

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

October 14, 2020

The following committee members were present at said meeting.

MEMBERS:

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

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Joe Alvarez, Director of Clinical Services
Daniela Santa, Director of Community Services
Lisa Brady, Interim Exec. Asst. (Mgmt.)
Erika Gomez, Executive Assistant - BOD

GUESTS:

MEMBERS ABSENT:

Anabel Franco

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 6:04 p.m. A Quorum was established.

The Minutes from the September 9, 2020 meeting were approved.

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

B. PUBLIC INPUT

None

C. GOALS AND OBJECTIVES

Mentorship – The committee discussed what this program should consist of and the expectations. The following are the ideas that were shared:

- All new members (Committee and Board) should have a mentor
- Mentorship should start before the individual becomes a member
- The mentor should be appointed the responsibility of introducing the new member
- The mentor should serve as a coach by following up and debriefing with the new member after each meeting
- Mentor should check in with the member if a meeting is missed
- The mentors should be members of the Board
- Currently, two new Board members need a mentor

Orientation – Mr. Cruickshank will send a list of ideas of what the new materials for the orientation packet should look like.

Strategic Timeline Related to the Website – Staff met with Juile Chetney and Dr. Ragusa to come up with a plan for this project. The major objective is to move resources to be electronic. Effective January 2021, staff will create a google drive for all Board and committee members where all their materials for each meeting will be accessible.

D. BOARD COMPOSITION

The annual Board Composition was sent to DDS. The SG/PRC Board of Directors is short on Hispanic and Asian representation, one in each area. DDS responded and would like a Plan of Action from SG/PRC about the areas that are out of compliance.

E. COVID-19 UPDATE

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

- Workforce is currently at 95% working remotely.
- Intake and Early Start assessments are operating at full scope and by appointment only.
- 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
- Daniela Santana spoke about the check in programs to assure that the individuals served are receiving the support they need during the pandemic.

F. AGENDA FOR NOVEMBER 18, 2020

- Mentorship
- Board Orientation

G. ADJOURNED

Meeting adjourned.

The next Strategic Development Committee meeting is scheduled for Wednesday, November 18, 2020.