

To: Robert Balderama, Julie Gaona, and
Rebecca Donabed

From: Riana Hardin

Subject: Meeting Minutes

Date: October 19, 2018

Minutes: Review of September 28th SSAN Officer Meeting

Date: October 19th, 2018

Time: 1:30 PM

Location: Teleconference

Members: Robert, Julie and Rebecca

Others: SSAN – Kecia Weller and Nicole Patterson

SCDD staff – Riana Hardin and Facilitator – Angela Lewis



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1. **Call to Order:** 1:31 PM
 2. **Roll Call:** Robert Balderama, Julie Gaona and Rebeca Donabed were present.
Others on Call: Riana Hardin, Angela Lewis, Kecia Weller and Nicole Patterson were also on the call.
 3. **Public Comment:** SSAN member Kecia Weller stressed the importance of SSAN being a cross-disability training network. SSAN member Nicole Patterson from DDS requested SSAN members feedback on the DDS publication "Think Ahead" as a part of her presentation at the December SSAN meeting.
 4. **Approval of the Minutes:** The minutes from the September 28th Officer's meeting were reviewed.

- a. **Motion #1:** It was moved/seconded (Donabed/Gaona) to approve minutes from September 28th Officer's meeting. All members present voted in favor of the motion.
5. **Review of Agenda:** The agenda was reviewed and approved.
 - a. **Motion #2:** It was moved/seconded (Gaona/Donabed) to approve the agenda. All members present voted in favor of the motion.
6. **Planning of the December 2018 SSAN Meeting:** SSAN Chairperson requested the SCDD Self-Advocacy Coordinator review the draft agenda for the December SSAN agenda. Items on the agenda are: Elections of officers, Bylaws Review, End of Life Planning, SSAN Annual Report, Workgroups, Member Action Reports, Review and Approval of the December Newsletter. SCDD is currently working with several hotels for dates for 2019. Once the SCDD Self-Advocacy Coordinator knows the details, she will inform the officers to determine the SSAN meeting dates for 2019. The SSAN Officers requested that the SCDD Self-Advocacy Coordinator continue to update them on the possibility of a sexual harassment prevention training for SSAN at the March meeting.
7. **Regional Representative Vacancies – Central Coast:** SSAN Officers discussed the different options for the Central Coast Representative. A concern was brought up that having 2 representatives for one region could lead to a problem down the line of other regions wanting two representatives. It was suggested that
 - a. **Motion #3:** It was moved/seconded (Gaona/Donabed) to recommend to SSAN to amend the bylaws to allow 2 representatives (North/South) for the Central Coast region.
 - b. **Motion #4:** It was moved/seconded (Gaona/Donabed) to approve Applicant # 1 to attend the December SSAN meeting.
8. **Regional Representative Vacancies – North Coast:** SSAN Officers reviewed the application for the North Coast Region and voted to approve the applicant following an interview.

- a. **Motion #5:** It was moved/seconded (Gaona/Donabed) to proceed with the application process for the applicant from the North Coast Region.
9. Meeting adjourned at 3:00 PM. The next Officer meeting is scheduled for November 16 @ 1:30 PM via teleconference.

10. Action Items for Next Meeting:

- a. SSAN Officers: Interview Candidate from North Coast Region
- b. Self-Advocacy Coordinator:
 - i. Review and update SSAN Bylaws for the SSAN Packet.
 - ii. SSAN Annual Report along with the SCDD North Valley Hills Manager.
 - iii. Contact Candidates from Central Coast about the decision from the SSAN Officers.
 - iv. Inform SCDD about SSAN Officers' request to approve both candidates for the Central Coast Region.
 - v. Draft the Sexual Harassment Policy with consultation from SCDD Human Resources and inquire about the possibility of a Sexual Harassment Training at the next SSAN meeting-find out if the training online can be viewed at the March SSAN meeting.

11. Action Items for Next Meeting:

- a. SSAN Officers: Interview candidate for North Coast Representative.
- b. Self-Advocacy Coordinator:
 - i. Review and update SSAN Bylaws for the SSAN Officers to review before taking it to the full SSAN.
 - ii. SSAN Annual Report along with the SCDD North Valley Hills Manager.
 - iii. Contact candidates for Central Coast vacancy about the
 - iv. Draft the Sexual Harassment Policy with consultation from SCDD Human Resources and inquire about the possibility of a Sexual Harassment Training at the next SSAN meeting-find out if the training online can be viewed at the SSAN meeting.