

Alta California Regional Center
Board Development Committee Meeting
Monday, July 11, 2016
Minutes

Present:

Dan Lake, Chair
Janet Brandon
Romilda Jones
Amy Lampe
Brendan Peacock

Absent: (* excused)

Jacqueline Armstrong
Nasim Hedayati*
Rosa Meza-Villaseñor*
Rita Walker*
Kristin Wright*

Facilitators:

Amy Fulk

Staff:

Phil Bonnet, Executive Director
Lisa West, Executive Secretary

Visitors:

Cheryl Worthley

The Board Development Committee (BDC) met on Monday, July 11, 2016, at 4:05 p.m. in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Report from Chair; 2) Old Business; 3) Board Surveys; 4) Workgroups; 5) Bylaw Review; 6) New Business; and 7) Workgroup Reports. All present provided self-introductions.

Without objection, Dan Lake made the motion to adopt the Board Development Committee meeting minutes of June 13, 2016 as submitted.

1. Report from Chair

- Per ACRC's bylaws, Mr. Lake shared that this committee is responsible for reviewing and evaluating the bylaws, providing Board member training, and recruiting Board members. A sub-committee of the BDC, the Nominating Committee, drafts the slate of candidates for Board Officers for the upcoming fiscal year (FY).
- Mr. Lake would like this committee to set goals for the upcoming FY. If anyone would like a copy of the Board's report card that came out of the May Training, please contact him.
- There are now cards available to Board members so that they can suggest agenda items for Board and committee meetings. They are located in Board member's blue folders.
- Mr. Lake strives for ACRC's Board of Directors to have open communication. Please feel free to email, call, or text the Chair/Ms. West.

2. Old Business

- September Retreat – location; training content; logistics
 - Board members have expressed their preference but we still have not secured a location. We need to make a decision soon.

- Committee members believe that Grass Valley might be the best location for this year's annual retreat.
- Having dinner the night before an all-day training, might be preferable. Board members will have the option of spending the night.
- Suggested training topics include:
 - Mission, Vision and Values of ACRC
 - Partnerships at ACRC
 - Principles & Requirements of the Lanterman Act
 - Role of the Regional Center Board of Directors & the Executive Director
 - Roberts Rule of Order
 - ACRC Board Policies
 - Client Advisory Committee (CAC) & Provider Advisory Committee (PAC) Overviews – 10 minutes each
- Demographics & Attendance
 - The Board's demographics has not changed and some members have perfect attendance.

3. **Board Surveys**

- If anyone has an interest in having a survey about a specific topic, please let Mr. Lake know.

4. **Workgroups**

- Mr. Lake will be establishing workgroups throughout the year, so that work can be accomplished outside of the committee meetings.

5. **Bylaw Review**

- Mr. Lake believes a workgroup might be the best way to review the bylaws. Any suggested changes can be brought back to the BDC for formal review.
 - Volunteers include: Brendan Peacock & Dan Lake

6. **New Business**

- Goals for BDC for 2016-17 FY
 - Mr. Lake would like to suggest the following goals:
 - Board communication
 - Transparency
 - Recruitment & Training
 - Developing a new evaluation for the Executive Director

- Future Retreats
 - Mr. Lake believes this committee should start planning for May's Board Training soon. Planning for the September Retreat should be started at least three months prior.
 - A workgroup could assist with this process.
- Future Board Sponsored Trainings
 - Those present agree that the Board Sponsored Trainings, which are held just prior to Board meetings, are valuable.
 - The July Board Sponsored Training topic will be: The Behavior Modification Review Committee (BMRC).
 - A reminder email will be sent to Board members so that they can mark their calendars.

7. **Workgroup Reports**

- Ms. Brandon and Ms. Walker continue to reach out to organizations; focusing on the required demographics and ethnicities that need to be filled. They are developing a screening tool for Mr. Lake to use when a Board application is received. They are also drafting new, in-depth interview questions for this committee to use during the panel interview process.

8. **Closed Session** – At 4:58 p.m. the Board Development Committee adjourned to closed session in order to review Board applications.

9. **Announcement of Closed Meeting Discussion** – At 5:15 p.m. the Board Development Committee reconvened in open session following a closed session where the committee reviewed Board applications.

The next Board Development Committee's meeting is scheduled for **Monday, September 12, 2016**, at 4 p.m. The meeting adjourned at 5:15 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet