

North Los Angeles County Regional Center  
**Nominating Committee Meeting Minutes**  
August 3, 2016

**Present:** Caroline Mitchell, Bridget Moss, and Jeremy Sunderland – Committee Members  
Jennifer Kaiser and George Stevens – Staff Members

**Absent:** Jun Antonio and Marcia Leija

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**I. Call to Order**

George called the meeting to order at 6:48 p.m.

**II. Consent Items**

A. Approval of Agenda

Item III.J. was added to the agenda.

**M/S/C** (B. Moss/C. Mitchell) To approve the agenda as modified.

B. Approval of Minutes of April 6<sup>th</sup> Meeting

**M/S/C** (B. Moss/J. Sunderland) To approve the minutes as presented.

**III. Committee Business**

A. Annual Committee Orientation

George reviewed the committee policies and board audit with the members present. The main purpose of this committee is to identify qualified candidates to serve on the Board of Trustees, Vendor Advisory Committee (VAC), and Consumer Advisory Committee (CAC). Although the Lanterman Act requires regional center boards to “reflect” the composition of their communities, the only hard numbers are that 50% of the board must be parents or family members and 25% must be primary consumers.

**Action:** The committee approved the change to their section of the Board Audit.

B. Elect a Committee Chair

Only 1 nomination was made.

**M/S/C** (J. Sunderland/B. Moss) To elect Bridget Moss to serve as the committee's chair for this fiscal year.

C. Sign Confidentiality Statements

The committee members were asked to sign confidentiality statements before receiving their notebooks. It states 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 signed statements from Jun and Marcia.

D. Approved Critical Calendar for FY 2016-17

Copies of the approved calendar were provided and Bridget reviewed each month's activities with the committee members. 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.

**M/S/C** (J. Sunderland/C. Mitchell) To add the application submission deadline of December 15<sup>th</sup> to the critical calendar.

E. Resignation of Craig Girard, 1<sup>st</sup> Vice President

Craig Girard had to resign from his position on the board as he moved out of state. His resignation leaves open the 1<sup>st</sup> vice president position.

**M/S/C** (J. Sunderland/C. Mitchell) To recommend to the Board of Trustees that Bridget Moss be nominated to serve as the board's 1<sup>st</sup> vice president.

F. Review Committee Notebooks

1. Board of Trustees: 21 of 22 positions are currently filled. Two of the board members will be terming off in June 2017, which leaves a total of 3 positions to fill; 1 of the 3 positions should be filled by a consumer.
2. VAC: 15 of 18 positions are currently filled. Two VAC members will be terming off in June 2017, which leaves a total of 5 positions to fill.

3. CAC: All 9 positions are currently filled and no one is terming off in June 2017 so there will be no positions to fill.
4. Interview Questions: Applicant interview questions were also included in the notebook.

**Action:** Jennifer will make sure the applicant rating sheets correspond with the applicant interview questions.

G. Review Committee Action Log from FY 2015-16

Copies of the committee'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.

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. For the last several years, DDS has cited the regional center for not having enough Hispanic/Latino members. Last year, we made special efforts to recruit applicants who were Hispanic or Latino. Although we have done better, we are still short in that category. Copies of the completed composition survey were provided to the committee and reviewed.

**M/S/C** (J. Sunderland/C. Mitchell) To recommend to the Board of Trustees to approve submitting the completed composition survey to DDS, as presented.

I. Review Draft Board, VAC, and CAC Solicitation Notices

Recruitment notices are sent out each year in October with the application submission deadline of December 15<sup>th</sup>. The committee reviewed the 3 draft recruitment notices. It was suggested that the board notice reflect the need for "Hispanic/Latino" applicants rather than just "Hispanic."

**M/S/C** (B. Moss/C. Mitchell) To approve the board solicitation notice as modified and to approve the VAC solicitation notice as presented.

**Action:** The CAC solicitation notice will not be sent out this year as there are no CAC vacancies to fill.

J. Change of Meeting Start Time

Both Bridget and Jeremy have difficulty getting to these meetings at 5:30 p.m. due to their work schedules.

**M/S/C** (J. Sunderland/C. Mitchell) To recommend to the Board of Trustees to change the start time of regular Nominating Committee meetings from 5:30 p.m. to 6:30 p.m.

**IV. Board Meeting Agenda Items**

The following items were identified for the committee's section of the August 10<sup>th</sup> board meeting agenda:

- A. Minutes of August 3<sup>rd</sup> Meeting
- B. Nomination of 1<sup>st</sup> Vice President
- C. Approval of DDS Composition Survey
- D. Approval of Change to Committee Start Time

**V. Announcements / Information**

- A. Next Meeting: If the Board gives their approval, the next Nominating Committee meeting will be held Wednesday, January 4<sup>th</sup>, at 6:30 p.m.

**VI. Adjournment**

Bridget adjourned the meeting at 6:35 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

