

**SELF-DIRECTED SERVICES ADVISORY COMMITTEE**  
**9/21/15**

Present: Gabriel Rogin, Lisa Rosene, Katie Spielman, Ben Davidson, Jennifer Walsh, Elizabeth Grigsby, Jeniero Golan, Lili Byers, Connie Johnson, Angie Lin Foster

1. Katie did a presentation on the Bagley-Keene Open Meeting Act (Government Code Sections 11120-11132), see attached.

The group discussed the use of Robert's Rules of Order meeting notice requirements, public access to meetings, action items, how votes are recorded and webcasting of meetings.

Katie will follow up on legal requirements pertaining to members calling in and the place from which they meet being open to the public (e.g., their home).

A quorum for this Advisory Committee is 5.

2. Roles and Responsibilities of Officers

What is needed: Chair, Vice-Chair

Process: No one present volunteered. Connie suggested job descriptions for each position.

Chair:

- 1) represent advisory committee at statewide meeting in Sacramento and report back
- 2) facilitate local meetings
- 3) collect and develop agenda

Vice-Chair:

- 1) the above in absence of the Chair
- 2) responsibility for maintaining Robert's Rules of Order in the meeting

Jennifer volunteered. Peter had expressed interest at the last meeting and Wesley may be interested. This will be an action item at the next meeting.

3. Plan Orientation Activities

Ben reported on the development of materials by the Department of Developmental Services (DDS). There is a video on the DDS website. There is 1 required meeting (pre-enrollment informational meeting) for orientation. People then express interest and are put in the lottery for participation.

Possible options:

Mailings, email blasts, website notification, town hall meetings, through meetings with case managers. The DDS video is in English, Spanish and threshold languages so it may well be most efficient to refer people to this. All members are asked to review this video by the next meeting at [dds.ca.gov](http://dds.ca.gov).

Ben will see if DDS would send out notices statewide to all regional center participants. Group discussed various ways to get the word out.

Training needs to be scheduled for the regional center case management staff in January 2016.

Next Meeting:

Wednesday, October 28, 2015, 1:00 – 3:00 p.m., place to be determined.

LR/wjt