

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

May 8, 2024

The following committee members were present at said meeting:

MEMBERS:

Bill Stewart, Director
Bruce Cruickshank, Chairperson
Julie Chetney, Director
Trish Gonzales, Director
Gisele Ragusa, Member

MEMBERS ABSENT:

Natalie Webber, Member

GUESTS:

STAFF:

Jesse Weller, Executive Director
Lucina Galarza, Executive Deputy Director
Yvonne Gratianne, Communications and Public
Engagement Officer
Erika Gomez, Liaison to the BOD & RDDF
Willanette Stewart Satchell, Executive Assistant –
Exec. Director
Elba Moreno, Department Assistant,
Communications

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 for today's meeting and the minutes from the April 10, 2024, meeting were reviewed and approved by consensus.
- C) **PUBLIC INPUT**
None
- D) **BOARD MEETINGS:**
Executive Director, Jesse Weller, led a discussion on Board meeting agendas:

- As a follow-up to last month's Board training by Strategic Planning Consultant, Michele Ware, Forward Focus, the committee discussed better ways to maximize meetings, structure agendas, create time for discussions and manage time more effectively. The following suggestions were made:
- Come up with a list of discussion forums in July that can be presented in the months when there are no trainings scheduled.
- Contract details should be discussed at the Executive Finance Committee meetings and should be kept brief at the Board meetings. A cover sheet should accompany contracts to make brief presentations easier to follow. All contract documents should be titled to match items listed on the agenda.
- Condensing contracts and all other action items into a "consent agenda" section.
- Relying on committees to use their meeting time to discuss important items so the reports at the Board meetings can be more brief but informative.
- Presenting the Executive Director's Report as a PowerPoint, showing main themes as bullet points and highlighting the most important information.
- Having a timeline that is kept and enforced for each topic of discussion.

E) BOARD COMPOSITION

- The committee conducted closed session interviews for committee applicants, Y. Li and J. Malonzo. SG/PRC staff were not present for the interview.

ADJOURNED

The meeting adjourned.

The next Strategic Development Committee meeting is scheduled for June 12, 2024.