

Alta California Regional Center
Board Development Committee Meeting
Wednesday, July 9, 2014
Minutes

Present:

Brendan Peacock, Chair
Jacqueline Armstrong
Janet Brandon
Modean Gibson
Walter Kaweski
Dan Lake
Amy Lampe

Absent: (* excused)

Edward T. Lewis
Kristin Wright

Staff:

Phil Bonnet, Executive Director
Patti Diamond, Training Officer
Lisa West, Executive Secretary

Facilitators:

Cheryl DeForest

The Board Development Committee (BDC) met on Wednesday, July 9, 2014, at 4:01 p.m. in Cricket's Room at Alta California Regional Center to discuss:

1) Board Orientation Manual Discussion; 2) Proposed bylaw discussion; 3) Review Demographic Grid & Determine Areas of Need; 4) Monitor Board Member Attendance; and 5) Announcements. All present provided self-introductions.

Without objection, Brendan Peacock made the motion to adopt the Board Development Committee meeting minutes of June 4, 2014 as submitted.

1. ***Board Orientation Manual Discussion***

Issue: Committee needs to discuss the Board Orientation Manual.

Discussion and Action: Ms. Diamond shared that at the last meeting, committee members agreed that the manual would have each section tabbed and numbered independently. After completion, this manual can also be offered to Board members on a disk or through a portal on ACRC's website.

Ms. Diamond shared that she has used portions of this manual to orient new staff. Suggestion was made to have two separate manuals; one could be looked at as an orientation manual, which would not change, and then the other would include the Board section, which will change periodically.

The "ACRC Orientation Manual" will be bound and the "Board Manual" will be in a 3-ringed binder.

- **These two manuals will be given to Board members at the September Board Retreat. There will be a brief presentation/discussion.**

**Patti Diamond left the meeting*

2. ***Proposed bylaw discussion***

Issue: Committee needs to discuss the new proposed bylaw.

Discussion and Action: The proposed bylaw, "Section 3.19: Past President as Advisor", was distributed for review. Mr. Peacock shared that the goal of this is for the current Board President to invite the immediate Past President to act as an advisor to the Board.

Members discussed ways of removing the individual if the Board is no longer interested in having that person as an advisor. Mr. Kaweski suggested voting someone into an advisory position versus changing the bylaws.

Concern was expressed regarding having this advisor attend closed sessions. The attorney/client privilege needs to be maintained. The current Board President should have the discretion to approach the Past President on issues.

Ms. Gibson shared that four other regional centers have this advisory position as part of their bylaws – Harbor Regional Center, San Diego Regional Center, Regional Center of the East Bay, and Lanterman Regional Center. She read aloud the section of their bylaws pertaining to this issue.

Members revised the wording to protect the attorney/client privilege. Clarification was made that ACRC confidential employees are allowed in closed session; they are the client in these matters.

M/S/C (Amy Lampe) **To move this amended bylaw to the Executive Committee for action. (6 in favor)**

3. ***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 shared that this Board may be filling some positions soon. Mr. Peacock asked members to be mindful of the areas of need when recruiting new Board members.

- **Information only.**

4. ***Monitor Board Member Attendance***

Issue: Committee needs to monitor Board member attendance.

Discussion and Action: The updated board attendance grid was distributed for review. Many Board members had perfect attendance last fiscal year (FY).

This committee will be reviewing all committee meetings attendance on a regular basis, but it will be the individual committee Chair's duty to address any issues that come up.

- **Information only.**

5. ***Announcements***

- No announcements were shared.

6. ***Closed Session*** – At 5:09 p.m. the Board Development Committee adjourned to closed session in order to discuss the Board panel interviews and review applications on file.

7. ***Announcement of Closed Meeting Discussion*** – At 5:33 p.m. the Board Development Committee reconvened in open session following a closed session where the committee discussed the recent Board panel interviews and reviewed applications on file.

The next Board Development Committee meeting is scheduled for **Wednesday, September 3, 2014**, from 4 to 5 p.m. The meeting adjourned at 5:33 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet