

Alta California Regional Center
Board Development Committee Meeting
Monday, March 14, 2016
Minutes

Present:

Dan Lake, Chair
Janet Brandon
Nasim Hedayati
Romilda Jones
Amy Lampe
Brendan Peacock

Absent: (* excused)

Jacqueline Armstrong*
Rosa Meza-Villaseñor*
Rita Walker*
Kristin Wright*

Staff:

Lisa West, Executive Secretary

Facilitators:

Amy Fulk

The Board Development Committee (BDC) met on Monday, March 14, 2016, at 4:01 p.m. in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Report from Chair; 2) May Retreat Plan; 3) Board Surveys; 4) Board Sponsored Training for March; and 5) Attendance Bylaw Review. All present provided self-introductions.

Without objection, Dan Lake made the motion to adopt the Board Development Committee meeting minutes of February 8, 2016 as submitted.

1. Report from Chair

- Mr. Lake shared that the Board's demographics and meeting attendance have not changed since the last meeting.
- The Personnel Ad-Hoc Committee has not met to discuss the Executive Director's evaluation process.
- Ms. Brandon and Ms. Walker are working on a Board recruitment plan.

2. May Retreat Plan

- The Board will be holding a training opportunity on Thursday, May 26th, just prior to the Board meeting. Lunch will be served at 11:30, and the training will be from 12:30 to 3:30 p.m.
- If you have any ideas for training topics, please let Mr. Lake know.
 - Suggested topics include:
 - The Board Finance Committee Training that was briefly shared with the committee last year. It explained cash flow, amendments, spending authority, etc.
 - ACRC's staff evaluation process. The new system should provide a more collaborative working environment for employees.

- Presentations from providers regarding specific services (i.e., Independent Living Services (ILS), Supported Living Services (SLS), day programs, etc.).
- How the Individual Service Plan (ISP) and the Individual Program Plan (IPP) support each other.
- Conflict of Interest
- Changes in the medical/dental profession regarding services to our clients.
- Differences between Conservatorship and Power of Attorney.
 - Mr. Lake will follow-up with Mr. Bonnet regarding this.

3. **Board Surveys**

- Mr. Lake is currently discussing options with Ms. Wright.

4. **Board Sponsored Training for March**

- Mr. Lake will contact Mr. Bonnet to see what topics are available for the March 24th Board Sponsored Training.

5. **Attendance Bylaw Review**

- Mr. Lake would like more clarification regarding the attendance bylaw. What is the intension? Do we need to change the bylaw or do we need to define the bylaw? He distributed a worksheet for everyone to complete.
- Mr. Peacock shared that this bylaw was created to encourage Board members to come to meetings and show that their input matters. He believes the 80% attendance relates to Board and committee meetings combined.
 - Mr. Lake will send this document to Ms. West, who will email to entire committee.
 - Please return your answers to Mr. Lake by Thursday, March 24th.
 - A suggestion was made to possibly look at technology to assist with meeting attendance.

6. **Closed Session** – At 4:32 p.m. the Board Development Committee adjourned to closed session in order to review applications on file.

7. **Announcement of Closed Meeting Discussion** – At 4:40 p.m. the Board Development Committee reconvened in open session following a closed session where the committee reviewed applications on file.

The next Board Development Committee's meeting is scheduled for **Monday, May 9, 2016**, at 4 p.m. The meeting adjourned at 4:40 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet