

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes
August 7, 2013

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

Absent: Dawn Hamilton, Martha Lopez, and Jeremy Sunderland

I. Call to Order

Yolanda Bosch, chairperson, called the meeting to order at 6:39 p.m.

II. Consent Items

- A. Approval of Agenda
- B. Approval of Minutes of May 7th Conference Call

The agenda and minutes were approved as presented.

III. Committee Business

A. Elect a Committee Chair

M/S/C S. Jackson/J. Glover) To elect Yolanda Bosch to serve as committee chair for this fiscal year.

B. Sign Confidentiality Statements

The committee members were asked to sign confidentiality statements before receiving their notebooks.

C. Annual Committee Orientation

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

Copies of information about the purpose of this committee was provided. As everyone present was a member of last year's committee, they were already familiar with it.

Action: George will ask Dawn Hamilton and Martha Lopez to review the information and see him with any questions.

D. Committee's Action Log from Last Fiscal Year

Copies of the committee's action log were provided and reviewed.

E. Committee's Critical Calendar

Copies of the committee's critical calendar for this fiscal year were provided.

F. Committee Meeting Schedule for FY 2013-14

Copies of the committee's meeting schedule were provided.

G. Review Committee Notebooks and Identify any Upcoming Board, VAC, and/or CAC Vacancies

1. Board of Trustees: 18 of 22 positions filled.
2. Vendor Advisory Committee: 18 of 18 positions filled.
3. Consumer Advisory Committee: 5 of 9 positions filled.

Yolanda, Sharoll, Eric, and Jeremy, all board officers, will be terming off the board in June, 2014. This committee will need to put some effort into developing an officer succession plan. After discussion, it was decided that the committee will begin their plan by:

1. Yolanda will bring up succession planning at the next board meeting to get members thinking about which officer positions they would like to hold.
2. The proposed slate of officers will be presented to the board at the January board meeting and all potential board officers will be asked to begin attending the Executive Committee meetings.

3. The committee will suggest that The Center for Nonprofit Management give a training at the board retreat in May. Jennifer will add this recommendation to the agenda for the next Executive Committee meeting.

H. Review Recommendations made by last year's Nominating Committee

Two recommendations were made from last fiscal year's committee:

1. Fill the open CAC Positions

Action: The committee decided that they will fill the open CAC positions along with the regular recruitment process that will begin in the fall with the mailing of the solicitation for applications and with interviews being held in the Spring.

Action: Jennifer will send letters to the current CAC applicants letting them know that the recruitment process will not be expedited, and that they will be contacted in the spring regarding the status of their applications.

2. Review New Horizons Call for Board Applicants

Action: Jennifer will e-mail this document to the committee.

I. Finalize Board, VAC, and CAC Solicitation Information

Action: Jennifer will e-mail the center's solicitation information to the committee for their review.

J. Complete Meeting Evaluation Forms

Yolanda 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 7th Meeting
- B. Succession Planning
- * C. Cancellation of September, October, and November Meetings

V. Announcements / Information

A. Next Meeting: **Tuesday**, January 7th, at 5:30 p.m.

VI. Adjournment

Yolanda adjourned the meeting at 6:08 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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