

Alta California Regional Center
Board Development Committee Meeting
Monday, May 9, 2016
Minutes

Present:

Dan Lake, Chair
Janet Brandon
Nasim Hedayati (via phone)
Romilda Jones
Brendan Peacock
Rita Walker

Absent: (* excused)

Jacqueline Armstrong
Amy Lampe*
Rosa Meza-Villaseñor*
Kristin Wright*

Visitors:

Cheryl Worthley

Staff:

Phil Bonnet, Executive Director
Lisa West, Executive Secretary

The Board Development Committee (BDC) met on Monday, May 9, 2016, at 4:02 p.m. in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Report from Chair; 2) May Retreat Plan & Schedule; 3) Board Surveys; 4) Attendance Bylaw Review; and 5) Recruitment Workgroup Report. All present provided self-introductions.

Without objection, Dan Lake made the motion to adopt the Board Development Committee meeting minutes of March 14, 2016 as submitted.

1. *Report from Chair*

- Mr. Lake shared that the Nominating Committee met this afternoon to discuss the Board Officer slate for the 2016-17 fiscal year (FY).
 - Mr. Peacock shared that the Nominating Committee consisted of himself, Anwar Safvi and Romilda Jones. A motion was passed for the following slate:
 - Brendan Peacock – President
 - Dan Lake – Vice President
 - Jacqueline Armstrong – Secretary
- Mr. Lake shared draft copies of a Board business card that Mr. Bonnet and his staff designed. The idea is to have these available for Board members who are out in the community.
 - Committee would like to move forward with this.
- Board members have expressed an interest in the possibility of having video conferencing available. Mr. Lake discussed this with Mr. Bonnet and Peter Tiedemann and it would cost between \$50,000 and \$60,000 to do it right.
 - The Board will not be pursuing this option at this time.
 - Mr. Bonnet will continue to make sure that our phone conferencing options are the best they can be.

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.
 - Mr. Tiedemann will do a short presentation about regional center finances.
 - Jennifer Crick, ACRC's Human Resources Director, will provide an overview of the new evaluation process that the agency is using.
 - Mr. Lake will use the remaining time to have a discussion about what the expectation is to be a Board member. He received some ideas from the Association of Regional Center Agencies (ARCA) meetings that he attended in March. Regional center Board governance is a big concern at the Department of Developmental Services (DDS). Some topics to discuss include:
 - What are the responsibilities of the Board with regard to who they hire as Executive Director?
 - Providing basic training to applicants prior to coming onto the Board.
- If anyone has ideas for training topics for the September Board Retreat, please let Mr. Lake know.
 - Ms. Walker asked if the Board was considering renewing ACRC's Strategic Plan.
 - Mr. Peacock shared that the Board discussed this in the past and felt that it may not be necessary for the agency.
 - Mr. Bonnet shared that his primary strategic plan is to follow ACRC's contract with DDS and the Lanterman Act.

3. *Board Surveys*

- Mr. Lake shared that Ms. Wright was working on the Board surveys, but he may be asking others for assistance.
- We need to consider whether the Board needs to complete surveys or just communicate better amongst ourselves.

4. *Attendance Bylaw Review*

- Mr. Lake only received one response back from the email that he sent out to committee members regarding the attendance bylaw. This group will discuss the 80% attendance requirement at a later date.
- The Board has this 80% rule that Mr. Lake doesn't know how to enforce. If we are not going to follow it, we need to either get rid of it or change it to make it fit our organization's needs.
- The intent of this bylaw is to encourage members to be here.
- Suggestion was made to find out what other regional centers require.
 - Ms. West will check with her counterparts at the other regional centers and report back to Mr. Lake.

- The Board could possibly discuss this issue at the September Retreat. This could be part of a larger discussion – “what is the role of a Board member?”

5. ***Recruitment Workgroup Report***

- Ms. Walker and Ms. Brandon have met several times to discuss our Board recruitment process. They would like to provide more information to potential applicants about ACRC’s Board of Directors, and possibly have the application online, so interested individuals can just download it off our website. Also, posting “Frequently Asked Questions” (FAQs) might be beneficial.
- They distributed two draft documents for review: “Draft Recruitment Letter” and “Learn About the ACRC Board of Directors – Frequently Asked Questions”.
 - The letter can be used for targeted recruitment and can be modified for different organizations.
- The 3rd Annual Sacramento Black Book Fair will be held from June 3rd-5th at The Historic Center of Oak Park (35th St. & Broadway). Saturday, June 4th, is their outreach day and Mr. Bonnet spoke with one of the organizers and they would be happy if ACRC participated.
 - Committee would like to attend this event; volunteers include: Rita Walker, Janet Brandon and Brendan Peacock.
- They stressed that Board recruitment and solicitation for applications is an ongoing process.
 - If you have any suggested changes to the two draft documents, please email Ms. West and she will forward to Ms. Walker and Ms. Brandon.
 - Committee asked Mr. Bonnet to have staff check with clients and families for any interested individuals.

The next Board Development Committee’s meeting is scheduled for **Monday, June 13, 2016**, at 4 p.m. The meeting adjourned at 4:58 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet