

CHSWC PUBLIC MEETING MINUTES

Wednesday, April 16, 2025, 10 a.m.

**State Building State
Compensation Insurance
Fund Building, Parks
Meeting Room
2860 Gateway Oaks Drive
Sacramento, CA
(and virtual)**

In Attendance: Jen Hamelin, Shelley Kessler, Chris Pedroza, Nicholas Roxborough (remote attendance), Mitch Steiger, Meagan Subers, and Sidharth Voorakkara (remote attendance)

Absent: Kristi Montoya

I. Approval of Minutes from February 28, 2025, public meeting

On a motion by Hamelin and 2nd by Subers, the February 28, 2025 meeting minutes were approved. The votes were as follows:

AYES: Hamelin, Kessler, Pedroza, Roxborough, Steiger, Subers

NOES: None

ABSENT: Montoya, Voorakkara

II. Introduction of Executive Officer

Chair Steiger introduced Melissa Flores as the new CHSWC Executive Officer.

III. Approval to approve and post the draft Janitorial Time Motion Study report for 30-day public comment period

On a motion by Subers and 2nd by Roxborough, the draft Janitorial Time Motion Study was approved. The votes were as follows:

AYES: Steiger, Hamelin, Kessler, Pedroza, Roxborough, Subers

NOES: None

ABSENT: Montoya, Voorakkara

IV. Testimonial from a stakeholder - Worker safety and workers' compensation

Chair Steiger introduced guest speaker Carena Lewis, a dispatcher for the Los Angeles County Fire Department. Ms. Lewis provided details about her background, daily professional responsibilities and its effect on the mental health of dispatchers. She advocated for workers' compensation presumption for dispatchers and discussed

Senate Bill 623, as well as her involvement in a peer support program.

Commissioners thanked Ms. Lewis, asked questions and provided comments.

V. Governance Training on the Bagley-Keene Open Meeting Act

Guest: Ehud Appel, Office of the Director Legal Unit, DIR

Mr. Appel presented a thorough overview of the Bagley-Keene statutes required for conducting public meetings, including noticing, minimum physical attendance by members in order to take any action, and specifics for teleconference arrangements among other requirements of the law.

VI. Request for Information (RFI)/Request for Proposal (RFP) process

Guest: Laurie Oineza, Contracts and Procurement, DIR

Ms. Oineza provided a follow-up response from questions raised by CHSWC at the February meeting about the Cal eProcure system and using United Nations Standard Products and Services Codes (UNSPSC). She also responded to questions about RFP selection criteria, ways to expand the outreach, use of Requests for Information (RFI) to refine, expand, or inform the details for an RFP.

Commissioners expressed interest in broadening the outreach of solicitations to increase the number of bidders and have more input in the process before releasing RFPs. CHSWC staff agreed to post links to RFPs from the CHSWC website and to report the status of active RFPs at each meeting.

VII. Report from the Executive Officer

Present by Melissa Flores, Executive Officer, CHSWC

Ms. Flores explained that she is new and had been at CHSWC for just one month. She said she was in the process of learning about CHSWC and the requirements of DIR. She provided information on her attendance at the California Workers' Compensation Institute (CWCI) annual meeting in April. She shared that she will be meeting with the Legislative Director at DIR and would report on legislation at the next meeting. She explained that there were scheduling conflicts with the June and October CHSWC meeting dates and requested the authority to identify and change these meeting dates which was granted.

Commissioners raised a question about CHSWC proposing other topics to study and Chair Steiger responded affirmatively that this was included in CHSWC's authority, and asked for an update at the next meeting on the RFP related to PTSD and firefighters. An adjustment to the meeting times was discussed to allow more time for thorough discussions and a 9:30 a.m. start time was agreed upon.

VIII. Other Business/Proposals/Public Question and Comments

There were none.

Adjournment

As there was no further business to be conducted, Chair Steiger adjourned the meeting at 1:30p.m.

Approved:

Mitch Steiger, Chair

Date

Respectfully submitted:

Melissa Flores, Executive Officer, CHSWC

Date