

North Los Angeles County Regional Center  
**Nominating Committee Meeting Minutes**

November 6, 2024

**Present:** Curtis Wang, Sharmila Brunjes, Lety Garcia, Brian Gatus, Juan Hernandez, Ana Quiles, Alex Kopilevich – **Committee Members**

Angela Pao-Johnson, Evelyn McOmie, Kimberly Visokey – **Staff Members**

Tresa Oiveri - DDS Tech Advisor, Marianita Mendez – DDS - **Guests**

**Absent:** Rocio Sigala

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**I. Call to Order**

Curtis Wang called the meeting to order at 5:35 pm

**II. Review of the Agenda**

**III. Public Input**

**IV. Consent Items**

A. Approval of Minutes of the October 2, 2024 Meeting

It was requested to add the Legal Requirements to the section on Recruitment as well as verbiage on Social Media platforms being utilized for recruitment.

**M/S/C** (A. Quiles/B. Gatus) To approve the minutes as corrected.

**V. Action Items**

A. Special Contract Language II.D

1. Development of a Recruitment Plan

Vetting Process:

The team then discussed the special contracts language and the recruitment plan. Evelyn presented a draft of the recruitment plan, which was based on information from the board manual and previous discussions. The plan included details on the application process, recruitment strategies, interview process, and conflict of interest. The team agreed to review and provide input on the draft. Brian suggested adding a question about availability to the recruitment plan to help interested board members weigh their commitments.

The committee discussed the draft of the onboarding plan for board members. They agreed to finalize the draft by the 13th, the day of the board meeting, and present it to the board for approval. Sharmila asked about the deadline and the workflow, and Evelyn clarified that the document would be presented as a proposed draft to the board

They agreed to add more detail to the application process, including the potential time commitment for board members and the number of committee meetings they

might attend. They also decided to include a link to their website and attachments with reference tools and information.

Interview & Timeline:

The committee discussed the timeline for interviews and the recruitment process. They agreed to specify a timeline for applicants who apply by December 15th, with confirmation of receipt within 10 working days. They also discussed the process for applicants who apply early in the year, with the possibility of keeping their applications on file for future consideration. The committee considered the need for flexibility in the recruitment process, particularly when meeting board composition needs or vacant seats. They agreed to include an open-ended process for the nominating committee in the plan. The committee also discussed the possibility of starting the recruitment process earlier than October to collect more applications. The plan will be reviewed and audited to ensure compliance with the outlined process. They also considered the inclusion of a mentorship program for new board members and the assignment of initial committees. The team agreed to include a section on committee assignments based on expertise, and to review the current board manual for relevant information.

The onboarding plan will be sent to the committee along with other inputs received. The team also discussed the need to align the onboarding plan with the recommendations from DDS.

**VI. Committee Business**

A. Board and VAC Recruitment Posting Update

Evelyn discussed the current recruitment postings, which are posted weekly on Facebook, Instagram, and Twitter. She mentioned that there have been 88 clicks on the nomination form and two additional applicants have been received.

**VII. Closed Session**

A. Review of Applicants

It was determined that the applicants would need to be reviewed in open session and therefore, the committee did not go into closed session. Evelyn introduced the topic of reviewing applicants, with the committee members being asked to refer to them as applicant one, two, and three. The committee then discussed how to proceed with the review process, with Sharmila offering to lead the conversation.

Alex shared his experience with applicant one, noting their knowledge of the North LA system but also their preference for self-determination over traditional services. The conversation ended with Sharmila facilitating the discussion on applicant one.

The Committee members discussed the potential candidates for a board position. They considered the candidates' experience, background, and suitability for the role. The discussion centered around two main candidates, with one being a parent of a consumer and having board experience, and the other having 25 years of experience across various fields. The committee also discussed the need for legal representation on the board and the importance of ethnic composition.

The team agreed to wait until their next meeting on January 2nd to decide on scheduling interviews with the candidates with the aim of expanding the pool of applicants and giving themselves more time to review all applications. The deadline for applications was set as December 15th.

**VIII. Review of Meeting Action Items**

- Update the minutes with the necessary changes discussed. – Board Support
- Email the nominating committee the recruitment plan and onboarding plan for review, with edits due by noon on Friday. – Board Support
- add the recruitment and onboarding plans to SharePoint and notify the committee when uploaded. – Board Support
- Update applicant 3's resume in SharePoint and send a reminder to the committee. – Board Support
- Finalize the draft recruitment and onboarding plans by Friday for submission to legal counsel. – Evelyn McOmie
- Review and provide feedback on the recruitment and onboarding plans. – Committee Members
- Add the recruitment plan to the board meeting agenda for approval. – Board Support
- Add discussion of adding a Mentor position to the nominating committee to the next meeting's agenda. – Board Support
- Draft an email to the trustee who referred applicant 2 for additional input. – Sharmila Brunjes
- Review all applicants again at the January 2nd meeting after the December 15th application deadline. – Committee Members

**IX. Board Meeting Agenda Items**

- NLACRC Board Member Recruitment Plan

**VIII. Announcements / Information**

A. Next Meeting: Thursday, January 2, 2025 at 5:30

**IX. Adjournment**

Curtis Wang adjourned the meeting at 7:45 pm.

Submitted by:

*Kimberly Visokey*

Executive Administrative Assistant

*(\* The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

