

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes
January 4, 2017

Present: Marcia Leija, Caroline Mitchell, and Jeremy Sunderland – Committee Members
Deborah Cutter – VAC Representative
Jennifer Kaiser and George Stevens – Staff Members

Absent: Bridget Moss

I. Call to Order

Jeremy called the meeting to order at 6:53 p.m.

II. Consent Items

- A. Approval of Agenda
- B. Approval of Minutes of August 3, 2016 Meeting

The agenda was approved as presented, but the approval of the August 3rd meeting was deferred.

III. Committee Business

- A. Interview Training (Michele Marra)

All of the members present were familiar with and comfortable interviewing applicants. Michele presented her interviewing tips and also shared with the committee the potential interview questions and corresponding rating sheet for both the board and VAC applicants.

- B. Sign Confidentiality Statements (Marcia and Deborah)

Both Marcia and Deborah signed their annual confidentiality statements and gave them to Jennifer for filing.

- C. Resignation of Daniel Garcia

Daniel Garcia resigned from his position on the board as he got a full time job. Pam Aiona, CAC vice-chair has agreed to chair the CAC and also represent the CAC on the board.

- D. Review Committee Notebooks and Applications Submitted

The committee reviewed the information in their notebooks.

E. Identify a Date for a Group Board Applicant Orientation

After discussion, the committee decided to hold a group orientation for the board and VAC applicants on Tuesday, January 24th; the board orientation will be held from 6:30 to 7:30 p.m. and the VAC orientation will be held at 8:00 p.m.

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

Interview dates for the board and VAC applicants will be determined after the orientations are held at the next regularly scheduled Nominating Committee meeting.

IV. Board Meeting Agenda Items

The following items were identified for the Nominating Committee's section of the January 11th board meeting agenda:

- A. Minutes of September 4th Meeting
- B. Status on Recruitment
- C. Solicitation for Interest in Serving as a Board Officer in FY 2017-18

V. Announcements / Information

- A. Board & VAC Orientations: Tuesday, January 24th, at 6:30 p.m./8:00 p.m.
- B. Next Meeting: Wednesday, February 1st, at 6:30 p.m.

VI. Adjournment

Jeremy adjourned the meeting at 7:48 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

