

To: Robert Balderama, Julie Gaona, and
Rebecca Donabed

From: Riana Hardin

Subject: Meeting Minutes

Date: September 28, 2018

Minutes: Review of August 31st SSAN Officer Meeting

Date: September 28th, 2018

Time: 1:30 PM

Location: Teleconference

Members: Robert, Julie and Rebecca

Others: SCDD staff- Riana Hardin, Dena Hernandez and Facilitator – Angela Lewis



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1. **Call to Order:** 1:31 PM
 2. **Roll Call:** Robert, Julie and Rebeca were present.
Others on Call: Riana Hardin, Dena Hernandez and Angela Lewis were also on the call.
 3. **Public Comment:** There was no public comment.
 4. **Approval of the Minutes:** The minutes from the August 31st Officer's meeting were reviewed. Correction was made to the minutes to reflect that staff present be listed under other. Corrected minutes were approved by Julie and seconded by Rebecca. All members present voted in favor of the motion.
 5. **Review of Agenda:** The agenda was reviewed and approved by Julie and seconded by Rebecca. All members present voted in favor of the motion. A VOTE icon will be added to future agendas for this item.
 6. **Planning of the December 2018 SSAN Meeting:** SSAN Chairperson requested the SCDD Self-Advocacy Coordinator reviewed the suggested items for the December SSAN

agenda meeting collected from the SSAN members at the September 2018 meeting. Items from the SSAN members to be included on the agenda are: Elections of officers, Bylaws Review, End of Life Planning, Sexual Harassment Training Policy, 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.

7. **Review and Approval of the Regional Representative Recruitment Process:** SSAN Officers reviewed and approved the Regional Representative Recruitment Process with minor changes. The motion was made by Rebecca and seconded by Julie. All members present voted in favor of the motion.
8. **Regional Representative Vacancies – Central Coast:** Chairperson Robert Balderama provided the SSAN Officers with a review of the two candidates that he interviewed and provided his recommendation after the SCDD Self-Advocacy Coordinator shared the notes from the two interviews with the leadership. It was suggested that both candidates were qualified and covered the large region. The SSAN Officers requested that the Self-Advocacy Coordinator look into the possibility of having both candidates be a part of SSAN. SSAN Chair Robert Balderama would like to have all officers' conduct the phone interviews in the future and that a form be developed to capture the information for review and selection of new members. SCDD Self-Advocacy Coordinator shared that she had been contacted by the North Coast office and that there may be two applicants from that region applying.
9. Meeting adjourned at 2:30 PM. The next Officer meeting is scheduled for October 19 @ 1:30 PM via teleconference.

10. Action Items for Next Meeting:

- a. Chairperson Balderama: Reach out to Nicole Patterson about End of Life Presentation
- b. Vice Chairperson Gaona: Gather materials on end of life planning
- c. Self-Advocacy Coordinator:
 - i. Make suggested changes to the SSAN Recruitment Process documents, as well as adding the date to the documents and have them posted to the website.
 - ii. Review and update SSAN Bylaws for the SSAN Officers to review before taking it to the full SSAN.
 - iii. SSAN Annual Report along with the SCDD North Valley Hills Manager.
 - 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.