

Alta California Regional Center
Board Development Committee Meeting
Monday, January 9, 2017
Minutes

Present:

Dan Lake, Chair
Jacqueline Armstrong
Janet Brandon
Romilda Jones (via phone)
Amy Lampe
Brendan Peacock
Rita Walker

Absent: (* excused)

Nasim Hedayati*
Rosa Meza-Villaseñor

Facilitators:

Amy Fulk

Board Members:

Anwar Safvi
Retha Seabron

Visitors:

Melissa Kelly

Staff:

Phil Bonnet, Executive Director
Lisa West, Executive Secretary

The Board Development Committee (BDC) met on Monday, January 9, 2017, at 4:03 p.m. in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Report from Chair; 2) New Business; 3) Old Business; 4) Demographics and Attendance; 5) Workgroup Reports; and 6) Goals for BDC for 2016-17 FY. All present provided self-introductions.

Without objection, Dan Lake made the motion to adopt the Board Development Committee meeting minutes of November 14, 2016 as submitted.

1. Report from Chair

- Mr. Lake will be checking with committee members to see if they would like to receive correspondence through email.
- Mr. Bonnet shared that staff could share information about the National Voter Registration Act (NVRA) at the next Board Sponsored Training later this month. He also suggested that the committee may want to consider moving these trainings to the Board meetings, so that attendance might increase.
 - A suggestion was made to put priority to the training topics.

***Amy Lampe & Brendan Peacock joined the meeting**

- Training topics for the upcoming months will be:
 - January – NVRA
 - February – Conflict of Interest (COI)
 - March – Whistleblower Policies (both the state and ACRC's)

M/S/C (Jacqueline Armstrong) **To have the flexibility to agendize the Board trainings.** (6 in favor, 1 abstention)

2. ***New Business***

- Share Board Composition Letter dated November 18, 2016
 - Copies of the Department of Developmental Services (DDS) Board Composition Survey letter and ACRC's response were distributed for review.

3. ***Old Business***

- Additional training for Board (day/time)
 - The BDC may consider conducting trainings as part of the Board meeting on a quarterly basis.
- New Board member training has begun for new members – volunteers to conduct training?
 - Mr. Lake and Ms. Walker met twice for a total of six hours with our two new Board members.
 - The plan is to meet every other Monday; they are currently focusing on topics in the Board Orientation Manuals.
- Executive Director (ED) evaluation progress
 - Mr. Lake is hopeful that the Personnel Ad-Hoc Committee will be meeting soon to discuss Mr. Bonnet's evaluation.
- New ED evaluation
 - Mr. Lake has received the draft copy of the new ED evaluation and job description from ACRC's Human Resource Department. He plans to share it with the Personnel Ad-Hoc Committee when they meet.

4. ***Demographics and Attendance***

- The Board's demographics have changed slightly with the addition of Ms. Kuzminchuk and Ms. Seabron, as noted in ACRC's response to DDS' Board Composition Survey letter.

5. ***Workgroup Reports***

- Recruitment
 - ACRC will be staffing an information booth at the MLK365 Diversity Expo at the Sacramento Community Center next Monday, January 16th, from 10 a.m. to 2 p.m.
 - Mr. Bonnet shared that ACRC has hired our Cultural Diversity Specialist, Helen Thomas, and she will be in attendance next Monday.
 - As mentioned at the last committee meeting, we could share Board information with the local SELPAs (Special Education Local Plan Area) in ACRC's catchment area.
 - Mr. Bonnet will connect Ms. Brandon and Ms. Walker with Lori Banales, ACRC's Director of Children & Adolescent Services.

- Bylaws
 - No additional meetings have been scheduled.
- Board Communication
 - This workgroup has not met.

6. **Goals for BDC for 2016-17 FY**

- Improve Communication (work in progress)
- Transparency
- Recruitment (work in progress)
- ED Evaluation (work in progress)
- Training (work in progress)
- Bylaw Review & Update (work in progress)

The next Board Development Committee's meeting is scheduled for **Monday, February 13, 2017**, at 4 p.m. The meeting adjourned at 4:54 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet