

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

January 12, 2022

The following committee members were present at said meeting.

MEMBERS:

Gisele Ragusa
Bill Stewart
Shannon Hines
Julie Chetney

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Yvonne Gratianna, Manager of Communications
& Public Relations
Willanette Satchell, Executive Assistant
Erika Gomez, Executive Assistant - BOD

GUESTS:

Tracy Evanson

MEMBERS ABSENT:

Bruce Cruickshank

RECOMMENDED BOARD ACTIONS

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

None.

ITEMS DISCUSSED

A. CALL TO ORDER

Gisele Ragusa, called the meeting to order at 6:02 p.m. A quorum was established.

The agenda was reviewed.

The Minutes from the November 10, 2021, Strategic Development Committee meeting were approved.

M/S/C (Chetney & Hines) The committee approved the minutes.

Abstain: Stewart

B. PUBLIC INPUT

None

C. STRATEGIC TIMELINE

The committee reviewed in detail the timeline with the focus of determining the process and next steps. The following was discussed:

- Backwards Planning
 - Objectives and goals should be ready by June 30, 2022
- SWOT Analysis Steps:
 - Look at the data collected this past summer associated to training needs.
 - Board members will be partnered with staff to create focus groups to collect information from regional center staff at varying levels.
 - Develop a protocol for focus groups so there are similarities but is also customizable for each group.
 - There should be a survey of data gathered with each survey consisting of 3 questions.
 - The task of analyzing the data should be completed by the team and not one person.
 - The following is the timeline discussed:
 - February - Choose who will be in each group (Board/Committees)
 - March – Decide on SG/PRC staff, it should be 2 groups of 10-15 Service Coordinators.
 - April – Put the finding together
 - May – Finalize it
 - June – Recommend to Board for approval

D. BOARD COMPOSITION AND TRAINING PLAN

Board Secretary Vacancy – The committee is considering Julie Lopez and will reach out to her. The Board will be updated on their decision at the Board meeting, and they will get to vote in February.

Board Composition Reply Letter – SG/PRC believes it’s better that the Board be culturally balanced by the population it serves. Mr. Hill anticipates that DDS will approve it. Meanwhile, recruitment efforts will continue.

Board Training Adjustments Report – The 2021 Board Training Report (with context and remaining 2022 plan) was submitted to DDS.

E. COVID-19 UPDATE

Mr. Hill shared the following:

- As an Abundance of Caution, for the time being, almost all SG/PRC staff is working flexible remote schedules of 1 day per week in the office. Fiscal, human resources, intake/eligibility, administrative and IT staff are working at least 3 days in the office week in the office.
- All staff are required to test weekly in the SG/PRC COVID-19 testing clinic, all staff receive the rapid test, and PCR test. Unvaccinated staff are required to test more frequently.

- Per Governor Newsom and DDS, Healthcare workers (including service providers and SG/PRC staff) that are eligible for COVID-19 Booster vaccines, must receive booster shots before February 1, 2022. Currently, 50% percent of SG/PRC employees have submitted verification of receiving a COVID-19 Booster dose.
- SG/PRC's testing Clinic is open Monday, Tuesday, Wednesday, and Thursdays from 9 a.m. to 11:30 a.m. Approximately 225 are testing a day with this current surge.
- Los Angeles County Department of Public Health issued amended guidance covering Community Care Residential Facilities regarding the Omicron Variant and exposed staff returning to work based on vaccination and booster status. This amendment is likely a response to staffing shortages.
- When staffing shortages occur due to COVID-19, Direct Support Professionals from surge registries are allocated to cover scheduled working hours of unavailable staff.
- Staff applied for ab637 which is the process to waive an allowance to pay a registry the median rate. It was approved, vendors will still have to pay a portion, the minimum wage in their area per hour. This would only be for licensed settings and assisted living. This is different than the COVID-19 registry, this is to assist with staff shortages.
- The dental clinic was suspended this month due to the surge.
- SG/PRC continues to provide in-person intake/eligibility assessments and early intervention clinics but have moved the appointments to bigger rooms to ensure more physical distance.
- At the VAC meeting, a member expressed that SG/PRC is the gold standard for dealing with COVID-19.

F. ADJOURNED

The meeting adjourned.

The next Strategic Development Committee meeting is scheduled for February 9, 2022.