

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

September 25, 2024

The following committee members were present at said meeting:

MEMBERS:

Bruce Cruickshank, Chairperson
Julie Chetney, Board Director
Trish Gonzales, Board Director
Gisele Ragusa, Committee
Member
Yan Li, Committee Member
Natalie Webber, Committee
Member

STAFF:

Jesse Weller, Executive Director
Erika Gomez, Liaison to the BOD & RDDDF

MEMBERS ABSENT:

Bill Stewart, Director

GUESTS:

None

RECOMMENDED BOARD ACTIONS

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

ITEMS DISCUSSED

- A) **CALL TO ORDER** - Chairperson, Bruce Cruickshank, called the meeting to order at 6:05 p.m. A quorum was established.
- B) **AGENDA & MINUTES APPROVAL**
- The agenda was reviewed, and the following item was added: Discussion of Board Trainings Survey.
M/S/C (Chetney / Gonzales) The committee approved the agenda as amended.
 - There was a brief discussion about the attendance requirements of Board members. The Board will review the attendance of its members quarterly.

- The minutes from the August 28, 2024, meeting were reviewed and approved. **M/S/C (Gonzales / Cruickshank) The committee approved the minutes.**

C) PUBLIC INPUT

None

D) STRATEGIC PLAN

Jesse Weller, Executive Director, provided the following updates about the Strategic Plan:

- He met with Michelle Ware, Forward Focus Consultant, George Stevens, Strategic Plan Consultant, and Yvonne Gratianne, Communications and Public Engagement Officer, and the following items were discussed:
 - There was a recommendation for Mrs. Ware to organize the work differently by taking the areas that cross over and grouping them and prioritize the areas that are to be completed sooner.
 - Technology needs must be addressed.
 - They will meet again to talk about the Key Performance Indicators and will bring them back to the committee.
 - 12 items in the plan have been completed.
 - Mrs. Ware's consulting hours will be increased.
 - An area to tackle is the 24-hour response time. Draft Surveys will be put together and this committee will review them.
 - Mrs. Ware will help organize Monday.com

E) BOARD TRAININGS SURVEY

The Annual Board Training Report is due to DDS on December 15, 2024. Mrs. Chetney suggested that the trainings align with the Strategic Plan and the committee agreed. She will work on the survey that must be sent to the Board and will send it to the committee via email the following day for each member to work on it independently. It will be finalized at the October meeting.

F) BOARD COMPOSITION

The committee held a closed session to interview a committee member for Board membership.

G) ADJOURNED

The meeting adjourned.

The next Strategic Development Advisory Committee meeting is scheduled for October 23, 2024.