

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

November 18, 2020

The following committee members were present at said meeting.

MEMBERS:

Julie Chetney, Chairperson
Gisele Ragusa
Bruce Cruickshank
Bill Stewart
Anabel Franco

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Joe Alvarez, Director of Clinical Services
Daniela Santana, Director of Client Services
Yvonne Gratianna, Manager of Communications
& Public Relations
Willanette Steward-Satchell, Executive Assistant
(Management)

GUESTS:

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

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

**M/S/C (Stewart & Ragusa) The committee approved the minutes from
September since there was no quorum at the October meeting.**

The Minutes from the October 14, 2020 meeting were approved.

**M/S/C (Ragusa & Stewart) The committee approved the minutes from
October meeting with the following amendments. ABSTAIN: Julie Chetney
& Anabel Franco**

- **Gisele Ragusa called the meeting to order.**
- **A quorum was not established.**
- **Julie Chetney and Anabel Franco were absent at the October meeting.**

B. PUBLIC INPUT

None

C. GOALS AND OBJECTIVES

Bruce Cruickshank asked Bill Stewart about his experience with Strategic Plans. He asked about creating, implementing and evaluating strategic plans. Bill Stewart provided some feedback about his experience and shared how part of the plan included quarterly check-ins to evaluate progress.

The committee discussed strategic timelines.

Mentorship – The committee discussed that they had a plan in place and they also shared that new members already have been assigned a mentor. Some additional discussion was held about what should qualify a mentor.

- **Orientation** – Discussion was held about the proposal for an orientation packet by Bruce Cruickshank. Possibly given to board members after the one on one meeting. Discussion was held about what information should be given to new committee members vs. board members. Discussion was held as to what is useful for new board members – helpful vs daunting.
- **Recruitment Ideas** – Committee briefly discussed ways to promote opportunities to the community to apply for the Board. Yvonne Gratianne shared some ideas with the group and the committee continued for a bit about what they thought would be beneficial.

D. BOARD COMPOSITION

Mr. Anthony Hill reported on the response letter received from DDS about the census for the compliance of the current composition of the Board. The committee held a discussion about how to use recruitment efforts to help, but ultimately it was something that seems to be an issue with most regional centers and their own Board compositions.

E. AGENDA FOR NEXT MEETING

- Orientation and Mentorship Assessment of these items
- Board and Committee Needs Assessment/Training Questionnaire
- Recruitment strategies

F. ADJOURNED

Meeting adjourned.

The next Strategic Development Committee meeting is scheduled for January 13, 2021.