

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

**January 13, 2021**

The following committee members were present at said meeting.

**MEMBERS:**

Julie Chetney, Chairperson  
Gisele Ragusa  
Bruce Cruickshank  
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  
Willanette Steward-Satchell, Executive Assistant  
(Management)  
Erika Gomez, Executive Assistant - BOD

**GUESTS:**

**MEMBERS ABSENT:**

Bill Stewart

**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 6:06 p.m. A quorum was established.

The Minutes from the November 18, 2020 meeting were approved.

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

**B. PUBLIC INPUT**

None

**C. GOALS AND OBJECTIVES**

**Orientation and Mentorship Assessment** – The committee requested that the Board binder items be uploaded to the google drive in the future. Mr. Cruickshank asked that the agency’s organizational chart be a part of the materials.

**Board and Committee Needs Assessment/Training Questionnaire** – The committee discussed that they will include an annual questionnaire for board and committee members.

#### **D. BOARD COMPOSITION**

Mr. Anthony Hill assured that health and safety is taking over bureaucracy. For now, the members can rely on the onboarding sessions to encourage Service Coordinators to help recruit for potential Board members. The members can also join the VAC meetings and support groups to promote Board participation in the community.

#### **E. COVID REPORT**

Mr. Hill and staff provided an update on how Covid 19 has impacted operations.

- Service Coordinator, Joann Boutin, passed away. SG/PRC staff held a celebration of life session this morning.
- Staff informed the members that there was a fraud attempt, using the SG/PRC logo, in an attempt to scam people to donate money. Staff informed the community and are working to resolve this matter.
- Lucina Galarza reported on hot spots and updated strategies with respect to the registries.
- Joe Alvarez provided individual stats on COVID-19; spoke about the spikes, presented information on the DDS report to the Committee.
- Daniela Santana gave an update on the check in program and shared the positive response that staff have received.

#### **F. AGENDA FOR NEXT MEETING**

The members would like the same agenda to carry over for the month of February 10, 2021 with the addition of “Strategic Plan.”

#### **G. ADJOURNED**

Meeting adjourned.

The next Strategic Development Committee meeting is scheduled for February 10, 2021.