

Alta California Regional Center
Board Development Committee Meeting
Wednesday, June 3, 2015
Minutes

Present:

Brendan Peacock, Chair
Jacqueline Armstrong
Janet Brandon
Modean Gibson
Romilda Jones
Amy Lampe (via phone)
Kristin Wright

Absent: (*excused)

Dan Lake*
Edward T. Lewis
Rosa Meza-Villaseñor

Staff:

Phil Bonnet, Executive Director
Kristy Tinsley, Office Manager

The Board Development Committee (BDC) met on Wednesday, June 3, 2015, at 4:05 p.m. in Cricket's Conference Room at Alta California Regional Center to:

- 1) Nomination Process/Slate Discussion;
- 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 May 6, 2015 as submitted.

1. ***Nomination Process/Slate Discussion***

Issue: Committee needs to discuss the nomination process for the Officer and Director Slate for the 2015-16 fiscal year (FY).

Discussion and Action: Mr. Peacock informed the committee that the slate has been approved by the Board Development and Executive committees. The slate was also presented and approved at the full board meeting. The slate will be voted on at the board meeting that is scheduled to take place on June 25th.

The proposed Board Officer slate for the 2015-16 FY is as follows:

- President – Brendan Peacock
- Vice President – Dan Lake
- Secretary – Jacqueline Armstrong

- **Information only.**

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.

The demographic grid was reviewed. A comment was made that it is very helpful to have the number of clients served next to the county of representation. A suggestion was made to have this grid available for distribution when the board begins advertising for new board members.

The committee agreed it would be beneficial to have Mr. Peacock speak about the board's recruitment process at a Leadership meeting. A question was raised regarding Service Coordinators involvement (if any) in the recruitment of board members given they have direct contact with our clients. An additional question was raised regarding CACs involvement in the board outreach and recruitment process.

A recommendation was made to recruit parents of our younger clients to provide adequate representation for this age group. It was mentioned that Warmline may be a good way to solicit and gain the interests of parents.

A request was made to have all board members provide background on their personal connection to the board (i.e. parent/caregiver of a client, child's disability, etc.). Mr. Peacock stated that this could be a possible topic/task for the board retreat.

***Status of Targeted Marketing Flyer:** Phil will email a draft of the targeted marketing flyer to the committee for feedback by the end of this week. The flyer will summarize board's need for volunteers that can represent our clients and families and should be something that gets distributed at community events.

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.

In an attempt to promote better attendance, the option of attending meetings via phone when issues related to traffic and scheduling conflicts impede someone's ability to attend the meeting in person was reiterated. Another option would be to have all of the board committee meetings in one day. Utilizing technology (i.e. facetime video chat) was also mentioned as something to consider to promote attendance. Everyone was in agreement that attendance at the main board meeting is important.

A recommendation was made to use a different method for documenting absences since the current method can come across as being punitive. According to the bylaws, there is a requirement on board meeting attendance. Board

members were encouraged to communicate with the committee chair if/when they are unable to attend a meeting. It was confirmed that a committee member can vote on a particular issue if they are not physically present, provided they have all documentation related to the topic at hand. Committee members were instructed to contact Mr. Peacock via email if they have questions regarding the agenda. Mr. Peacock has also agreed to review the agenda prior to the meeting to determine whether or not the agenda items can be discussed over the phone or if it would be best to discuss the agenda items in person.

- **Information only.**

4. **Announcements**

- Mr. Bonnet spoke briefly about the closure of the developmental centers and stated that he has begun looking at strategies surrounding CPP issues to determine the best method to accommodate the closures.
- Mr. Bonnet also announced that he will attend the annual Sonoma Developmental Center Opportunity Fair next Tuesday, June 9th.
- Mr. Bonnet informed the committee that he recently watched the joint budget conference committee where representatives from both the senate and assembly were present. To date, there has been no agreement made between the two groups. However, there has been lots of discussion around the assistance needed for our current system. There was further discussion related to target increases for respite, supported living, education and IHSS, while many areas were ignored.
- The committee was in agreement that the presentation on ACRCs intake process for individuals 3 and older was beneficial and very informative. Mr. Peacock stated that the board will look forward to including additional training presentations at the full board meeting on a consistent basis.

The next Board Development Committee meeting that was originally scheduled for **Wednesday, July 1, 2015** has been cancelled. The meeting adjourned at 4:43 p.m.

Kristy Tinsley
Office Manager

cc: ACRC Board of Directors
Phil Bonnet