North Bay Regional Center Board of Directors'
Cultural and Linguistic Competency Committee (CLCC)
September 15, 2022 at 12:00 pm

Board Members Present: Rosemarie Pérez, President and Chair
Sara Speck, Secretary
Breeanne Burris, VAC Representative

NBRC Staff Present: Gabriel Rogin, Executive Director
Jennifer Crick, Director of Administrative Services
Janelle Santana, Executive Assistant
Mariam Guirguis, Executive Assistant – Compliance
Viridiana Brazier, Specialized Service Coordinator
Jessica Hetherington, Specialized Service Coordinator
Courtney Singleton, Director of Community Services
Ana Horta, Diversity and Equity Supervisor
Abigail Andrade, Service Coordinator
Anaid Carreno, Diversity and Equity Resource Developer

Minutes

Call to Order –
Rosemarie Pérez, President and Chair, called the meeting to order at 12:02 pm.

Introductions –
The committee and attendees introduced themselves.

Review of Minutes –
The committee agreed that the July 21st minutes looked accurate.

Land Acknowledgement
Rosemarie Pérez, President and Chair, noted the Land Acknowledgement.

Covenant for Brave Space –
The committee reviewed the Covenant for Brave Space before moving onto the next agenda item.

CLC Updates

a. **NBRC Staff**
Ana Horta, Diversity and Equity Supervisor, reported the following.
- We are editing the Language Access and Cultural Plan with feedback from the Department of Developmental Services. We are going to ask

experts within our agency to review it. We will post the two positions listed in the plan soon.

- There are Quarterly Community Conversations upcoming on October 19th and 25th.
- The advisory committee listed in the Language Access and Cultural Plan will need members from the Community, Board, Staff, and Vendors.
    - Rosemarie Pérez, Board President and Chair, will announce the need for advisory committee members to the Board.
    - Breeanne Burris, VAC Representative, will notify the Vendor Advisory Committee (VAC).
    - Ana Horta, Diversity and Equity Supervisor, to send a short blurb about the advisory committee to Rosemarie Pérez and Breeanne Burris.
    - Breeanne Burris, VAC Representative, to send Ana Horta the next date for the VAC meeting.

Anaid Carreno, Diversity and Equity Resource Developer, stated the goals in the resource development department.

- Identify gaps in services for Deaf and Hard of Hearing community.
- Increase participation for NBRC in the community.
    - *Rosemarie Pérez, Board President and Chair,* asked for the Board to be notified of community outreach events.

b. VAC CLC Committee

Breeanne Burris, VAC Representative, noted the following.

- The VAC CLC Committee reviewed a calendar of awareness dates/months. The committee is looking at how to involve people we serve. The calendar will be shared with NBRC Staff, the Board, and Vendors.
- We are going to have a planning meeting next month around cultural humility trainings. More updates to come.

c. Other –

- *Rosemarie Pérez, Board President and Chair,* noted the importance of defining a process to make forms user friendly for people that speak all languages.

Board Policy Follow-Up

a. Updated –-Education and Prevention Policy

- Claribel Zecena, Early Intervention Case Management Supervisor, to attend the next meeting to discuss this.
- Courtney Singleton, Director of Community Services, to check in with Deanna Mobley, Director of Intake and Clinical Services, about having someone from the Clinical team attend.
- To revisit next month.

b. **Added Discussion Item – Employment First Policy**
    - *Jessica Hetherington, Specialized Service Coordinator,* suggested committee members attend different staff unit meetings.
        - ➢ Gabriel Rogin, Executive Director, to ask management who's interested in having CLCC members visit their unit meetings.

c. **Updated – Service Equity Policy**
Ana Horta, Diversity and Equity Supervisor, reached out to staff at other regional centers for their Service Equity Policy and didn't receive anything.

Board Policy Review

a. **Lanterman Act –**
    - *Jessica Hetherington, Specialized Service Coordinator,* noted we can review the Lanterman Act booklet and see how NBRC aligns with that.
        - Ana Horta, Diversity and Equity Supervisor, has a summary of the Lanterman Act and will send it to the group.
        - Gabriel Rogin, Executive Director, to share a summary of the Lanterman Act that's sent to board members to the CLCC committee for review.
        - The committee will review this policy next month.
    - Courtney Singleton, Director of Community Services, reviewed other regional center policies and stated she doesn't see polices that address the Lanterman Act specifically.
    - Rosemarie Pérez, Board President and Chair, suggested an ongoing assessment of NBRC to assess our level of cultural and linguistic competence.
        - Ana Horta, Diversity and Equity Supervisor, to ask the Cultural and Linguistic Competency Specialist at Golden Gate Regional Center (GGRC) for the report on their cultural competency assessment.

Discuss Scheduling of October Meeting
The Cultural and Linguistic Competency Committee agreed to have the next CLCC meeting on October 27th at 12pm.

Public Comment –
Jennifer Crick, Director of Administrative Services, asked for volunteers to give feedback on the development of NBRC's new website. There will be four or five half hour meetings that will take place over the next 6-8 weeks.
    - Send Jennifer Crick, Director of Administrative Services, your email address if you're interested.

Meeting Adjourned – *Rosemarie Pérez, President and Chair,* adjourned the meeting to order at 1:00 pm**.**