

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

**February 10, 2021**

The following committee members were present at said meeting.

**MEMBERS:**

Julie Chetney, Chairperson  
Gisele Ragusa  
Bruce Cruickshank  
Bill Stewart

**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)

**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 6:00 p.m. A quorum was established.

The Minutes from the January 13, 2021 meeting were approved by consent.

**B. PUBLIC INPUT**

Dr. Ragusa explained how the new process of receiving materials for meetings works.

**C. GOALS AND OBJECTIVES**

**Strategic Plan –**

- The committee discussed recruitment of new Board members. This was discussed at last week's VAC meeting. The members talked about the upcoming Transition Fair, scheduled for March 17, 2021, which will be held virtually, as a possible event to attend and and recruit. Julie Chetney will attempt to attend. Dr. Ragusa and Bruce Cruickshank will also try to be available.

- Mr. Cruickshank asked that a task force or subcommittee be formed to evaluate the strategic plan. He would be happy to be a part of it. Dr. Ragusa suggested that since there are only 5 members, it may be best to meet as a Committee instead. The idea was accepted. This will be an agenda item for the new few months.

**Board and Committee Needs Assessment/Training Questionnaire** – The committee suggested not to revise it until the Strategic Plan timeline (to be worked on in March) gets formulated and working towards finalization. This agenda item is to be carried over for revise, maybe in April, then send out/collect items in May or June.

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

Recruitment Strategies: Dr. Ragusa suggested that Service Coordinators help get the word out on serving on the Board, as most members will be sunsetting off committees in the summer. She and Julie Chetney will draft up a letter to help design a profile of interest for recruitment purposes. There was a discussion held about partnering this strategy with SG/PRC's onboarding. Erika Gomez will discuss areas of need at next meeting.

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

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

- 95% of the workforce is working remotely
- 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. He also reported that DDS asked that staff provide them with SG/PRC's blueprint to assist them with on site intake processes.
- There was discussion about the most pressing issues regarding the vaccine.

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

Strategic Plan Taskforce

Board composition – Recruitment strategies

#### **G. ADJOURNED**

Meeting adjourned.

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