

Alta California Regional Center
Board Development Committee Meeting
Monday, February 8, 2016
Minutes

Present:

Dan Lake, Chair
Jacqueline Armstrong
Janet Brandon
Amy Lampe
Rosa Meza-Villaseñor
Brendan Peacock
Rita Walker
Kristin Wright (via phone)

Facilitators:

Amy Fulk

Board Members:

Walter Kaweski

Staff:

Phil Bonnet, Executive Director (via phone)
Lisa West, Executive Secretary

Absent: (* excused)

Nasim Hedayati*
Romilda Jones

The Board Development Committee (BDC) met on Monday, February 8, 2016, at 4:04 p.m. in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Report from Chair; 2) Old Business; and 3) New Business. All present provided self-introductions.

Without objection, Dan Lake made the motion to adopt the Board Development Committee meeting minutes of January 11, 2016 as submitted.

1. *Report from Chair*

- Demographics/Meeting Attendance
 - No changes since the last meeting.
- Evaluation of Executive Director
 - If anyone has any recommendations about the evaluation process of the Executive Director, please contact Mr. Lake.
 - He will be discussing a few changes during the closed session of the Executive Committee meeting.
- Nominating Committee
 - Mr. Lake gave a brief description of the Nomination Committee and process. This committee composes the slate of Board Officers for the upcoming fiscal year (FY).
 - If anyone is interested in being a part of the Nominating Committee, please let Mr. Peacock and Mr. Lake know.
- This committee will review Board applications at the next meeting.

- Mr. Lake shared that this committee discussed waiting until the June meeting to forward applicants to the Board, so that their term will begin on July 1st.
- Ms. Walker believes that waiting until June might not be the best option. The Board has several vacancies and if you find someone that you are interested in and then they have to wait six to eight months before you bring them on, you may lose a valuable volunteer.
- Suggestion was made to revise the bylaws so Board member terms are not limited to the FY.
- Ms. Meza- Villaseñor shared that if you are not involved with the regional center process, it takes a few months/meetings to feel like you are a valued member of the Board.
- Mr. Bonnet shared that the Association of Regional Center Agencies (ARCA) has a Training & Information Group (TIG), which has some video modules that are available online. One option would be to utilize this system to provide new Board members basic information about being a Board member.

2. Old Business

- Board and Committee Surveys
 - Mr. Lake would like to conduct a short survey (3 to 5 questions) every quarter to help make the Board experience better. Ms. Wright has started looking at options, and she and Mr. Lake will meet prior to the March meeting to discuss further before sharing information with this group.
- Board Sponsored Training
 - Mr. Lake requested feedback on the Board Sponsored Trainings that we have had.
 - Mr. Peacock believes they are very informative. He would like to link them so they have a common thread.
 - Mr. Lake reviewed the list of training subjects that he has been compiling.
 - Committee members discussed possible options for the February Board Sponsored Training.
 - February's topic will be: "The Power of the Planning Team"
 - Suggestion was made to put something in the Board surveys about training topics.
 - Board members will be asked to share information about themselves as part of the next September Board Retreat.
 - Suggestion to develop a "feedback" form about the Board Sponsored Trainings.
 - Ms. Wright will draft this.

- Outreach/Recruitment
 - Mr. Lake is starting a calendar of upcoming outreach events, so if you hear about any events in our catchment area, please let him know. Volunteers are needed.
 - Ms. Brandon shared information about the Provider Advisory Committee's (PAC's) Cultural Diversity Sub-Committee. She believes this would tie into this effort.
 - Ms. Walker volunteered to assist; she will meet with Ms. Brandon.

3. ***New Business***

- Bylaw Change §3.04 & §3.16
 - Copies of the suggested bylaw revisions were distributed for review.
 - Mr. Lake explained that he is proposing these revisions due to the perceived conflict of interest regarding Mr. Peacock's employment. He noted that it should be "Title 17" Section 54520(b), not "W&I Code".
 - Ms. Walker shared that the law and the regulation say that you can't have a conflict and here are the conflicts. If, in fact, you have these conflicts, some may be mitigated and waived. She is concerned that by adding this into the bylaws they become more restrictive.
 - Mr. Bonnet shared that he has not heard from the Department of Developmental Services (DDS) regarding this issue. We may want to wait to take action on this until after we hear from the department.
- Policy Change – Conflict of Interest
 - This will be discussed at the Executive Committee meeting.
- Attendance Bylaw Review
 - This committee will review the attendance bylaw at the March meeting. Mr. Lake would like to clarify what is considered a missed meeting.
- Retreat Ideas
 - Mr. Lake would like to gather any suggestions regarding the upcoming September Board Retreat (e.g., training topics, location, etc.).
 - Mr. Kaweski believes it's important to have inspirational speakers come in to motivate Board members about what we are doing. This might help refocus our efforts and it may improve attendance too.

The next Board Development Committee's meeting is scheduled for **Monday, March 14, 2016**, at 4 p.m. The meeting adjourned at 5:07 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet