

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes
January 12, 2016

- Present:** Dorothy Daniels (via teleconference), Craig Girard, and Jeremy Sunderland – Committee Members
Jonathan Istrin – Vendor Advisory Committee Representative
Jennifer Kaiser and George Stevens – Staff Members
- Absent:** Jessica Gould
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I. Call to Order

Craig called the meeting to order, in Jessica’s absence, at 5:43 p.m.

II. Consent Items

- A. Approval of Agenda
- B. Approval of Minutes of August 5th Meeting

The agenda and minutes were approved as presented.

III. Committee Business

A. Interview Training

George began the training by talking about the board’s composition needs, referencing the recent letter we received from the Department of Developmental Services (DDS) citing our need for more representation from the Hispanic community. In response to the DDS letter, the center made increased efforts to recruit Hispanic board applicants with success, 8 of the 19 board applications received were from individuals with a Hispanic background.

A list of potential questions for each group along with rating sheets were provided to the committee and reviewed. George explained that the committee only has 20 minutes to interview a candidate to make them comfortable and find out what their qualifications are.

B. Discuss Nomination of a New 2nd Vice President

Jennifer twice sent out e-mail messages looking for board members who would be interested in serving as the board’s 2nd vice president. Craig said he spoke with Sean Stalbaum who said he would be willing to serve in that position.

Action: Craig will call Sean Stalbaum to confirm that he is willing to serve in this capacity. If so, his name will be presented for nomination at tomorrow night's board meeting.

C. Review Committee Notebooks

1. Identify Board, VAC, and CAC Vacancies

- There are 4 openings on the board and 19 applications submitted.
- There are 6 openings on the VAC and 9 applications submitted.
- There are 3 openings on the CAC and 5 applications submitted.

2. Review Applications Received

The committee members will take their notebooks home with them so they have the opportunity to review the board, CAC, and VAC applications that were submitted.

3. Identify a Date for a Group Board Applicant Orientation & Interviews

The committee decided on the following dates:

- Thursday, February 4th (6:00 p.m.): Group orientation for board applicants / applicants to be interviewed will be identified
- Tuesday, February 16th (6:00 p.m.): Interviews with board applicants
- Thursday, February 18th (6:00 p.m.): Interviews with board applicants

Any board applicants who do not attend the orientation will not be considered for an interview.

4. Identify VAC Applicants to be Interviewed and on what date

All 9 VAC applicants will be interviewed on the following dates:

- Wednesday, March 2nd (6:00 p.m.)
- Thursday, March 3rd (6:00 p.m.)

5. Identify CAC Applicants to be Interviewed and on what date

The 5 CAC applicants will be interviewed on the following date:

- Wednesday, April 6th (6:00 p.m.)

D. Complete Meeting Evaluation Forms

Craig asked the committee members to please complete evaluation sheets after the meeting and submit them to him with any comments.

IV. Board Meeting Agenda Items

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

- A. Minutes of January 12th Meeting
- B. Nomination of a 2nd Vice President
- C. Discussion re: Interest in Serving as a Board Officer in FY 2016-17
- D. Status Report on Recruitment

V. Announcements / Information

- A. Next Meeting: Wednesday, February 3, 2016

VI. Adjournment

Craig adjourned the meeting at 6:34 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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