

North Los Angeles County Regional Center  
**Nominating Committee Meeting Minutes**  
August 1, 2012

**Present:** Yolanda Bosch, Jenean Glover, Sharoll Jackson, Meredith Rimmer, and Jeremy Sunderland – Committee Members  
Bob Erio – Vendor Advisory Committee Representative  
Jennifer Kaiser and George Stevens – Staff Members

**Absent:** All present

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**I. Call to Order**

The meeting was called to order by Yolanda Bosch at 5:33 p.m.

**II. Consent Items**

**A. Approval of Agenda**

**M/S/C** (S. Jackson/M. Rimmer) To approve the agenda as presented.

**B. Approval of Minutes of May 1, 2012 Meeting**

**M/S/C** (S. Jackson/M. Rimmer) To approve the minutes as presented.

**III. Committee Business**

**A. Elect a Committee Chair**

Only one nomination was made.

**Action:** The committee elected Meredith Rimmer to serve as the Nominating Committee's chair for this fiscal year.

**B. Sign Confidentiality Statements**

Jennifer asked the committee members to please read and sign the confidentiality statements that were included with the meeting packets and return them to her. The statement confirms that members will not reveal any of the discussions and/or deliberations about any of the applicants.

### **C. Annual Committee Orientation**

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

George asked the committee members to please take time to review these committee-related documents and become familiar with them so that you understand the purpose of this committee and your role as a member. He also offered the committee the following tips:

1. The Board and VAC should represent the community that the center serves, including residential geography, ethnicity, disability, etc. But you should be looking for applicants who have the expertise, time, and commitment to contribute to the Board and extra activities too.
2. 25% of the board must be comprised of consumers. We currently have 16 board members and 4 consumers so we are meeting this requirement. If the committee decides to increase the number of board members to 17 or more, the 17<sup>th</sup> person must be a consumer.
3. 50% of the board must be comprised of family members of consumers.
4. The board internship program is used for applicants who do not fit the current composition needs or who are in need of some board training. Board Interns are appointed to serve on one committee and can serve up to two 1-year terms. They serve as non-voting members. The board internship program hasn't been used in several years because we have had so many good applicants who are ready to join the board.
4. The committee should consider succession planning when filling vacancies, especially in regards to the slate of officers, and be aware of board members' term limits. The board's critical calendar has been amended so that discussion will take place at the January board meeting regarding board officers for the coming fiscal year.
5. It is important to let Jennifer know how you feel about an applicant. We do not want to keep bringing applicants in for an interview when, more

than likely, they will not be accepted for membership.

6. As the board will be increasing their contact with legislators, it will be important to find board members who are willing to meet with our legislators.
7. When we used to receive very few applications, George would meet with each candidate one-on-one prior to their interview to orient them on the duties of board members. However, in past years we have received many applications so we have been holding group orientations for both the board and the VAC applicants and they have worked out well.
8. It is important for the chair of this committee to talk with the current board officers, after the first of the year, to find out how they feel about serving as an officer, whether or not they want to continue, or move to another position.

**D. Review Action Log from Last Fiscal Year - *Deferred***

**E. Review Committee Notebooks and Identify any upcoming Board, VAC, and CAC Vacancies**

Jennifer provided each member with a committee notebook and reviewed the contents with them.

Committee members should feel free to add anything they want to the notebooks, but should not remove any of the information as Jennifer will be responsible for keeping them updated. The committee notebooks will stay here at the center, they should not be taken home. There are currently no applications on file, except for 1 board application from Angele Cade. The committee interviewed her last year and recommended that she fill the next Board opening. After discussion, the committee would like to discontinue this practice. Instead, the applicant can be told that their application will be kept on file for consideration by next year's committee.

1. Current Vacancies: There are currently no vacancies on the board, there is one vacancy on the VAC, and one recent vacancy on the CAC.
2. Future Vacancies: We have 1 member who will be terming off the board, none terming off the VAC, and 1 terming off the CAC.

## **F. Review Critical Calendar and Meeting Schedule for FY 2012-13**

The committee was provided with copies of their critical calendar for this fiscal year.

**Action:** Jennifer will e-mail the meeting schedule to the committee members.

1. Determine whether or not meetings need to be held in September, October, and November

As there no urgent vacancies to fill at this time, the committee took the following action:

**M/S/C** (S. Jackson/J. Glover) To ask the Board of Trustees for their approval to cancel the September, October, and November Nominating Committee meetings (the committee is “dark” in December).

George pointed out that the January committee meeting is currently scheduled for Wednesday, January 2<sup>nd</sup>, the day after New Year’s Day.

**M/S/C** (Y. Bosch/S. Jackson) To ask the Board of Trustees for their approval to move the committee’s January 2<sup>nd</sup> meeting to Thursday, January 3<sup>rd</sup>.

## **G. Review Recommendations made by last year’s Nominating Committee**

Last year’s committee made the following recommendations for this year’s committee:

1. Look into succession planning for the ARCA delegate and ARCA alternate positions.
2. When planning for the continuity of officers, that the board president position be a 1-year position so they have enough time left to spend a year as immediate past president.

The committee will look into succession planning for the ARCA delegate and ARCA alternate as part of their succession plan. However, the members of this year’s committee felt that a 2-year position for president was more beneficial than a 1-year position as president followed by a 1-year position as past-president.

The committee will strive to focus their officer succession plan after a 2-year president model.

#### **H. Finalize Board, VAC, and CAC Solicitation Information**

The committee reviewed the solicitation notices which will be mailed out to all of the center's family members, consumers, and service providers in October. Although others will be encouraged to apply, the composition needs are:

1. Board: Family members of a consumer with an intellectual disability and community or family members who are Hispanic or Asian.
2. VAC: Health licensed facility operators.

**Action:** Committee members should review the solicitation notices and contact Jennifer with any input or changes prior to October 1<sup>st</sup>.

**Action:** Jennifer will ask Sara to send out the solicitation information via an e-mail blast.

#### **I. Term Length for Presidents and Role of Immediate Past President**

As stated above (Section G.), the committee will focus their succession plan on 2-year terms for president, followed by a 1-year term as past president. Currently, there is no policy statement for the immediate past president, so the role of the person in that position is unclear.

**Action:** The Ad Hoc Bylaws Committee will be activated to review the current bylaws, recommend any changes, and to amend the bylaws to include a statement on the role and duties of the immediate past president.

#### **J. Complete Meeting Evaluation Forms**

Meredith 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**

- A. Minutes of August 1<sup>st</sup> Meeting
- B. Approval to Cancel September, October, and November Meetings

C. Term Length for Presidents and Role of Immediate Past President

**V. Announcements / Information**

A. If the board approves the committee's requests, the next committee meeting will be held Thursday, January 3<sup>rd</sup>, at 5:30 p.m.

**VI. Adjournment**

Meredith adjourned the meeting at 6:27 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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