

Alta California Regional Center  
Board Development Committee Meeting  
Monday, February 13, 2017  
Minutes

**Present:**

Dan Lake, Chair  
Jacqueline Armstrong  
Janet Brandon  
Rosa Meza-Villaseñor (via phone)  
Brendan Peacock  
Retha Seabron  
Rita Walker

**Board Members:**

Austin Taylor

**Absent:** (\* excused)

Nasim Hedayati\*  
Romilda Jones\*  
Amy Lampe\*

**Visitors:**

Melissa Kelly

**Staff:**

Phil Bonnet, Executive Director  
Lisa West, Executive Secretary

The Board Development Committee (BDC) met on Monday, February 13, 2017, at 4:09 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) Applications – review Austin Taylor’s application for full Board membership; 5) Demographics and Attendance; and 6) Workgroup Reports. All present provided self-introductions.

**Without objection, Dan Lake made the motion to adopt the Board Development Committee meeting minutes of January 9, 2017 as submitted.**

**1. Report from Chair**

- No report was shared.

**2. New Business**

- Mr. Peacock wanted to formalize some of these things that have been discussed over the past months, whether it be by updating our Board bylaws or drafting policies.
  - He would like to suggest that Mr. Bonnet have staff attend committee meetings when their expertise is required so all members can benefit and be included in the discussion and decision.
  - Suggestion to formalize the procedure when Board members are seeking their second and third terms. When the bylaws were changed, we failed to draft a mechanism or include a process for continuing as a Board member.
    - Mr. Peacock would like to suggest that if a Board member wants to be considered for another term, then they should submit their request to the Nominating Committee.
  - Any suggested changes should be sent to the Bylaw workgroup.

- Mr. Bonnet noted that it's important for Boards to remember that they have one employee, the Executive Director. Other than Ms. West and Mr. Tiedemann, agency business interactions with staff should go through him and Board members should be aware of this.

**\* Ms. Walker would like to be considered for another Board term (2017-18 and 2018-19 FYs). Her name will be placed on the slate for the new FY.**

### **3. Old Business**

- Training topics for the upcoming months
  - Conflict of Interest (COI) is scheduled for February and the Whistleblower Policies (both agency and state) is scheduled for March.
  - Suggestion was made to add "Person Centered Planning" to the list.
  - Mr. Lake clarified that we are looking for suggestions for the June and July Board Sponsored Trainings. Committee members were asked to review the list that was distributed and the group will continue this discussion next month.
- May Retreat training ideas
  - Mr. Lake would like to brainstorm training topics for the upcoming May 25<sup>th</sup> Board Training.
  - "Disaster Preparedness" might be a timely topic of conversation; possibly hold this as a Board Sponsored Training prior to a Board meeting.
  - Suggestion to look at what training is required and review those topics at the May Board Training. We could also review the Board Manual and the ACRC Orientation Manual.
- New Board member training – progress & volunteers to conduct training?
  - Mr. Lake and Ms. Walker met for an additional four hours with the two newest Board members earlier this month.
  - If anyone would like to volunteer to assist, please contact Mr. Lake.

### **4. Applications – review Austin Taylor's application for full Board membership**

- Austin Taylor's Board application was distributed for review. He is currently serving his third year as ACRC's Client Advisory Committee's (CAC's) designated representative to the Board.
  - Mr. Lake's question for this committee is: do you think it's necessary to interview him since he is known by the Board?
  - In the spirit of being participatory and inclusive, Mr. Peacock would prefer to have Mr. Taylor interviewed, since not all Board members know him that well.

**M/S/C** (Rita Walker) **To accept Austin Taylor's application and move it to an action item at the next Board meeting.** (5 in favor, 1 abstention)

**5. Demographics and Attendance**

- There have been no changes to the Board's demographics or attendance.

**6. Workgroup Reports**

- Recruitment
  - Ms. Brandon would like Board representation at the two public meetings that are scheduled for Tuesday, March 21<sup>st</sup>, to review last year's Purchase of Services expenditures.
- Bylaws
  - The group will be scheduling a meeting.
- Board Communication
  - This workgroup has not met.

**\* Mr. Lake would like everyone to consider volunteering for one of the workgroups.**

The next Board Development Committee's meeting is scheduled for **Monday, March 13, 2017**, at 4 p.m. The meeting adjourned at 5:04 p.m.

Lisa West  
Executive Secretary

cc: ACRC Board of Directors  
Phil Bonnet