

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

March 13, 2024

The following committee members were present at said meeting:

MEMBERS:

Bruce Cruickshank, Chairperson
Julie Chetney, Director
Trish Gonzales, Director
Natalie Webber, Member
Gisele Ragusa, Member

STAFF:

Jesse Weller, Executive Director
Lucina Galarza, Executive Deputy Director
Yvonne Gratianna, Communications & Public
Engagement Officer
Erika Gomez, Liaison – BOD & RDDF
Elba Moreno, Department Assistant,
Communications
Willanette Stewart Satchell, Executive Assistant

MEMBERS ABSENT:

Bill Stewart, Director

GUESTS:

Michelle Wild
Veila, Link

RECOMMENDED BOARD ACTIONS

THE STRATEGIC DEVELOPMENT COMMITTEE RECOMMENDS THAT THEY TAKE ACTION ON THE FOLLOWING: None.

ITEMS DISCUSSED

- A) **CALL TO ORDER** - Chairperson, Bruce Cruickshank, called the meeting to order at 6:01 p.m. A quorum was established.
- B) **AGENDA & MINUTES APPROVAL**
- The agenda was reviewed.
 - The minutes from the February 14, 2024, meeting were reviewed and approved.
M/S/C (Chetney / Gonzales) The committee approved the minutes.
- C) **PUBLIC INPUT**
None

D) STRATEGIC PLANNING UPDATES:

Executive Director, Jesse Weller, provided the following updates:

- New SG/PRC Vision, Mission and Values Statement – He reviewed the approved Vision, Mission and Values Statement. He assured the committee that what SG/PRC does as an agency moving forward will align with the Vision, Mission and Values Statement. The committee held a discussion of opportunities to get the message out to the community and staff.
- Strategic Plan Design Templates - Mr. Weller and Yvonne Gratianne, Communications & Public Engagement Officer, have been working with a graphic designer and she provided models for the committee to review and provide input. Ms. Gratianne presented the models, section by section, and the committee provided their input. The committee decided on a model and asked for some edits. The input will be shared with the graphic designer.
- Project Management Software Update – Per the recommendation of Michelle Ware, Consultant, to use a project management software, staff are looking into “Monday.com,” is a cloud-based project and work management platform geared towards planning and managing projects and tracking day-to-day workplace activities, tasks, and duties.
- Mr. Weller will meet with staff on March 25, 2024 to assign roles and responsibilities to the leadership team and gauge what types of supports will be needed.

E) BOARD COMPOSITION

- The committee was provided with information of the terms for Board members.
- Ms. Gratianne presented the updated Board recruitment flyer. The committee made minor changes and approved it.

ADJOURNED

The meeting adjourned.

The next Strategic Development Committee meeting is scheduled for April 10, 2024.