

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

November 14, 2023

**Present:** Ana Quiles, Lillian Martinez, David Coe, Sharmila Brunjes – **Committee Members**  
Arezo Abedi, Evelyn McOmie – **Staff Members**  
Minutes Services - **Guests**

**Absent:**

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**I. Call to Order**

Lillian Martinez, Committee Chair, called the meeting to order at 5:32 pm

**II. Consent Items**

A. Approval of Agenda

Lillian Martinez stated that Item III.E would be tabled for Executive Session.

**M/S/C** (A. Quiles/S. Brunjes) To approve the agenda, with the note that Item III.E would be discussed during the Executive Session.

B. Approval of Minutes of the August 15<sup>th</sup> Meeting

**M/S/C** (A. Quiles/S. Brunjes) To approve the minutes as presented.

C. Approval of Redacted Minutes of the August 15<sup>th</sup> Meeting

**M/S/C** (A. Quiles/S. Brunjes) To approve the minutes as presented.

D. Approval of Minutes of the August 21<sup>st</sup> Meeting

**M/S/C** (A. Quiles/S. Brunjes) To approve the minutes as presented.

E. Approval of Redacted Minutes of the August 21<sup>st</sup> Meeting

**M/S/C** (A. Quiles/S. Brunjes) To approve the minutes as presented.

**III. Committee Business**

A. Annual Committee Orientation – Evelyn McOmie

1. Policies and Procedures

Evelyn McOmie presented the policies and procedures for recruitment. It was noted that a quorum was met, and President Lillian was present.

2. Board Recruitment Guiding Principles

Evelyn McOmie presented the guiding principles for Board recruitment, which should be considered when selecting new Board members.

David Coe joined the meeting at 5:41 pm.

3. Board Internship Policy

Evelyn McOmie presented the internship policy, which this committee was expected to know as they have had interns.

4. Board Audit Section

Evelyn McOmie presented information about the Board Audit, which will address demographics and skill sets for recruitment and marking. Rushed or desperate decisions should not be made when considering new Board members.

5. Critical Calendar

Evelyn McOmie presented the importance of the Critical Calendar, which is updated as needed to help Board members stay on track.

B. Volunteer to Serve as FY 2023-24 Committee Chair

Evelyn McOmie asked when Lillian Martinez was nominated as President of this committee. Ana Quiles stated the elections were not held during the first meeting, as their agenda was very full, but it needed to be done now.

**M/S/C** (D. Coe/S. Brunjes) To elect Lillian Martinez as President of the Nominating Committee. Motion passed.

Evelyn McOmie asked how many times they had met. Lillian Martinez stated that they had met several times in August. Typically, this committee meets as needed. Evelyn McOmie stated it was important to fill those positions.

C. Review Committee's Draft Critical Calendar for the new Fiscal Year

1. Application Deadlines – CC vs Policy and Procedures

Ana Quiles stated that Board members were told to reapply or submit their letter of interest by December 15, 2023, but the policy says a different date. December 15 was the date for new applicants. David Coe stated the document says December 16, 2023, for returning members.

David Coe stated they were 30 days out from the deadline and suggested sending out the requests so members had one month. Evelyn McOmie stated she would try to get them out by the following day. If they go out after the following day, then the Board will have until January 15, 2024, to respond. The letter discussed will only be sent to members whose term finishes in June.

Action Item: Lillian Martinez will send the list of members whose term will expire in June.

**M/S/C** (A. Quiles/D. Coe) To send out the Board member interest letters by the following day, but if they are sent after that time, the deadline to respond will be extended to January 15, 2024. Motion passed.

D. Review Committee Action Log for FY2022-23

Lillian Martinez noted that this item should be for FY2023-24. It was available in the packet.

E. Review Recruitment Notices

This item was tabled until the Executive Session.

F. Signed Confidential Statements

Evelyn McOmie stated that the statements should have been turned in and need to be signed every year.

Ana Quiles requested the documents be sent through DocuSign.

Action Item: Evelyn McOmie will send out confidential statement documents via DocuSign.

G. Review Interview Documents for Board Members

Ana Quiles requested that a footer be added to include the revision date on both the Interview Questions document and the Qualifications Appraisal Ratings Sheet.

Action Item: Evelyn McOmie updated the Interview Questions document and the Qualifications Appraisal Ratings Sheet to include the revision date.

H. Review Recommendations by Previous Nominating Committee

Lillian Martinez stated this was optional on the Critical Calendar to conduct an educational session for potential Board applicants.

I. Educational Session for Potential Board Applicants

Sharmila suggested creating a document that accomplishes this since there are rolling applications. David Coe stated that once their demographic goals are met, they will return to their normal cycle.

Ana Quiles stated when she had done an information session with the support group, it was very educational. She stated more discussion would be needed.

This item was tabled.

**IV. Board Meeting Agenda Items**

- A. Interview with [REDACTED]  
The committee interviewed [REDACTED].

- B. Interview with [REDACTED]  
The committee interviewed [REDACTED]

**IV. Board Meeting Agenda Items**

- A. Redacted Minutes of August 15<sup>th</sup> Meeting
- B. Redacted Minutes of the August 21<sup>st</sup> Meeting
- C. Redacted Minutes of the November 14<sup>th</sup> Meeting

**V. Announcements / Information**

- A. Next Meeting: Wednesday, January 3, 2024, at 5:30 pm.

**VI. Adjournment**

**M/S/C** (A. Quiles/S. Brunjes) To adjourn the meeting at 7:10 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.*

