

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes
August 6, 2014

Present: Jessica Gould, Dawn Hamilton, and Tavia Wooley – Committee Members
Jonathan Istrin – Vendor Advisory Committee Representative
Jennifer Kaiser and George Stevens – Staff Members

Absent: Craig Girard

I. Call to Order

Dawn Hamilton, chairperson, called the meeting to order at 5:33 p.m.

II. Consent Items

A. Approval of Agenda

Item III.K. was added to the agenda. The agenda was approved as modified.

B. Approval of Minutes of May 7th Meeting

M/S/C (T. Wooley/J. Gould) To approve the minutes as presented.

III. Committee Business

A. Elect a Committee Chair

M/S/C (T. Wooley/J. Gould) To elect Dawn Hamilton to serve as Nominating Committee chair for this fiscal year.

B. Sign Confidentiality Statements

The committee members were asked to sign confidentiality statements before receiving their notebooks. They state 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 a signed statement from Craig Girard.

C. 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, VAC, and CAC candidates and making recommendations for the selection of board officers.

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

D. FY 2013-14 Committee Action Log

Copies of the CAC'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.

E. FY 2014-15 Committee Critical Calendar

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.

F. FY 2014-15 Committee Meeting Schedule (Tentative)

The committee is scheduled to meet at 5:30 p.m. on the following dates this fiscal year:

1. Wednesday, August 6, 2014
2. Wednesday, January 7, 2015
3. Wednesday, February 4, 2015
4. Tuesday, March 3, 2015
5. Wednesday, April 1, 2015

The meeting schedule is considered tentative because additional meeting dates can be added, as needed.

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

1. **Board of Trustees:** 17 of 22 positions are currently filled. Duane Joslin is the only board member terming off this fiscal year. As Duane is a consumer, the committee will need to replace him with another consumer. There are 5 board members whose terms are ending but who have the option of serving an additional term.
2. **Vendor Advisory Committee:** 18 of 18 positions filled. Jenni Moran is the only VAC member terming off this fiscal year. There are 5 VAC members whose terms are ending but who have the option of serving an additional term.
3. **Consumer Advisory Committee:** 9 of 9 positions filled. No CAC members are terming off this fiscal year. There are 3 CAC members whose terms are ending but who have the option of serving an additional term.

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. The survey will be presented to the Nominating Committee so they understand the current composition of the board and in what ways it could be lacking.

I. Finalize Board, VAC, and CAC Recruitment 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.

Action: The board recruitment notice was changed to indicate that the board was in need of applicants who were primary consumers (adults receiving services from the regional center). The VAC recruitment notice was approved as presented. The CAC recruitment notice will not be sent out as no CAC members are terming off the committee this fiscal year.

J. Complete Meeting Evaluation Forms

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

K. Resignation of Meredith Rimmer, 1st Vice President

Unfortunately, Meredith had to resign her position on the board due to increased family responsibilities. This leaves the 1st Vice President position open.

M/S/C (D. Hamilton/J. Gould) To recommend to the Board of Trustees to nominate and elect Tavia Wooley to serve as 1st vice president for the remainder of this fiscal year.

IV. Board Meeting Agenda Items

The following items were identified for the committee's section of the August 13th board meeting agenda:

- A. Minutes of August 6th Meeting
- B. Nomination of Tavia Wooley to 1st Vice President Position

V. Announcements / Information

- A. Next Meeting: Wednesday, January 7, 2015

VI. Adjournment

Dawn adjourned the meeting at 6:30 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

