

North Los Angeles County Regional Center  
**Nominating Committee Meeting Minutes**  
August 5, 2015

**Present:** Dorothy Daniels, Craig Girard, and Jessica Gould – Committee Members  
Jonathan Istrin – Vendor Advisory Committee Representative  
Jennifer Kaiser and George Stevens – Staff Members

**Absent:** Angela White and Tavia Wooley

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**I. Call to Order**

George called the meeting to order at 5:33 p.m. Introductions were made.

**II. Consent Items**

- A. Approval of Agenda
- B. Approval of Minutes of May 6<sup>th</sup> Meeting

**M/S/C** (C. Girard/J. Gould) To approve the agenda and minutes as presented.

**III. Committee Business**

A. Annual Committee Orientation

- 1. Policies and Procedures
- 2. Bylaws Statement
- 3. Board Audit Section
- 4. Board Recruitment Guiding Principles
- 5. Board Internship Policy

The committee was provided with the committee-related documents listed above. George stated that this is a very important committee because it sustains the continuity of the board by bringing on good Board, Vendor Advisory Committee (VAC), and Consumer Advisory Committee (CAC) candidates and making recommendations for the selection of board officers. The recruitment period for Board, VAC and CAC members begins in October and ends on December 31<sup>st</sup>. The Nominating Committee will meet again in early January to review the applications that were submitted and will interview candidates in the spring. The committee will present their recommended nominees at the May board meeting and the elections will be held in June.

**Action:** Committee members should review and become familiar with the committee-related documents and contact Jennifer with any questions.

B. Elect a Committee Chair

Tavia nominated Dorothy, but she declined as she is new to the Nominating Committee.

**M/S/C** (D. Daniels/C. Girard) To elect Jessica Gould to serve as committee chair for this fiscal year.

C. Sign Confidentiality Statements

The committee members were asked to sign confidentiality statements before receiving their notebooks. It states that the Nominating Committee member agrees not to reveal any of the discussion and/or deliberations about any of the candidates.

**Action:** Jennifer will get signed statements from Angela and Tavia.

D. Approved Critical Calendar for FY 2015-16

Copies of the approved calendar were provided. The committee's critical calendar lists action that the committee will be taking at each of their meetings, so they stay on track. Jennifer refers to the committee's critical calendar when developing the meeting agendas.

E. Review Committee Notebooks

1. Board of Trustees: 21 of 22 positions are currently filled. We have 6 board members who have the option of serving another term, but no one is terming off in June 2016.
2. VAC: 15 of 18 positions are currently filled. Three VAC members will be terming off in June 2016 and 2 members have the option of serving an additional term.
3. CAC: 8 of 9 positions are currently filled. One CAC member will be terming off in June 2016 and 2 others have the option of serving an additional term.

F. Recommendations from the previous Nominating Committee

The committee recommended that this year's committee fill the 3 open VAC positions during the regular recruitment process and not fill those vacancies now.

G. Review Committee Action Log for FY 2014-15

Copies of the committee's action log were provided. All of the actions taken by the board committees are entered into a log. After each new fiscal year starts, board committees are given a copy of their action log to review. It gives the committee the opportunity to see all of the actions that were taken by the previous committee.

H. DDS Board Composition Survey

Each year, the Department of Developmental Services (DDS) asks the regional centers to provide them with a completed survey on their board's composition, including name, skills, geographic and ethnic representation, disability representation, and term lengths. George stated that, according to DDS, all 21 regional centers failed to comply with composition requirements last fiscal year. The Lanterman Act states that regional center boards must be comprised of 25% consumers and 50% parents. Other than that, the Lanterman Act only states that the board should "reflect" the regional center's community. However, for the last several years, we have had difficulty recruiting enough Hispanic applicants. Discussion ensued on how to reach out to the Hispanic community in an effort to get more board applicants, in addition to calling attention to the need on the recruitment notice. The following suggestions were made:

1. Ask board members to spread the word.
2. Provide the Family Focus Resource Center with board application packets that they can provide to Hispanic families.
3. Have board application packets available at all 3 NLACRC offices.
4. Provide board application packets to board members to hand out.

I. Review Draft Board, VAC, and CAC Solicitation Notices

Recruitment notices are sent out each year in October with the application submission deadline at the end of December. The committee reviewed the 3 draft recruitment notices. No changes were suggested.

J. Complete Meeting Evaluation Forms

Jessica asked the committee members to please complete evaluation forms after the meeting and submit them to her with any comments.

#### **IV. Board Meeting Agenda Items**

The following items were identified for the committee's section of the August 12<sup>th</sup> board meeting agenda:

- A. Minutes of August 5<sup>th</sup> Meeting
- B. Election of Adam Stokes to the CAC

#### **V. Announcements / Information**

- A. Next Meeting: Wednesday, January 6<sup>th</sup>, at 5:30 p.m.

#### **VI. Adjournment**

Jessica adjourned the meeting at 6:17 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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