

**North Bay Regional Center Board of Directors’  
Cultural and Linguistic Competence Committee (CLCC)  
February 16<sup>th</sup>, 2023 at 12:00 pm**

**Agenda**

- I. Call to Order**
- II. Introduction**
- III. Review of Minutes**
- IV. Land Acknowledgement**
- V. Covenant for Brave Space**
- VI. CLC Updates**
  - a. NBRC Staff**
  - b. VAC CLC Committee**
- VII. Board Policy Follow-Up**
  - a. Discussion on Education and Prevention Policy**
  - b. Discussion on Service Equity Policy**
- VIII. Board Policy Review**
  - a. Lanterman Act**
- IX. Public Comment**
- X. Meeting Adjourned**

**The next CLCC meeting is on March 16<sup>th</sup>, 2023 at 12:00 PM.**

**North Bay Regional Center Board of Directors’  
Cultural and Linguistic Competency Committee (CLCC)  
Thursday, January 26<sup>th</sup>, 2023 at 12:00 PM**

- Board Members Present:** Rosemarie Pérez, Board President and CLCC Chair  
Sara Speck, Board Secretary
- NBRC Staff Present:** Gabriel Rogin, Executive Director  
Courtney Singleton, Director of Community Services  
Jennifer Crick, Director of Administrative Services  
Ana Horta, Diversity and Equity Supervisor  
Mariam Guirguis, Executive Assistant–Compliance  
Jessica Hetherington, Specialized Service Coordinator  
Viridiana Brazier, Specialized Service Coordinator  
Abigail Andrade, Community Outreach and Engagement Specialist  
Anaid Carreno, Diversity and Equity Resource Developer  
Maria Marino, Emergency Mgmt. & Facilities Coordinator
- Community Member Present:** Derek Hearhtower, Community member

**Minutes**

**I. Call to Order**

*Rosemarie Pérez, Board President and CLCC Chair, called the meeting to order at 12:02 pm.*

**II. Introductions**

The committee and attendees introduced themselves.

**III. Review of Minutes**

The committee agreed that the minutes from the December 15, 2022 meeting looked accurate.

**IV. Land Acknowledgement**

*Rosemarie Pérez, Board President and Chair, recognized the Land Acknowledgement.*

**V. Covenant for Brave Space**

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

## **VI. CLC Updates**

### **a. NBRC Staff**

*Ana Horta, Diversity and Equity Supervisor*, reported that the first community conversation was held on January 25<sup>th</sup> online in English and the next one will be held in Spanish by February in person, while another one will be scheduled for April in Tagalog. The first Focus Group meeting is scheduled for January 26<sup>th</sup> in English with ASL interpretation, and on January 27<sup>th</sup> online in Spanish, followed by another meeting on January 30<sup>th</sup> online in Tagalog. The Focus Group is formed to discuss the barriers and gaps to access services, resources and brainstorming solutions.

*Gabriel Rogin, Executive Director*, commended this group and their ongoing accomplishments with the community conversations.

*Courtney Singleton, Director of Community Services*, mentioned that the flyers were professional and inviting.

### **b. VAC CLC Committee**

*Gabriel Rogin, Executive Director*, reported that VAC is still working on the calendar of holidays/events. VAC is close to figuring out the details for the cultural humility training for service providers.

## **VII. Board Policy Follow-Up**

### **a. Discussion on Education and Prevention Policy**

*Courtney Singleton, Director of Community Services*, presented the proposed titles for the policy.

The Committee agreed to keep this policy as it provides guidance to staff and for service coordinators to educate families and the community.

*Anaid Carreno, Diversity and Equity Resource Developer*, emphasized the importance of this policy as it will be of a guide and support to educate parents and families and to acknowledge them on how they can request services in their language or preferred communication style.

*Rosemarie Pérez, Board President and CLCC Chair*, suggested to include different categories under this policy to address education and outreach. It will address other social factors that create barriers for certain groups, then we can open the door to develop more procedures to address specifics.

The Committee agreed that Ana Horta, Diversity and Equity Supervisor and Anaid Carreno, Diversity and Equity Resource Developer, will discuss the different buckets in this policy in regard to education and outreach and come out with a way to set up the different categories of the policy in the next meeting.

## **b. Discussion on Service Equity Policy**

The Committee reviewed the updated Service Equity Policy and agreed that the flow looks good and stressed on the importance to include a statement on the purpose of the policy. It acknowledges that NBRC is aware of the inequity in the society and is moving forward from that understanding.

The Committee agreed to form a group to capture the essence of the Service Equity Policy in a more concise manner and bring it back next meeting. The group includes:

1. Rosemarie Pérez, Board President and CLCC Chair
2. Ana Horta, Diversity and Equity Supervisor
3. Abigail Andrade, Community Outreach and Engagement Specialist
4. Anaid Carreno, Diversity and Equity Resource Developer

## **c. Draft NBRC Mission Statement**

The committee reviewed the proposed mission statement and agreed to include the word “potential” instead of the word “at risk” to the statement.

*Gabriel Rogin, Executive Director*, invited Ms. Michelle Rogers, Director of Early Learning Institute to the conversation to seek her opinion. She agreed that our concern is always about the kids’ risk factors so we all care about the prevention options to provide support.

After discussion, the Committee agreed to propose the following changes:

“Our mission is to empower, respect and serve each child and adult with or with the potential for a developmental disability, while promoting the health and well-being of each individual, their families, and our community.”

The Committee agreed to take it to the Executive Committee then to present it to the Board for feedback.

## **VIII. Board Policy Review**

### **a. Lanterman Act**

*Jennifer Crick, Director of Administrative Services*, confirmed that the link she shared earlier outlining the history of the Lanterman Act is added to the new hire orientation as an interactive process.

The Committee agreed to include a purpose statement in the Policy and highlight the background of the Lanterman Act and its significance to the purpose of having this policy that confirms our adherence to the Lanterman Act.

*Gabriel Rogin, Executive Director, asked Jessica Hetherington, Specialized Service Coordinator, to look at the document she shared earlier that is a part of the Specialized Service Coordinators Training Series that includes the Lanterman Act then to pull out some sentences to add to our policy as introductory statements.*

**IX. Public Comment**

No discussion.

**X. Meeting Adjourned**

*Rosemarie Pérez, Board President and CLCC Chair, expressed her appreciation for the discussion.*

*Rosemarie Pérez, Board President and CLCC Chair, adjourned the meeting at 1:00 PM.*

**The next meeting CLCC meeting will be held on February 16, 2023 at 12:00 PM**