



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

MEMORANDUM

Date: August 26, 2024

To: **Recruitment Committee** Ana Quiles, Brian Gatus, Alma Rodriguez,
Leticia Garcia

From: Kimberly Visokey
Executive Administrative Assistant

Re: Information for the next Executive Committee meeting on
Monday, August 26, 2024 at 5:00 pm

.....

Attached is information for the Recruitment Committee meeting. Please review this information prior to the meeting.

The meeting will be held remotely via Zoom. We will send you the Zoom access information via email.

If you have any questions, or **if you are unable to attend the meeting**, please send us an email to boardsupport@nlacrc.org.

Thank you!

Attachments



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

RECRUITMENT COMMITTEE - Via Zoom

Monday, August 26, 2024 at 5:00 pm

~AGENDA ~

- I. Call to Order**
- II. Agenda (Page 2)**
- III. Public Input**
- IV. Consent Items**
 - A. Approval of Minutes of the June 26, 2024 meeting (*Page 3*)
- V. Committee Business**
 - A. Review and Update of 30-day Onboarding Schedule (*Page 6*)
 - 1. Stakeholder List – Internal / External- Ana Quiles
 - 2. New Employee Orientation / Set up Schedule – Betsy Monahan
 - B. Review Plan for ARCA Academy Introduction – Ana Quiles
- VI. Review of Committee Action Log Items (Item Owner and Due Date)**
- VII. Board Meeting Agenda Items**
 - A. Minutes of the June 26, 2024 meeting
- VIII. Adjournment**



North Los Angeles County Regional Center
Recruiting Committee Meeting Minutes
June 10, 2024

Present: Ana Quiles, Alma Rodriguez, Lillian Martinez, Suad Bisogno, Brian Gatus, Lety Garcia - Committee Members
Betsy Monahan, Kimberly Visokey– Staff Members
Lyapa Nakazwe-Masiya – Egon Zehnder, Sarah Trevino – Egon Zehnder, Emily Nichols – Egon Zehnder, Sarah Trevubi – Egon Zehnder, Angela Gardner – WDS , Uvence Martinez-DDS- Guests, Richard Dier

Absent:

I. Call to Order

Ana Quiles called the meeting to order at 5:01 pm.
Ana read the Civility Code to the meeting attendees.

II. Public Input

None

III. Consent Items

A. Approval of Agenda

M/S/C (B. Gatus / S. Bisogno) To approve the agenda as presented.

B. Approval of Minutes of the June 3rd Meeting

Deferred

IV. Closed Session

M/S/C (L. Martinez/A. Rodriguez) To enter the Closed Session at 5:05 pm

A. Confirm Interview Schedule

B. Candidate Interviews Review

M/S/C (B. Gatus / S. Bisogno) To exit the Closed Session at 5:33 pm

After the Closed Session, Ana shared that there is one action item that were determined in the closed session: Egon Zehnder will set up the next round of interviews

V. Committee Business

A. Review of the Recruitment Budget

The committee decided to cancel next week's meeting to review potential interviews but maintained the regular schedule for future meetings. A new invitation with a Zoom link was sent out to board members in place of the cancelled meeting. The main focus of the meeting was the review of a recruitment budget proposed by Lyapa, which was

understood to be \$139,800, including professional fees. The committee agreed to approve this amount and noted that candidate travel expenses were an estimation and could be subject to reimbursement. Lastly, updates to a project timeline were discussed, with changes made to the ending timeframe of certain tasks, and the team confirmed the completion of some tasks and ongoing status of others.

B. Full Board Presentation

The team decided to defer the Full Board Presentation discussion until more information about the candidates was available, with the motion being agreed upon by Ana, Lillian, Brian, Alma, and Suad. The delay was deemed necessary to ensure proper preparation and clarity of the presentation's content. The team also discussed the need to address an unspecified item in the next Board meeting in August and the need to update the recruitment budget. Lastly, Ana clarified that the motion of the day supersedes a previous one, and the team agreed to enter a closed session to further address Brian's questions

The board members decided to return to a closed session to confirm the timing for the next committee meeting and agreed on the cancellation of a current committee meeting. Lastly, they decided to defer the board meeting agenda items for the June meeting due to the absence of the budget. The committee to determine the process for the full board presentation.

VI. Review of Committee Action Items

- a. Betsy to send the updated DDS timeline to Brian and Ernie.
- b) Kimberly to cancel the committee meeting scheduled for next week.
- c) Kimberly to send a new calendar invite for a committee meeting on Monday at 5 PM, with Lyapa and Easy providing the Zoom link.
- d) Kimberly to block out the time for the committee meeting on the board support calendar.
- e) Lyapa and Easy to confirm their availability for the committee meeting on Monday at 5 PM.
- f) Ana to provide a closed session update to the board members at the next board meeting.
- a) ion of candidates at a future meeting.
- a. The recruitment budget to be presented at the next board meeting or the executive committee meeting, depending on timing

VII. Agenda Prep

- A. Review Critical Calendar – Updates were discussed
 - a. Move the 2nd round of interviews from April to May

VIII. Board Meeting Agenda Items

- A. Minutes of the June 10th Meeting

IX. Announcements

- A. Next Meeting, Monday, July 1, 2024 at 5:00 pm
- B. Recruitment Timeline
- C. Attendance Sheet

X. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 6:01 p.m.

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.*



New NLACRC Executive Director – Onboarding & Support Plan

1-30 Days	31-60 Days	61-90 Days	3-6 Months	6-9 Months	9-12 Months
<i>Goals: Make introductions, understand finances, urgent matters, leadership, and management; 30-day check in</i>	<i>Goals: Understand mission & vision, strategic plan, begin to set priorities</i>	<i>Goals: Organizational structure, budget/allocation, operations.</i>	<i>Goals: Check in with ED</i>	<i>Goals: Check in with ED</i>	<i>Goals: Annual Performance Evaluation</i>
Introductions & Welcome Reception (Board Chair; Board) Town halls and meetings with key stakeholders.	Introductions continue, town halls, and meetings with key stakeholders continue (ED)	Review staffing structures, budget targets: does anything need to be re-considered for the future? (ED)	Where are successes? (Board & ED)	Where are successes? (Board & ED)	Assess 12-month progress. (Board & ED)
Orientation (Board Chair, ED, Executive Staff) <i>History & Background</i> <i>Strategic Plan</i> <i>Governance</i> <i>Staffing</i> <i>Financial & Legal Overview</i> <i>Briefings with: Board, Executive Staff, Department Heads, External Stakeholder</i>	Review strategic planning documents. Set calendar date for review. (ED)	ED provide assessment of structure and functionality of operations for coming year; suggest areas where s/he will need or want support.	What are the challenges? (Board & ED)	What are the challenges? (Board & ED)	Set next 12-months goals. (Board & ED)
ED, Board Chair, and Executive Committee meet: <i>Regional Center Overview; Board Agenda; Expectations; Committees; and how are decisions made</i>	Transition Roadmap Draft: staffing changes, board meetings, calendar appointments, urgent matters, as needed (ED)	Are there additional support needs?	Discuss Annual Performance Evaluation (Board & ED)		
ED schedules one-on-one meetings with each board member	ED set Annual Goals for her/himself, executive staff, and board				
Board Chair and ED draft initial agenda for the first Executive Committee and Board meeting					
ED reviews staffing, staff feedback, etc.					
Detailed Financial Review with CFO & Finance Committee Chair					
Board identifies areas of strength and weakness with ED What does ED need help with in her/his development? Help make plan to assist.					
Confirm DDS Consultants/Mentors and Executive Coach for ED.					