

Alta California Regional Center
Board Development Committee Meeting
Wednesday, October 1, 2014
Minutes

Present:

Brendan Peacock, Chair
Jacqueline Armstrong
Janet Brandon
Modean Gibson
Romilda Jones
Dan Lake
Amy Lampe
Edward T. Lewis
Rosa Meza-Villaseñor

Absent: (* excused)

Kristin Wright

Facilitators:

Monique Avers
Cheryl DeForest

Staff:

Lisa West, Executive Secretary

The Board Development Committee (BDC) met on Wednesday, October 1, 2014, at 4:00 p.m. in Children's Conference Room #1 at Alta California Regional Center to: 1) Review Panel Interview Questions; 2) Review Demographic Grid & Determine Areas of Need; 3) Monitor Board Member Attendance; and 4) Announcements. All present provided self-introductions.

Without objection, Brendan Peacock made the motion to adopt the Board Development Committee meeting minutes of September 10, 2014 as submitted.

1. ***Review Panel Interview Questions***

Issue: Committee needs to review and revise the panel interview questions.

Discussion and Action: Mr. Peacock shared that Ms. Wright volunteered to redraft the current panel interview questions at the last meeting. Copies were distributed for review. Mr. Kaweski sent some questions to him for possible consideration, as well. They were also distributed for review.

Ms. Gibson shared that she liked the way Ms. Wright set up the questions but noted that some of Mr. Kaweski's questions may be more client friendly. It was noted that the priority of this Board is our clients.

Committee members discussed each question and made revisions as necessary. It was suggested that this committee consider sharing these questions with the applicants prior to their interview. At the minimum, the questions could be given to the applicant at the time of the interview so that they can reference them, if necessary. The Chair will announce the "headers" so that the applicant is aware of the types of questions that will be asked. Also, it was noted that someone needs to work with the client applicants to make sure they understand the questions.

- **The revised questions will be reviewed at the next meeting.**

2. ***Review Demographic Grid & Determine Areas of Need***

Issue: Committee needs to determine the Board's areas of need.

Discussion and Action: The current "DDS Demographic Grid Summary" was distributed for review.

Ms. Gibson would like this committee to be mindful of the composition of the Board. It's important to make the "areas of expertise" a priority.

Committee members should always be aware of any potential Board members when you are out in the community.

- **Information only.**

3. ***Monitor Board Member Attendance***

Issue: Committee needs to monitor Board member attendance.

Discussion and Action: The updated Board and committee attendance grids were distributed for review.

- **Information only.**

4. ***Announcements***

- Mr. Peacock expressed appreciation for the dinner after last month's Board meeting.

5. ***Closed Session*** – At 4:56 p.m. the Board Development Committee adjourned to closed session in order to review applications on file.

6. ***Announcement of Closed Meeting Discussion*** – At 5:02 p.m. the Board Development Committee reconvened in open session following a closed session where the committee reviewed applications on file.

The next Board Development Committee meeting is scheduled for **Wednesday, November 5, 2014**, from 4 to 5 p.m. The meeting adjourned at 5:02 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet