting must be given along with an agenda that sufficiently describes the items of business to be transacted or discussed. The notice of the meeting must be posted on the Internet and the website address must be included on the written agenda. In addition, upon request by any person with a disability, the notice must be available in appropriate alternative format as required by Section 202 of the American Disability's Act of 1990.

CVPC has been posting the meeting announcement and agenda on the website. The meeting notices are distributed well in advance of the agenda because of the 30-day rule. Mrs. Friesen tries to arrange everything in the delegate's preferred medium of communication.

Action Item: She also recommended that the agendas for subcommittee meetings be posted on the website rather than mailed to the vendors. A delegate should submit their agenda to Mrs. Friesen more than 10 days prior to the meeting to ensure proper posting of the meeting on the website. She highly recommended that the delegates contact the vendors in their district as another way of notifying them of upcoming meetings and making sure they have a copy of motions and minutes. If vendors would like copies of the motions and/or minutes, delegates should notify Mrs. Friesen of the vendor's request and his or her preferred method of communication.

Special Meetings. The purposes for which a body can call a special meeting are quite limited. Examples include pending litigation, legislation, licensing matters, and certain personnel actions. At the commencement of the special meeting, the body is required to make a finding that the ten (10) day notice requirement would pose a potential hardship on the body or that immediate action is required to protect the public interest and must provide a factual basis for the finding. The finding

must be adopted by 2/3 vote and must contain acts that support it. If all of these requirements are not followed, the body cannot convene the special meeting and the meeting must be adjourned.

The Rules and Regulations take priority and can overrule the CVPC By Laws. The By Laws govern the order of the CVPC meeting and is closely followed. Mrs. Friesen explained to the delegates that Robert Rules of Orders shall govern when CVPC By Laws do not address the issue being discussed and may not be used to circumvent the will of the majority vote by CVPC (***See Attachment 2 – Roberts Rules of Orders***).

7. Subcommittee Guidelines and reports

Mrs. Friesen explained that all elected delegates are expected to hold regular meetings. The most effective time to hold a subcommittee meeting is shortly after a CVPC meeting. These meetings are important because they initiate vendor involvement and dialogue. The chair of the subcommittee is responsible for relaying any information and/or recommendations to the CVPC for discussion. The CVPC will determine the action that will be taken from that recommendation. Furthermore, any items arising out of a CVPC meeting will be forwarded to the appropriate subcommittee for further review and discussion. Any items must be submitted to the Executive Secretary 30 days prior to a scheduled CVPC meeting to be placed on the agenda for discussion.

Mrs. Friesen distributed a form to use when conducting a subcommittee meeting. This form would prove to very helpful in organizing and tracking discussion items; the form should be forwarded to Mrs. Friesen.

Action Item: Mrs. Friesen can send the form to those delegates who would also like it in the electronic format.

Action Item: Because of the short timeframe in creating the subcommittees, Delegate Griffith recommended creating a pool of interested vendors who would like to participate on subcommittees. Delegates should refer the names of those

interested candidates to Janis Friesen along with contact information such as a phone number and/or email. Each subcommittee should have at least 4 members.

Delegate Begian recommended that the CVPC look for alternative venues to hold the meetings. He would like to see more vendors participate in the meetings and get involved in the decision making process. Chair Hatch agreed with this recommendation.

Action Item: Chair Hatch and Janis Friesen will research the feasibility of having other meeting venues for CVPC meetings. Because changing the venue would affect the DOR staff that attends the meetings, Delegate Begian will present a motion at the next CVPC recommending having the CVPC meetings at different DOR locations throughout the state in an effort to generate more interest and increase vendor attendance at meetings.

8. Quorum for Conducting Business

A quorum is comprised of a majority of elected CVPC delegates. The quorum is able to make decisions on behalf of CVPC. Delegate attendance is necessary at CVPC meetings in order to maintain a quorum to conduct CVPC business. CVPC business cannot be conducted if there is less than a quorum. The quorum must be together until the end of the meeting. Currently, a CVPC quorum is considered six (6) delegates.

Janis Friesen read the Robert Rules of Order, which details the ways to conduct fair and orderly meetings and conventions. **(See Attachment 2 – Roberts Rules of Orders).** It provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. It provides for constructive and democratic meetings to help and not hinder the business of the committee. **Silence is considered consent.**

Delegate Murphy suggested to the delegates that if they have a question or comment to address the Chair first. This will

enable the Chair to have better control of the meeting and adhere to the agenda and schedule.

9. Sending alternate to CVPC meetings

This procedure was discussed earlier under the “CVPC Executive Secretary Report”.

- **Action Item:** Chair Hatch requested that each delegate find an alternate within their district and submit a signed letter authorizing the alternate to attend the CVPC meeting in his or her place. The delegate should submit the letter to Mrs. Friesen to keep on file by the next CVPC meeting.

10. Read and approve contract for CVPC Educational Conference.

Delegate Hanlon gave some background information about the anticipated CVPC Educational Conference and the work that has been accomplished to date. The goal is to have the hotel room, banquet and transportation paid through the set-aside fund. It would be a weekend event in October 2006, from Friday evening to Sunday afternoon.

Mrs. Friesen read the pending solicitation for bid to the CVPC. It was suggested that an event planner would be beneficial in organizing this event. The contract clearly details the responsibilities of the event coordinator and the special needs of the CVPC and BEP vendors. Once the CVPC approves, the contracts department will send out the contract for bid.

MOTION 2006.008. Moved that CVPC to accept the Invitation to Bid as read by Janis Friesen for the CVPC Education Conference event planner and request that she forward it to the Department of Rehabilitation Contracts Department to be sent out for bid.

Moved: Delegate Hanlon
Seconded: Delegate Martin-Hanlon

Vote: Passed Unanimously

A date has not been set but it is scheduled to be in October 2006. It may have to be adjusted depending on the availability of the hotel and banquet rooms.

DEPARTMENT REPORTS

Discussion in DOR's outline for Teaming Partners Regulations

Mr. Candela discussed at length about the status of the Teaming Partners Regulations earlier in the meeting. John Westbrook remarked that the DOR envisions getting each section done and completed. Once the section is completed, it will go to a public hearing and then the CVPC and DOR will work together on the next section for completion. The next section on the agenda is on handling Interim Locations. Mr. Westbrook has full confidence that the regulations will be completed; this is a top priority for the DOR as well.

Mr. Westbrook announced that Tim Bolis has won the location in Ventura.

Mr. Westbrook will begin interviewing candidates for the BEC position in Northern California.

The Franchise Tax Board and the San Diego Police Department locations will be available around the 26th of January.

Mr. Westbrook wants to resolve the interim assignments situation as soon as possible. He reiterated that there needs to be a policy on handling interim locations. The current rules and regulations are too broad leaving it open to different interpretations.

He also welcomes any input from the CVPC on the current vendor selection committee process. He remarked that not many people have been happy with the current selection process.

Action Item: Delegate Hanlon will be working on this task in his subcommittee, Standards and Procedures.

Interim Locations: Chair Hatch summarized the current selection process for interim locations. The process is managed by the BECs in the local field offices. Some people are frustrated with the process because they are not being called although they have been placed on the list and are interested in managing an interim location. Mr. Westbrook remarked that there are inconsistencies between offices. The current selection process is a procedure set forth by the program and has always been handled by the BEC.

Action Item: Mr. Westbrook will investigate further Sandy Balani's situation.

Chair Hatch would like to see the process be fair and equitable by establishing some regulations and strictly adhering to it.

The time limit for a vendor to be at an interim location is **6 months**. Mr. Westbrook stated that according to the regulations, the Program Manager could extend or renew that timeframe at his or her discretion.

If a vendor is interested in an interim location, Mr. Westbrook recommended that they contact their local field office. There is a specific form to be completed and the BEC can send it to the vendor upon request. He also commented that if a vendor is on the interim list and is not being contacted, he wants to know about it and will address it promptly.

He also recommended that if there are any changes in a vendor's contact information that it be changed not only with the main office but also with the local field office.

Action Item: Mr. Westbrook will give Janis Friesen the form for those interested to be placed on the selection list for interim locations. Mrs. Friesen will place it on the CVPC website.

Mr. Westbrook recalled a situation where the program was finding it very difficult to attract vendors to operate several BEP locations in the Sacramento area. In order to save the BEP locations and keep the locations in the program, the DOR's only option at the time was to give the locations to trainees who had already taken the final exam

and passed. This was an unusual situation but the DOR believed that it was in the best interest of the program to keep the locations.

Chair Hatch reiterated the need for regulations to prevent unfair practices and grievances. Currently, the program is making decisions on a case-by-case basis and decisions are appearing to be inequitable. Mr. Westbrook completely understands the vendors' reactions to the situation.

East End Project. Regarding the status of the location at the East End Project, Mr. Westbrook is working on overturning that location but it may take some time. He has received quite a bit of feedback from vendors regarding the situation; some vendors believe that the current vendor at the location is receiving special privileges from the DOR because he is able to operate two full locations. Although it was not his decision, Mr. Westbrook reported that the DOR believe that the current vendor was "blazing a whole new trail for the program" and that the program should support him in any way they could. Mr. Westbrook confirmed that the vendor had lost money in the location.

The situation and decision are being revisited. Delegate Hanlon warned that if the decision is not reversed, the DOR could expect to receive many grievances. Vendors feel the location should be re-circulated and be put out to bid. Vendors are not sure how the DOR can support or justify the decisions made regarding the East End Project situation.

Action Item: Mr. Westbrook will research the situation at **915 Wilshire in Los Angeles** and why the interim location has not been circulated as a permanent location.

Delegate Begian remarked that the "915 Wilshire location is a very complicated location to manage". He believes that the BEC should not place just anyone at that location because they may lose money. The location was circulated and there were no interested vendors, even as a secondary. Next to the location is a large hotel and food mart with restaurants; in his opinion, the location is not conducive to making money for a vendor because of the fierce competition surrounding the location.

Delegate Begian highly recommended that a vendor should take the initiative and tell the BEC what they want and why they are interested in a location. He stated that a vendor should not wait to be contacted from a list or mailing.

Action Item: John Westbrook will submit a list to the CVPC of all the current interim locations in the program, along with how long they have been interim locations. This information can be placed in the Program Manager's Quarterly newsletter and on the CVPC website.

The DOR is considering filing for arbitration on the Submarine Base location in San Diego. A chosen vendor for the contract had selected the Food Service Inc. of Gainesville to be his partner; the contract negotiations fell through and the Navy decided not to award the contract at that time because they wanted their own cooks and because of budget constraints. If they have their own cooks at the facility, it becomes a "mess attendant facility" and the Randolph-Sheppard Act does not have priority on these types of facilities; the RSA has priority in a "full food service facility" only. There was no signed contract. Mr. Westbrook remarked that the arbitration can be lengthy process.

Mr. Westbrook reported on the survey regarding the number of handicapped employees at BEP locations. The program was able to include the employees working in partnership contracts.

Action Item: He will report the results in the next quarterly report.

NEW BUSINESS

Delegate Murphy described one of the projects that he had worked on in the last term. His subcommittee, Training and Upward Mobility, created a 20-question exit interview to ask newly graduated vendors about the BEP training program.

Because the motion was not place on the agenda before the meeting, a roll call vote had to be taken.

(This motion in accordance with the Bylaws required a 2/3 vote to be heard) (Vote to hear the motion carried unanimously.)

MOTION 2006.009. Moved that CVPC forward the 20 questions that were prepared by the Training and Upward Mobility Subcommittee from the previous elected CVPC at the December 8, 2005 meeting to John Westbrook, BEP Program Manager for review and approval.

Moved: Delegate Murphy
Seconded: Delegate Martin-Hanlon
Vote: Passed Unanimously

The exit interview will be forwarded to the DOR for further review and implementation.

Delegate Hanlon had visited the training class and noticed that the students were unaware of who and what CVPC is and what the committee does. He suggested that Chair Hatch introduce himself to the class and talk to them about CVPC and the importance of participating in the program and getting involved with the CVPC.

OPEN FORUM

Action Items: Delegate Begian suggested that each delegate bring 3-4 priority items or goals that they would like the CVPC to accomplish this term.

At each CVPC meeting, Delegate Hanlon recommended that after the motions have been approved as distributed to the CVPC delegates, that someone should read the motions and the DOR responses from the previous meeting. He stated that it would be beneficial to know what was passed in the previous meeting and to ensure prompt follow-up of pending items. It could prevent important items from falling through and being forgotten.

Mrs. Friesen clarified that once a section of the regulations has been completed, a draft copy will be available for all delegates of the CVPC to review. It will be reviewed by the Standards and Procedures subcommittee and placed on the agenda for all delegates to review.

Delegate Griffith held a meeting with some of his vendors and one issue that was brought up was the financial descriptions in facility announcements, which some vendors feel, are not always accurate and informative. There is a disclaimer that the DOR is not responsible for the information presented in the announcement. Vendors would like to see more detailed business information about the locations such as the financial potential of the location, what DOR expects the location to be actually doing, the actual daily and monthly customer count, and the average daily sales. This information is more valuable to the vendor in making the decision whether to pursue a BEP location. He made the point that even in the corporate world, a businessperson will look at the P&L or financial statements of a business before buying it. John Westbrook suggested that interested vendors should always contact the existing vendor and also visit the facility to get a better perspective of how a facility or location is actually doing.

Delegate Martin-Hanlon commented that vendors are concerned about pending legislation that can potentially affect the program in the future.

Delegate Begian welcomed a new vendor in his district Michael Sebring.

Delegate Hanlon mentioned that there are some new locations coming out in his district – the Cal Trans building and the San Diego Police Department. He stated that they are some promising locations for a vendor to pursue. There was a vendor that recently passed, Ben Riddell. He had the Chula Vista Courthouse since 1986; it was his first location when he entered the program.

Chair Hatch addressed the CVPC about getting projects done this term. There are many pending issues that need to be worked on and resolved. He would like to get feedback to the DOR quicker for a faster turnaround time on pending projects such as the regulations. In order to accomplish these tasks, he highly recommended that the CVPC increase the number of meetings from 4 to 6 times a year. The next meeting would be in March.

ADJOURNMENT

The next meeting is scheduled to be March 15, 2006 at the DOR in Sacramento.

MOTION 2006.010. Moved to adjourn at 4:20 p.m.

Moved: Delegate Began
Seconded: Delegate Culbert
Vote: Passed Unanimously

ATTACHMENT 1

Memo Announcing the Departure of Catherine Brown, Chief Legal Counsel

ATTACHMENT 2

Roberts Rules of Orders

ATTACHMENT 3

Annual 2006 Set-aside Exemption for MOR

ATTACHMENT 4

Vending Machine Commissions Report – November 2005
