

**SAN GABRIEL/POMONA VALLEYS
DEVELOPMENTAL SERVICES, INC.
STRATEGIC DEVELOPMENT COMMITTEE MINUTES**

August 12, 2020

The following committee members were present at said meeting.

MEMBERS:

Julie Chetney, Chairperson
Dr. Gisele Ragusa
Bruce Cruickshank
Bill Stewart

GUESTS:

David Bernstein

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Aaron Christian, Director of Client Services
Joe Alvarez, Director of Clinical Services
Willanette Steward/Satchell, Exec. Asst. (Mgmt.)
Erika Gomez, Executive Assistant - BOD

MEMBERS ABSENT:

RECOMMENDED BOARD ACTIONS

**THE STRATEGIC DEVELOPMENT COMMITTEE RECOMMENDS THAT
THEY TAKE ACTION ON THE FOLLOWING:**

None.

ITEMS DISCUSSED

A. CALL TO ORDER

Julie Chetney called the meeting to order at 6:05 p.m. A Quorum was established.

The Minutes from the July 8, 2020 meeting were approved.

M/S/C (Stewart & Cruickshank) The committee approved the minutes.

B. PUBLIC INPUT

None

C. GOALS AND OBJECTIVES

- *Bylaws Feedback Discussion* – Dr. Ragusa emailed the Board and committee members a copy of the amendment Board Bylaws for their review. This

committee has not yet provided feedback about the amended version. This is “round one” of revisions, when feedback is provided the ad hoc committee will do a second reading and the Board will likely vote on them in September. During the discussion, there was a suggestion to add language that states the Bylaws must be reviewed every 3 years.

- *Training Topics and Survey Results –*

Based on Board Survey, the members decided on the following Board Training Topics to be recommended to the Board for approval:

- October 2020 – National Core Indicators and Performance Contract
- February 2021 – Understanding Roles and Services of Vendors
- April 2021 – Communication of Board Members
- July 2021 – Engaging in and Understanding Board Strategic Planning Processes

D. BOARD COMPOSITION

The members spoke about hosting a virtual meet and greet as a way to do recruiting.

E. COVID-19 UPDATE

Anthony Hill, Executive Director reported the following regarding Covid-19:

- Workforce is currently at 95% working remotely.
- Established a sophisticated temperature and mask test when entering the building for those working on-site and for the public.
- Intake and Early Start assessments have start up again.
- Spoke about the “restrictive zones” within the agency that are necessary to protect those staff who perform critical functions.
- Directors continue to meet every morning to assess the latest COVID-19 information.
- SG/PRC continues to host weekly COVID-19 Vendor Advisory Committee Meetings (on Mondays) and weekly Community Meetings (on Tuesdays).
- Joe Alvarez provided individual stats on COVID-19; spoke about the spikes, presented information on the DDS report to the Committee.
- Lucina Galarza reported on hot spots and updated strategies with respect to

information technology/remote options such as a Lending Library. 11,000 families were contacted/surveyed.

- Aaron Christian discussed PPE distribution. He is working with transporter vendors to make contactless distributions.
- Dr. Larry Yin will do a presentation on the Impact of Covid-19 on Individuals with Developmental Disabilities on August 20, 2020 at 10am.

F. AGENDA FOR SEPTEMBER 9, 2020

- Bylaws
- Mentorship – Related to Board Survey
- Strategic Timeline – Related to Website

G. ADJOURNED

Meeting adjourned.

The next Strategic Development Committee meeting is scheduled for Wednesday, September 9, 2020.