

**SAN GABRIEL/POMONA DEVELOPMENTAL SERVICES, INC.**  
**BOARD OF DIRECTORS**  
**Minutes of the Meeting of the Board of Directors**  
**(A California Corporation)**

**February 23, 2022**

**ATTENDANCE**

The following members of the Board of Directors were present at said meeting:

**PRESENT:**

Sheila James  
Shannon Hines  
Bill Stewart  
Gisele Ragusa  
Preeti Subramaniam  
Natalie Webber  
Julie Lopez

**ABSENT:**

Mary Soldato  
Susan Stroebel

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community Services  
Daniela Santana, Director of Client Services  
Roy Doronila, Chief Financial Officer  
Salvador Gonzalez, Director of Community Outreach and Compliance  
Joe Alvarez, Director of Clinical Services  
Yvonne Gratianne, Manager of Communications & Public Relations  
Erika Gomez, Exec. Assistant BOD  
Willanette Satchell, Executive Assistant

**GUESTS:**

Albert Feliciano  
Carl Argila

**A. CALL TO ORDER:**

Sheila James, Interim Board President, called the meeting to order at 7:17 p.m. Roll call was taken, and a quorum was established.

- The Board was informed that Penelope Fode resigned as the Board President and Co-chair of the Community Relations/Legislative Committee. Ms. Fode will remain on the Board as a Director. Sheila James, 1<sup>st</sup> VP, will be the interim Board President.
- The agenda was reviewed.

## **B. PUBLIC INPUT:**

- Staff read the guidelines for Public Input.
- Carl Argila, parent, gave notice that he was recording his public input and that the recording will go on his blog. He acknowledged that he met with Mr. Hill and was asked to stop recording but he declined his request. He then gave an update on his son, an individual served by SG/PRC, and his wishes pertaining to his conservatorship.
- Albert Feliciano, SCDD, provided information on the yearlong virtual training series that happens every month; he provided the attendees with the flyers.

*\*If anyone wishes to provide public input, please email [egomez@sgprc.org](mailto:egomez@sgprc.org)\**

## **C. STRATEGIC DEVELOPMENT COMMITTEE**

- Last month, the Board was given notice of intent to conduct an election for the office of secretary. The Nominating Committee nominated Preeti Subramaniam.  
**The Board, unanimously, approved the nomination of Preeti Subramaniam for the office of Secretary, effective immediately.**
- Gisele Ragusa gave notice of intent to conduct an election for the office of President on March 23, 2022. **The Strategic Development Committee is nominating Sheila James for this role.**

*15.04 - Nominations of Officers - A Director may be nominated for an office only by the Strategic Development Advisory Committee in accordance with section 21.02, or by a written nomination, signed by at least one (1) Director, listing the names of a total of five (5) Directors who support the nomination, and that is submitted to the Board's Executive Assistant at least ten (10) days before the election is to be held.*

- The members conducted two interviews for Board Committee membership. The following individuals are being recommended:
  - Ethel Gardner – Strategic Development Committee
  - Jaye Dixit – Advisory Committee for Individuals Served and Their Families

**The Board, unanimously, approved both recommendations for committee membership, effective immediately.**

#### **D. CONTRACTS FOR REVIEW**

Presented by Lucina Galarza, Director of Community Services:

- A&M Home Care-Aurora
- Vocational Innovations
- CBC #6
- CBC #7
- Hope House Park House

The Board reviewed the contracts based on their policy for contracts over \$250,000.

**M/S/C (Stewart & Hines) The Board approved the contracts.**

#### **E. SPECIAL TRAINING – SG/PRC WHISTLEBLOWER POLICY**

Gisele Ragusa, Immediate Past President, presented on the following:

- Purpose and intent
- Good faith effort
- Complaint protections
- Definition of complaints
- Filing complaints
- Where to file a complaint
- No retaliation
- Investigation process(es)
- Confidentiality

#### **F. SPECIAL TRAINING – ADVANCED STRATEGIC PLANNING**

Mary Beth Lepkowsky, Helen Sanderson Associates USA, LLC, presented on the following:

- What Strategic Development is
- What the Board's role is in Strategic Planning
- Process for Determining Strategic Direction
- Planning the plan
- Information gathering and analysis
- Developing strategic actions
- Deciding strategic priorities

- Community and evaluating progress
- Two ways determine strategic priorities SWOT and SOAR
- Two ways to determine strategic priorities SWOT and SOAR
- Build effective relationships between Board and Executive Director

**Next meeting on Wednesday, March 23, 2022, at 7:15 p.m.**

**BOARD MINUTES FROM THE FEBRUARY 23, 2022 MEETING**

Submitted by:

  
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Board Officer

April 26, 2022  
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Date