



AGENDA

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD REGULAR MEETING

June 5, 2018
6:00 PM

Irvine Civic Center
Conference and Training Center
One Civic Center Plaza
Irvine, California

Speaker's Form/Request to Speak: If you would like to address the Board on a scheduled agenda item, please complete the Request to Speak Form. Forms are located on the table at the entrance to the meeting room. Please identify on the form your name, address (optional) and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Board are recognized. Your name will be called at the time the matter is heard by the Board. City policy is to limit public testimony to three minutes per speaker (unless extended by Chair) which includes the presentation of electronic or audio visual information.

CALL TO ORDER

A regular meeting of the Irvine Residents with Disabilities Advisory Board will be called to order on Tuesday, June 5, 2018, at 6:00 PM in the Conference and Training Center of the Irvine Civic Center, located at One Civic Center Plaza, Irvine, California.

ROLL CALL

BOARD MEMBER:	VACANT
BOARD MEMBER:	JUSTIN CHOI
BOARD MEMBER:	CAROL CONSTANTIN
BOARD MEMBER:	ANDREA DRAYER
BOARD MEMBER:	GREGORY FELIX
BOARD MEMBER:	DAVID GIBBONS
BOARD MEMBER:	FRAN GUSTIN
BOARD MEMBER:	PAUL HARVEY
BOARD MEMBER:	DAYNA MONEY
BOARD MEMBER:	DENNIS NIGGL
BOARD MEMBER:	RICHARD ROBERT

BOARD MEMBER: BARBARA STERN
VICE CHAIR: MEENA CHOCKALINGAM
CHAIR: JUNE McLAUGHLIN

INTRODUCTIONS

PRESENTATIONS

Disability-Friendly Community Member Award: Jim Harlan, Wyndham Hotel
Director of Housekeeping – Board Member Constantin

ANNOUNCEMENTS/COMMITTEE REPORTS/BOARD REPORTS

Announcements are for the purpose of presenting brief comments or reports, are subject California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes per meeting.

Announcements/Reports

1. Staff Announcements/Reports
 - Disability Services Program Update
2. Board Member Announcements/Reports

Committee Announcements/Reports

3. Community Awards Program Nominations

ADDITIONS AND DELETIONS TO THE AGENDA

Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Board meeting.

PUBLIC COMMENTS

Any member of the public may address the Board on items within the Board's subject matter jurisdiction but which are not listed on the Agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. PUBLIC COMMENTS are scheduled for 30 minutes and are limited to 3 minutes per person. If you wish to speak, please complete a Speaker's Form and submit it to the Recording Secretary.

BOARD BUSINESS

1. IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD MINUTES

ACTION: Approve minutes of the Irvine Residents with Disabilities Advisory Board regular meeting held May 1, 2018.

2. TURTLE ROCK COMMUNITY PARK ACCESSIBILITY IMPROVEMENTS

RECOMMENDED ACTION:

- 1) Review and provide input on proposed accessibility improvements at Turtle Rock Community Park.
- 2) Recommend that the City Council approve the accessibility improvements at Turtle Rock Community Park.

3. IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN

RECOMMENDED ACTION: Approve the Proposed Irvine Residents with Disabilities Advisory Board Work Plan.

END OF BOARD BUSINESS

BOARD DISCUSSION

ADJOURNMENT

Adjourn to an Irvine Residents with Disabilities Advisory Board regular meeting, **Tuesday, August 7, 2018, 6:00 PM**, in Meeting Room L-102, located at the Irvine Civic Center, One Civic Center Plaza, Irvine, California.

NOTICE TO THE PUBLIC

At 7:30 p.m., the Irvine Residents with Disabilities Advisory Board (Board) will determine which of the remaining agenda items can be considered and acted upon prior to 8 p.m. and will continue all other items on which additional time is required until a future Board meeting. All meetings are scheduled to terminate at 8 p.m.

STAFF REPORTS

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Board liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular Board meeting).

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact the Board liaison at (949) 724-6690.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Board regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS

Written Materials/handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Board. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Board at the time testimony is given.

CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS

AMERICANS WITH DISABILITIES ACT: It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is *normally* provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact the Board liaison at 949-724-6690 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at the time if you will need accommodations to attend or participate in meetings on a regular basis.

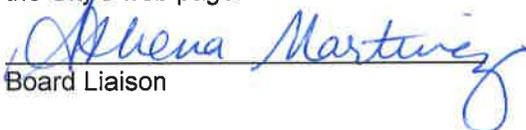
COMMUNICATION DEVICES

To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

MEETING SCHEDULE

Regular meetings of the Irvine Residents with Disabilities Advisory Board are held on the first Tuesday of each month at 6:00 p.m. unless otherwise noted. The Irvine Residents with Disabilities Advisory Board Agenda is posted in the Police Department. Meeting agendas and approved minutes are kept current on the City web site at cityofirvine.org.

I hereby certify that the agenda for the Irvine Residents with Disabilities Advisory Board meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby, One Civic Center Plaza, Irvine, California on May 31, 2018 by 5:30 p.m. as well as on the City's web page.


Board Liaison

MINUTES

ITEM 1



MINUTES

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD REGULAR MEETING

May 1, 2018

Irvine Civic Center
Conference and Training Center
One Civic Center Plaza
Irvine, California

CALL TO ORDER

A regular meeting of the Irvine Residents with Disabilities Advisory Board was called to order on Tuesday, May 1, 2018, at 6:02 PM in the Conference and Training Center of the Irvine Civic Center, located at One Civic Center Plaza, Irvine, California; Chair McLaughlin presiding.

ROLL CALL

PRESENT:

BOARD MEMBER:	JUSTIN CHOI
BOARD MEMBER:	CAROL CONSTANTIN
BOARD MEMBER:	ANDREA DRAYER
BOARD MEMBER:	GREGORY FELIX
BOARD MEMBER:	FRAN GUSTIN
BOARD MEMBER:	PAUL HARVEY
BOARD MEMBER:	DAYNA MONEY
BOARD MEMBER:	RICHARD ROBERT
VICE CHAIR:	MEENA CHOCKALINGAM
CHAIR:	JUNE McLAUGHLIN

ABSENT:

BOARD MEMBER:	BARBARA STERN
BOARD MEMBER:	DAVID GIBBONS
BOARD MEMBER:	DENNIS NIGGL
BOARD MEMBER:	KIMBERLY JEWELL

INTRODUCTIONS

Community Services Manager Sheila Driscoll introduced Sandra Salcedo, Community Services Superintendent.

ANNOUNCEMENTS/COMMITTEE REPORTS/BOARD REPORTS

Announcements/Reports

1. Staff Announcements/Reports

Program Coordinator Ryan McGraw introduced new Community Services Senior Leader Cory Pawar.

2. Board Member Announcements/Reports

Chair McLaughlin announced Board Member Jewell resigned from the Board.

Committee Announcements/Reports

3. Community Awards Program Nominations

Board Member Constantin nominated and interviewed Jim Harlan, head of housekeeping at the Wyndham Hotel, for hiring many participants of the Irvine Adult Transition Program.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTS

Jim Morgan, Executive Director at L'Arche Wavecrest, informed the Board about integrated housing opportunities that L'Arche Wavecrest provides for individuals with disabilities in Orange County.

Irvine resident Bernadette Lafaele expressed desire for more safety awareness programs and community integration for individuals with disabilities.

BOARD BUSINESS

1. IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD MINUTES

ACTION: Moved by Vice Chair Chockalingam, seconded by Board Member Gustin and carried unanimously by members present to approve the minutes of the Irvine Residents with Disabilities Advisory Board regular meeting held March 6, 2018.

Ayes: 10 Chockalingam, Choi, Constantin, Drayer, Felix, Gustin, Harvey, McLaughlin, Money, Robert

Noes: 0

Absent: 4 Gibbons, Jewell, Niggli, Stern

2. PROPOSED IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD BYLAW AMENDMENTS

Manager Driscoll presented the item and responded to Board inquiries.

ACTION: Moved by Vice Chair Chockalingam, seconded by Board Member Harvey and carried unanimously by members present to recommend the Community Services Commission approve the proposed amendments to the Irvine Residents with Disabilities Advisory Board bylaws.

Ayes: 10 Chockalingam, Choi, Constantin, Drayer, Felix, Gustin, Harvey, McLaughlin, Money, Robert

Noes: 0

Absent: 4 Gibbons, Jewell, Niggli, Stern

3. DISABILITY-FRIENDLY MANAGERS AWARD PROGRAM

Supervisor Blanco presented the item and responded to Board inquiries.

ACTION: Moved by Board Member Drayer, seconded by Board Member Constantin and carried unanimously by members present to approve the subcommittee's recommended changes to the Disability-Friendly Members Award Program criteria.

Ayes: 10 Chockalingam, Choi, Constantin, Drayer, Felix, Gustin, Harvey, McLaughlin, Money, Robert

Noes: 0

Absent: 4 Gibbons, Jewell, Niggl, Stern

4. DISABILITY SERVICES NEEDS ASSESSMENT REPORT AND DEVELOPMENT OF BOARD WORK PLAN

Community Services Senior Management Analyst Laurie Gruschka and Victoria Bredow of Ersoylu Consulting, presented the item.

Board Members reviewed the draft Board Work Plan and provided input for further development of the Work Plan.

END OF BOARD BUSINESS

BOARD DISCUSSION

ADJOURNMENT at 7:30 p.m. on Tuesday, May 1, 2018.

June McLaughlin, Chair

Ryan McGraw
Community Services Program Coordinator
Recording Secretary

Date

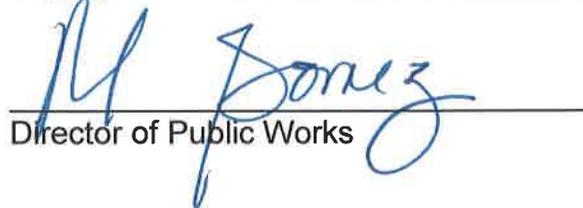
ITEM 2



REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

MEETING DATE: JUNE 5, 2018

TITLE: TURTLE ROCK COMMUNITY PARK ACCESSIBILITY IMPROVEMENTS



Director of Public Works

RECOMMENDED ACTION

1. Review and provide input on proposed accessibility improvements at Turtle Rock Community Park.
2. Recommend that the City Council approve the accessibility improvements at Turtle Rock Community Park.

EXECUTIVE SUMMARY

The City has contracted with RM Architecture to develop improvement plans to enhance accessibility at the Turtle Rock Community Center and Nature Center buildings. The proposed improvements will upgrade the public service counters, install new chair lifts for the interior and outdoor performance stages, and upgrade restrooms and door hardware throughout the buildings. Staff will present project details for Board review and input at the June 5 meeting. Approval of the recommended actions will allow staff to finalize the plans and present them to the City Council for approval and authorization to proceed with construction.

ANALYSIS

Turtle Rock Community Park has two public buildings; the Community Center and the Nature Center (Attachment 1). These buildings were constructed in 1979 and various elements of these buildings are no longer compliant with current Americans with Disabilities Act (ADA) requirements. A summary of the proposed improvements is provided as Attachment 2 and include the following elements:

- The restrooms at the Community Center and Nature Center will be reconstructed to meet current ADA requirements. The proposed restroom improvements include installation of new plumbing fixtures, wall fixtures, partitions, countertops, mirrors, flooring, wall tiles and paint.
- Chair lifts will be installed at the interior and exterior stages at the Community Center. In addition, ADA compliant handrails will be installed along the stage stairs to assist with accessibility to the elevated stage areas.

- The public service counters at the Community Center and Nature Center will be reconstructed to provide for wheelchair accessibility. Additionally, existing door hardware throughout both buildings will be replaced with ADA compliant hardware.

Approval of the recommended actions would allow staff to finalize the improvement plans and associated construction documents for City Council review and consideration. Construction is anticipated to begin in October 2018 with completion in March 2019.

ALTERNATIVES CONSIDERED

The Irvine Residents with Disabilities Advisory Board can recommend that staff consider any alternative project features deemed appropriate by the Board to be incorporated into the project to improve accessibility.

FINANCIAL IMPACT

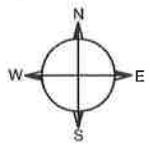
Project expenditures to date for preparation of the plans and specifications total \$22,732. Funding in the amount of \$731,899 for all project phases is available from a combination of Systems Development funds and CDGB funds.

REPORT PREPARED BY Reza Jafari, Senior Project Manager

ATTACHMENT

1. Site Plan
2. Summary of Accessibility Improvements

TURTLE ROCK PARK ACCESSIBILITY IMPROVEMENTS



SITE MAP



Summary of Accessibility Improvements

Turtle Rock Park Accessibility Improvements

June 5, 2018

<u>Description of Improvement</u>	<u>Quantity</u>
Public Service Counter Upgrades (CC & NC)	2
Interior Chair Lift Installation at Community Center Stage	1
Exterior Chair Lift Installation at Community Center Stage	1
Handrail Installation at Community Center Stage Stairs	2
Door Hardware Replacement (CC & NC)	29
Restroom Upgrades (CC & NC)	2

Abbreviations:

CC – Community Center

NC – Nature Center

ITEM 3



REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

MEETING DATE: JUNE 5, 2018

TITLE: PROPOSED IRVINE RESIDENTS WITH DISABILITIES ADVISORY
BOARD WORK PLAN


Community Services Manager


Deputy Director of Community Services

RECOMMENDED ACTION

Approve the Proposed Irvine Residents with Disabilities Advisory Board Work Plan.

EXECUTIVE SUMMARY

In May 2017, the City of Irvine contracted with Ersoylu Consulting to conduct a Disability Services Needs Assessment (Needs Assessment) to identify the service needs of individuals living with disabilities in Irvine. The Needs Assessment project included holding key stakeholder and public input meetings, a community survey, and local resource inventory assessment. The Needs Assessment results identified the strengths of Irvine's disability services and recommendations for future consideration.

At its May 2018 Board meeting, the Irvine Residents with Disabilities Advisory Board (Board) received the Needs Assessment report, and provided input to begin formulating a work plan for addressing the identified opportunities. Input received from the Board is incorporated into the draft work plan, presented as Attachment 1, for Board review and approval.

ANALYSIS

The Board developed a draft work plan based on results from the Needs Assessment, Board discussions, and the Board's duties and responsibilities as outlined in the Board bylaws. The draft work plan identifies four goals: 1) communication and community awareness; 2) input to City departments and programs on accessibility issues and programs; 3) special projects and collaborations; and 4) Board development.

At the May 2018 Board meeting, Ersoylu Consulting presented a framework for the draft work plan and facilitated a discussion for Board input on potential work plan actions. The draft work plan will guide Board activities over the next three years.

ALTERNATIVES CONSIDERED

The Board could choose to dedicate additional time to develop the draft work plan for approval at a future meeting.

FINANCIAL IMPACT

There are no financial impacts associated with the development of a Board work plan. Implementation of any work plan action items requiring additional funding beyond the Disability Services approved budget will be addressed during the City's annual budget process.

REPORT PREPARED BY Sandra Salcedo, Community Services Superintendent

ATTACHMENT:

1. Draft Irvine Residents with Disabilities Advisory Board Work Plan

DRAFT IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – (6/5/2018)

GOAL 1: COMMUNICATION AND AWARENESS				
WHAT? THE STRATEGIES	HOW? THE ACTIVITIES TO ACCOMPLISH THE STRATEGIES	WHO? WHO WILL LEAD/PARTICIPATE IN ACTIVITIES	WHEN? YEAR 1 (FY 2018-19) YEAR 2 (FY 2019-20) YEAR 3 (FY 2020-21)	NOTES
1. Increase awareness of IRDAB as a community resource.	<ul style="list-style-type: none"> Participate in developing an Irvine TV spot to inform the community about City's Disability Services, including IRDAB. Invite community members to attend IRDAB meetings when there are relevant informational speakers. 		<p align="center">Year 2</p> <p align="center">All years</p>	Example: participants from the Needs Assessment community meeting
2. Outreach to the community to raise awareness of disability services and resources.	<ul style="list-style-type: none"> Participate in community events to provide information about City services. Help facilitate outreach to individuals with limited English proficiency through IRDAB and other community networks. 		<p align="center">All years</p> <p align="center">All years</p>	Examples: Special Olympics, Resource Fairs, Global Village
3. Strengthen relationships between IRDAB and local agencies to share information about services and resources and raise awareness amongst providers and residents.	<ul style="list-style-type: none"> Develop a list of agencies to invite to present at IRDAB meetings. Develop a list of agencies that may share information about Irvine Disability Services (e.g. DS website link). 		<p align="center">All years</p> <p align="center">Year 2</p>	Examples: Regional Center, Irvine Unified School District, Irvine Valley College, Irvine Police

DRAFT IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – (6/5/2018)

GOAL 1: COMMUNICATION AND AWARENESS <i>CONTINUED</i>				
<p>4. Participate on other boards, committees and groups to raise awareness of City resources and needs, and to report salient information back to the board.</p>	<ul style="list-style-type: none"> • Assess board members' current involvement with other community groups, boards, agencies and community networks to understand existing connections and avenues for outreach. • Identify additional participation opportunities on City and County committees and other local groups. • Identify IRDAB members to attend prioritized community groups, boards, agencies and community networks. 	<p align="center">All</p> <p align="center">All</p>	<p align="center">All years</p> <p align="center">All years</p> <p align="center">All years</p>	
<p>5. Communicate and share legislative updates that impact individuals with disabilities.</p>	<ul style="list-style-type: none"> • Identify and share important legislation affecting individuals with disabilities to the Board. • Advise staff when to share with the community through the Disability Services website. 	<p align="center">All</p>	<p align="center">All years</p> <p align="center">All years</p>	
<p>6. Increase awareness of housing needs and opportunities for individuals with disabilities.</p>	<ul style="list-style-type: none"> • Receive updates when affordable housing opportunities become available. • Identify IRDAB members to attend Community Land Trust meetings. 	<p align="center">All</p>	<p align="center">All years</p> <p align="center">All years</p>	

DRAFT IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – (6/5/2018)

GOAL 2: PROVIDE INPUT TO CITY DEPARTMENTS AND PROGRAMS

WHAT? THE STRATEGIES	HOW? THE ACTIVITIES TO ACCOMPLISH THE STRATEGIES	WHO? WHO WILL LEAD/PARTICIPATE IN ACTIVITIES	WHEN? YEAR 1 (FY 2018-19) YEAR 2 (FY 2019-20) YEAR 3 (FY 2020-21)	<i>NOTES</i>
1. Inform Community Services Commission of matters related to disability services.	<ul style="list-style-type: none"> Update Community Services Commission on board activities and other matters related to disability services through an annual presentation. 	Chair and/or Co-Chair	All years	
2. Continue to provide input on accessibility and suitability of infrastructure and facility projects, including parks.	<ul style="list-style-type: none"> Receive presentations and provide input on City infrastructure and facility projects, as needed (i.e. through public works) 	All	All years	
3. Advise Community Services on programs to ensure they meet community needs.	<ul style="list-style-type: none"> Meet with Special Events staff to provide input on how to make City events more accessible and inclusive for individuals with disabilities. Meet with Youth Outreach staff to discuss ideas for peer buddy programs for children and/or teens. Receive updates and provide input on: <ul style="list-style-type: none"> - Changes to the Adaptive Swim program - Disability Services programming at Sweet Shade park - TRIPS transportation program Submit proposals to Disability Services to recommend activities for consideration (e.g. Adaptive Sports Day, Disability Resource Fair) 	All	Year 1 Year 2 Year 1 All years	Examples for Special Events: representation among performers; accommodations; accessibility issues; early entrance periods, etc.

DRAFT IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – (6/5/2018)

GOAL 3: SPECIAL PROJECTS AND COLLABORATIONS

WHAT? THE STRATEGIES	HOW? THE ACTIVITIES TO ACCOMPLISH THE STRATEGIES	WHO? WHO WILL LEAD/PARTICIPATE IN ACTIVITIES	WHEN? YEAR 1 (FY 2018-19) YEAR 2 (FY 2019-20) YEAR 3 (FY 2020-21)	<i>NOTES</i>
1. Co-host and promote safety awareness workshops.	<ul style="list-style-type: none"> Work with Public Safety to cohost and promote safety awareness workshops for individuals with disabilities and their families. 		Year 1	Topics to include how to interact with law enforcement, social media safety, etc. (similar to program at Legacy).
2. Conduct a disability services provider meeting to foster information sharing and collaboration among partner agencies.	<ul style="list-style-type: none"> Help plan and participate in a City-hosted disability services provider meeting. 	Chockalingam, McLaughlin	Year 1 and 3	
3. Continue to promote exemplary efforts of community members who are supportive of individuals with disabilities.	<ul style="list-style-type: none"> Continue to provide awards to outstanding community members and explore ways to increase recognition opportunities. 	All	All years	
4. Promote public safety community activities and events to encourage relationships between law enforcement and individuals with disabilities.	<ul style="list-style-type: none"> Help promote Public Safety events to residents with disabilities through IRDAB and various online social networks. 	All	All years	Example: Meet and greet opportunities

DRAFT IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – (6/5/2018)

GOAL 4: BOARD DEVELOPMENT				
WHAT? THE STRATEGIES	HOW? THE ACTIVITIES TO ACCOMPLISH THE STRATEGIES	WHO? WHO WILL LEAD/PARTICIPATE IN ACTIVITIES	WHEN? YEAR 1 (FY 2018-19) YEAR 2 (FY 2019-20) YEAR 3 (FY 2020-21)	NOTES
1: Remain informed and up to date on Disability Services programs.	<ul style="list-style-type: none"> Receive annual updates on the City's DS programs. 	All	All years	
2: Review and modify work plan as appropriate.	<ul style="list-style-type: none"> Continue to refine work plan, including identifying priorities, timelines and responsible parties. Conduct annual review of work plan progress and make modifications as desired. 	All	Ongoing	
		All	All years	
3. Review Board Roles and Procedures	<ul style="list-style-type: none"> Review roles and responsibilities of chair and vice chair, including outlining the specific tasks performed by the positions. Provide new Board Member onboarding orientation that details expectations, history, etc. Receive a review presentation on the Brown Act. 	All	Year 1 and 3	
		City Staff/Chair	Upon new member appointments	
		All	Year 2	
4. Identify Board strengths and expertise	<ul style="list-style-type: none"> Each board member completes a summary sheet outlining his/her areas of interest and expertise. 	All	Year 1; and upon new member appointments.	