

North Los Angeles County Regional Center  
**Nominating Committee Meeting Minutes**

February 4, 2016

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

**Absent:** Dorothy Daniels

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**I. Call to Order**

Jessica Gould, chairperson, called the meeting to order at 5:35 p.m.

**II. Consent Items**

- A. Approval of Agenda
- B. Approval of Minutes of January 12<sup>th</sup> Meeting

The agenda and minutes were approved as presented.

**III. Committee Business**

- A. Discuss Preparations for the Board Applicant Orientation

The committee prepared themselves for the 6:00 p.m. orientation for the board applicants.

- B. Board Applicant Orientation (1<sup>st</sup> floor): 6:00 to 7:00 p.m.

The orientation was held and the following board applicants were in attendance: Reinwick Pole, Benjamin Williams, Tae Tolentino, Meagan Miller, Nicole Cabaccang, Margo Anderson, Madeleine Loeb-DaRos, Adelina Castellanos, Erika Hernandez, Les Rodin, Tamar Witmer, Oscar Meija, Amy Kazanegras, and Shant Kotchounian. The committee continued to agree that any applicants who do not attend the orientation will not be considered for an interview.

- C. Identify Board Applicants to Interview on February 16<sup>th</sup> & 18<sup>th</sup>

After reviewing the composition needs of the board, the following actions were taken:

**Action:** The committee will interview the following board applicants on Thursday, February 18<sup>th</sup>: Nicole Cabaccang, Adelina Castellanos, Shant Kotchounian, Madeleine Loeb-DaRos, Oscar Mejia, and Tamar Witmer.

**Action:** The February 16<sup>th</sup> Nominating Committee meeting was canceled.

**Action:** The February 18<sup>th</sup> Nominating Committee meeting will begin early at 5:00 p.m. to accommodate the number of interviews.

D. 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.

E. Recruitment Process

At the last board meeting, discussion ensued on how the recruitment process could possibly be changed next year and Jennifer was asked to set up an additional Nominating Committee meeting on Wednesday, May 4<sup>th</sup>, at 5:30 p.m. to provide board members with the opportunity to discuss any possible changes to the recruitment process. Currently, the board recruitment process is as follows:

1. In late October, the call for applications goes out to all of our English-speaking consumers and families, the information is sent out by e-mail, and notices are sent to 2 local publications (The Daily News and the San Fernando Valley Business Journal). Applications are due by December 31<sup>st</sup>.
2. In early January, the Nominating Committee meets and receives their interview training. They schedule dates in February for the applicant orientation and the interview dates.
3. In February, they hold the orientation and interviews.
4. In March, the committee interviews applicants for the Vendor Advisory Committee.
5. In April, the committee interviews applicants for the Consumer Advisory Committee. Also, the committee presents their recommended nominees to the Executive Committee at the end of April.

6. In May, recommended nominees are presented to the board.
7. In June, the elections are held.
8. On July 1<sup>st</sup>, any newly-elected members begin serving.

The committee talked about what changes could be made to this process and the following suggestions were made:

- Add to the board application a section on the applicant's education and that a resume is optional.
- Change the application deadline from December 31<sup>st</sup> to December 15<sup>th</sup>.
- Send a recruitment article to the Antelope Valley Press.
- Put the recruitment process on the center's new Facebook page, once it's up and running.
- Remind the board of the process and dates when the call for board applicants is sent (in late October) to ensure candidates are identified in a timely manner.

**Action:** The committee will share these ideas to improve the recruitment process with the board and ask if the May 4<sup>th</sup> Nominating Committee be canceled.

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

The following items were identified for the committee's section of the February 10<sup>th</sup> board meeting agenda:

- A. Minutes of February 4<sup>th</sup> Meeting
- B. Cancellation of May 4<sup>th</sup> Meeting to Discuss Recruitment

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

- A. Next Meeting: Thursday, February 18<sup>th</sup>, at 5:00 p.m.

#### **VI. Adjournment**

Jessica adjourned the meeting at 7:58 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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