



Board of Directors

2021 Training Report

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2022 Training Plan

I. 2021 Training Report

During the FY 2021, the Board of Directors training activities were primarily focused on virtual training conducted by ARCA. Three new Board members who were recruited and approved by the Board of Directors during FY 2021 also received two, 2-hour Board orientations from key members of the Executive Committee as well as the Board Recruitment and Training Committee. The meetings were facilitated by the Executive Director of SCLARC.

a) Board Orientation

During the year, three new board members participated in SCLARC’s “New Board Member Orientation” Training Program. The training covered all of the topics previously identified in the board orientation plan, including:

SCLARC Mission Statement	Non-Profit Board Member Responsibilities
History of SCLARC	Meeting Rules of Conduct
SCLARC 2016-2019 Strategic Plan	Parliamentary Procedures
Conflict of Interest Reporting Statement	Prior Board Minutes
Regional Center Contract Language	SCLARC Core Indicators Dashboard
Committee Responsibilities	Overview of Agency Organizational Chart
Whistleblower Policy Statements	ARCA Overview
Bylaws of SCLARC	Glossary of Terms
Lanterman Act Overview	

The Executive Director facilitated the training. An experienced Board Member was assigned to be the mentor for each new member during their first year as a member of the Board. Following the orientation, the Board members were asked to review agency bylaws and other documents in the orientation training program to determine if they had further questions that could be responded to later.

b) Training Academy

During the 2021 year, eight Board members attended at least one of six ARCA Academy trainings listed below:

- Strategic Planning
- Diversity #1
- Diversity #2
- Decoding Regional Center POS Data
- How Services and Supports Meet the Needs of Infants and Toddlers
- Services for School Aged Individuals

Two members attended two trainings.

Three members attended three trainings.

Two members attended four trainings.

Five members attended the Strategic Planning training.

The training on Meeting the Needs of Infants and Toddlers attracted five members of the Board.

The training with the most members attending (6) was the Diversity #1 and #2 trainings.

c) Board Training Retreat

The annual Board retreat planned for October 2021 was postponed to April 2022 due to a variety of COVID related reasons.

d) Review of 2021

Based on our review of Board training activities over the last two years, we have decided to review our previously utilized “Board Source – Board Training Program” to expand our Board training opportunities in 2022.

1. SCLARC will offer each Board member the opportunity to attend Regional Center related Board Source training activities once a year within their first term on the Board.
2. Continue supporting and participating in the ARCA Training Academy
3. Board Source certified trainer will be utilized in the 2022 Board retreat regarding:
 - a. “How to Establish Clear Roles and Expectations of Members,”
 - b. Understanding their place within SCLARC and becoming a Data Driven Organization.
4. Due to time limitations, mini board training presentations will no longer be conducted during regular Board meetings. Such presentations will be made as necessary and will be specific to an issue or concern raised by the Executive Committee.

5. Continue to encourage and offer all Board members an opportunity to participate in the ARCA Training Academy and an annual agency strategic planning focused Retreat and the foundational new Board Member Orientation.

II. 2022 Training Plan (January – November)

a) Board Orientation (New Members)

Every new board member of the SCLARC Board of Directors must attend “A New Board Member Orientation Training Session. Each new member will be asked to fulfill this commitment within 60 days of becoming a member of the board. During this orientation training the new member will be assigned an experienced board mentor as well.

Members of the Executive Committee will be in attendance to support the new members and assist in providing background information about the regional center, the regional center system and how the board operates. The two hour orientation training session will include the topics below and is normally led by the Executive Director.

The Topics Include:

SCLARC Mission Statement	Non-Profit Board Member Responsibilities
History of SCLARC	Meeting Rules of Conduct
SCLARC 2016-2019 Strategic Plan	Parliamentary Procedures
Conflict of Interest Reporting Statement	Prior Board Minutes
Regional Center Contract Language	SCLARC Core Indicators Dashboard
Committee Responsibilities	Overview of Agency Organizational Chart
*Whistleblower Policy Statements	ARCA Overview
*Bylaws of SCLARC	Glossary of Terms
*Lanterman Act Overview	*Board Source Overview
*New topics for 2022	*Committee Responsibilities
*Legal Responsibilities of Board Members	

b) ARCA Board Training Academy

In 2022 any current members of the board that have not attended the academy previously will be encouraged to attend along with any new members of the board.

c) Annual SCLARC Board Retreat

Each year SCLARC’s Leadership Team and Board Members participate in an annual board retreat. The retreat normally focuses on strategic challenges, priorities and informational presentations which provide members additional organizational insight.

- The Annual Board Retreat for 2022 is planned for early April 2022.

- At that time a follow-up training to prior year retreat priorities and plan concerns will be scheduled with an outside consultant/ facilitator. Some of the issues include: enhancing customer service, communication, board recruitment, succession planning and board bonding.
- The focus will also be based on any training topics that board members identify. Other retreat topics will be identified via the Board Recruitment /Training Committee.
- Board Legal Counsel will be asked to attend and provide an updated presentation on “Board Member Responsibilities” perhaps focusing on new post COVID-19 governance topics.
- The facilitator for the retreat will be Belinda Teitel, non-profit board consultant currently working with select SCLARC Program Managers. Ms. Teitel previously facilitated SCLARC’s Board Retreat in 2020.

d) BoardSource

Effective January 2022, the agency has engaged Board Source to provide additional Board education and resources to support all Board members.

- In February 2022, the members of the Executive Committee will receive Board Source “Governance Series” and “Assessment of the Chief Executive” in February 2022 as reference information and support. This information will be discussed in the March/April Executive Committees.
- Each Committee Chair of the Board will receive “Non-Profit Board Committee” and, when available, specific subject matter references related to their Board Committee assignments, such as “Financial Responsibilities of Boards”
- New Members
 - In addition to New Board member presentation information, new members will receive “Non-Profit Board Committee” resource information from BoardSource.
- General Members:
 - All members will be provided an opportunity to review other reference material that they believe will be helpful to them in their work as members. Each member will be provided material relevant to their interests and responsibilities as a member.

Possible Presenters:

Presenters may include the Executive Director, Board Legal Counsel or other training entities such as Board Source or Center for Non-Profit Management. In coordination with the Executive Committee, the Board Training and Recruitment Committee is charged with the responsibility of identifying topics to be presented, giving input regarding the identification of presenters and evaluating the success of the presentations.

- Belinda Tietel/Certified Non-Profit Board Consultant
- SCLARC Leadership Team
- Human Resources and Legal Affairs Director
- David Lester, Attorney/ Non-Profit Expert
- Professors from USC and CAL State Dominguez School of Social Work