



**Special
Board of Trustees
Meeting**

Monday, July 15, 2024

6:00 p.m.

North Los Angeles County Regional Center
Board of Trustees Special Meeting -
Monday, July 15, 2024
6:00 p.m.
~AGENDA~

1. **Call to Order & Welcome** – Ana Quiles, Board President
2. **Board Member Attendance/Quorum** – Kimberly Visokey, Executive Assistant
3. **Public Input** – Agenda Items
4. **Committee Business**
 - A. Contracts
 1. DDS Special Contract
 2. Columbus Contract
 - B. ED Interview Process with Board (*Page 3*)
 - C. Recruitment
 1. Schedule (*Page 12*)
 2. Recruitment Plan (*Page 13*)
 3. Budget (*Page 15*)
5. **Public Input**
6. **Adjournment**



North Los Angeles County Regional Center

Board of Trustees

Executive Director Recruitment Policy

I. General

The purpose of the Executive Director Policy is to establish guidelines regarding an executive director’s unanticipated vacancy, or an executive director’s resignation or retirement, and a plan for recruitment. This policy supports the requirements outlined in NLACRC’s contract with Department of Developmental Disabilities (DDS), Article VII, Miscellaneous, Section 9, Executive Director Recruitment Policy.

II. Departments Affected

This policy applies to the NLACRC executive director position and the ~~chief organizational development officer (CODO)~~ Human Resources Director or their designee. This policy also applies to the center’s Executive Committee and Board of Trustees.

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III. Responsibility

The center’s ~~CODO~~ Human Resources Director or their designee shall have the overall responsibility to monitor compliance of the Executive Director Recruitment Policy.

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IV. Policy

- A. The ~~CODO~~ Human Resources Director or their designee will notify the State within one (1) business day of an unanticipated executive director vacancy.
- B. The ~~CODO~~ Human Resources Director or their designee will notify DDS within one (1) week of learning of an executive director resignation or retirement.
- C. The ~~CODO~~ Human Resources Director or their designee shall provide DDS with its plan for executive director recruitment within one (1) month of the above notification.

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Approved: October 14, 2020

V. Procedure

~~A. The executive committee will create a recruitment committee comprised of board members and NLACRC executive staff to develop a recruitment plan.~~

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B. The Executive Search Committee will work with a recruitment firm to draft a job announcement/description and a recruitment plan.

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C. The recruitment plan will be presented to the Board of Trustees for review and approval prior to submission to DDS. Through the recruitment process, Board president, chair of committee and Vice President will provide ongoing updates to DDS on the process during regularly schedule times.

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D. Additional documents to be utilized for reference are the ED profile form, and ED recruitment book.

E. Once recruitment plan is approved, the Executive Search Committee will meet with recruitment firm to develop interview questionnaire.

F. The Executive Search Committee will meet regularly with recruitment firm to review and screen applicants.

G. The Executive Search Committee will interview applicants accordingly.

H. Once the final 2 candidates have been chosen, the Executive Search Committee will present the candidates information to the Board of Trustees.

I. The final 2 candidates will be interviewed by the Board of Trustees.

J. The chosen Executive Director will be presented and announced to community and NLACRC organization.

~~B. footnote: Highlighted recommendations were taken from other Regional Center's procedures.~~

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Board of Trustees

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II. Departments Affected

This policy applies to the NLACRC executive director position and the Human Resources Director or their designee. This policy also applies to the center's Executive Committee and Board of Trustees.

III. Responsibility

The center's Human Resources Director or their designee shall have the overall responsibility to monitor compliance of the Executive Director Recruitment Policy.

IV. Policy

- A. The Human Resources Director or their designee will notify the State within one (1) business day of an unanticipated executive director vacancy.
- B. The Human Resources Director or their designee will notify DDS within one (1) week of learning of an executive director resignation or retirement.
- C. The Human Resources Director or their designee shall provide DDS with its plan for executive director recruitment within one (1) month of the above notification.

V. Procedure

- A. The Board of Directors establishes the Executive Search Committee comprised of board members.
- B. The Executive Search Committee will work with a recruitment firm to draft a job announcement/description and a recruitment plan.
- C. The recruitment plan will be presented to the board of trustees for review and approval prior to submission to DDS. Through the recruitment process, Board president, chair of committee and Vice President will provide ongoing updates to DDS on the process during regularly schedule times.
- D. Additional documents to be utilized for reference are the ED profile form, and ED recruitment book.
- E. Once recruitment plan is approved, the Executive Search Committee will meet with recruitment firm to develop interview questionnaire.
- F. The Executive Search Committee will meet regularly with recruitment firm to review and screen applicants.
- G. The Executive Search Committee will interview applicants accordingly.
- H. Once the final 2 candidates have been chosen, the Executive Search Committee will present the candidates information to the Board of trustees.
- I. The final 2 candidates will be interviewed by the Board of trustees.
- J. The chosen Executive Director will be presented and announced to community and NLACRC organization.

footnote: Highlighted recommendations were taken from other Regional Center's procedures.

Strictly confidential

Executive Director

July 8, 2024

EgonZehnder



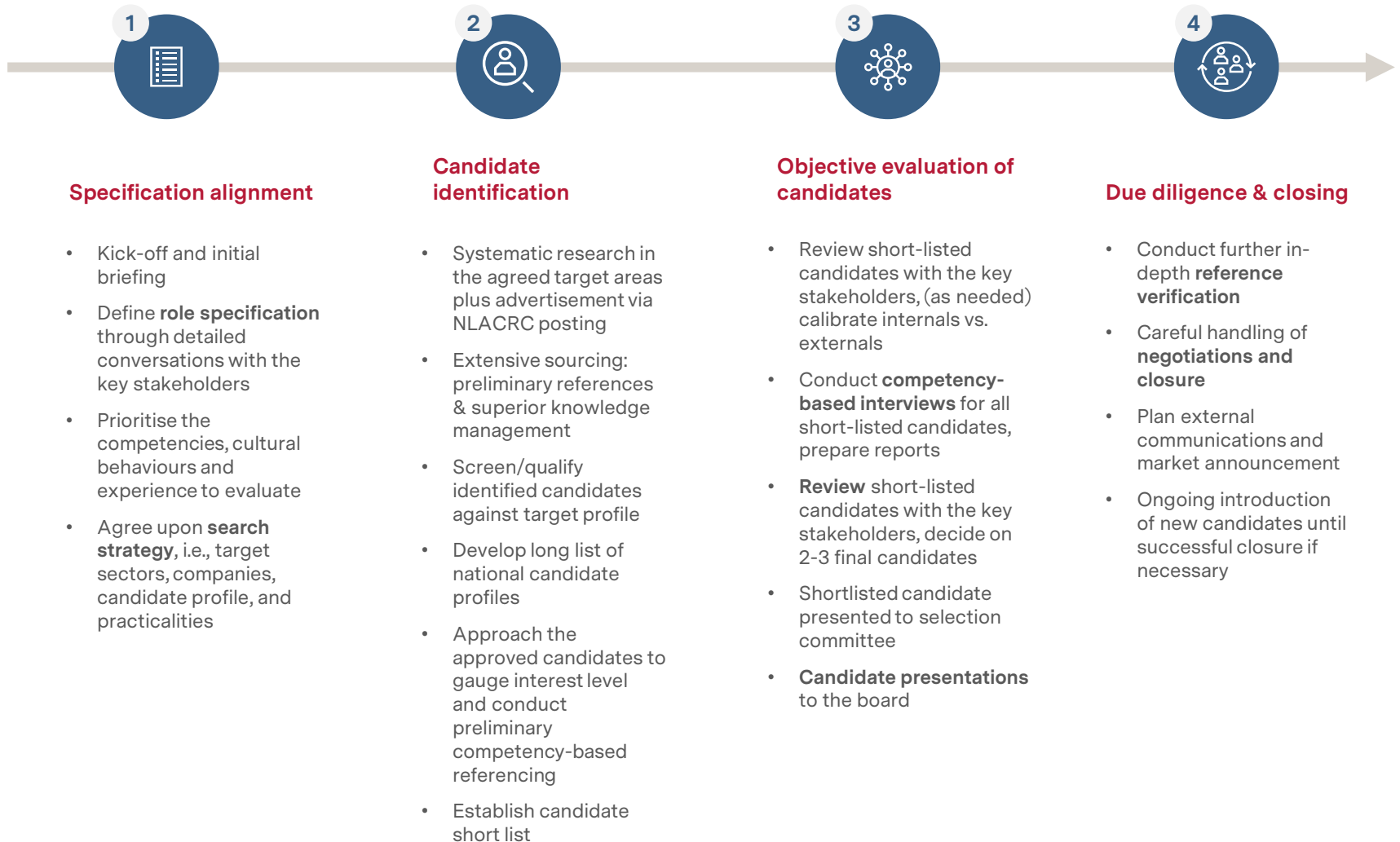
Overview of our search to date continued

- **Search Initiation and Agreement:**
 - **Search Kick Off:** Began the search in March, with EZ and NLACRC agreeing on a candidate profile.
 - **Outreach:** EZ initiated outreach based on the agreed-upon profile.
 - **Advertisement:** In tandem with EZ's outreach, NLACRC advertised the role on LinkedIn and website, CVs were filtered through to EZ.
- **Search Strategy:**
 - **Target Sectors:** Focused on candidates from NGO space, healthcare, academia, and corporate sectors across California and the broader US.
 - **Specific Focus:** Emphasized individuals with experience in regional centers or communities with developmental disabilities.
- **Candidate Screening:**
 - **Deprioritization Criteria:** Candidates were deprioritized based on:
 - Academic qualifications [lack of master's degree]
 - Lack of mission orientation
 - Insufficient community work
 - Communication style
 - Lack of leadership experience
- **Candidate Assessment:**
 - **Interviews and Assessment:** EZ conducted interviews and assessments of relevant candidates.
 - **Presentation to NLACRC:** EZ presented candidates to NLACRC when there was mutual agreement on fit.
- **Finalist Presentation:**
 - **Proposed Topics:** EZ proposed presentation topics for finalist candidate presentations.

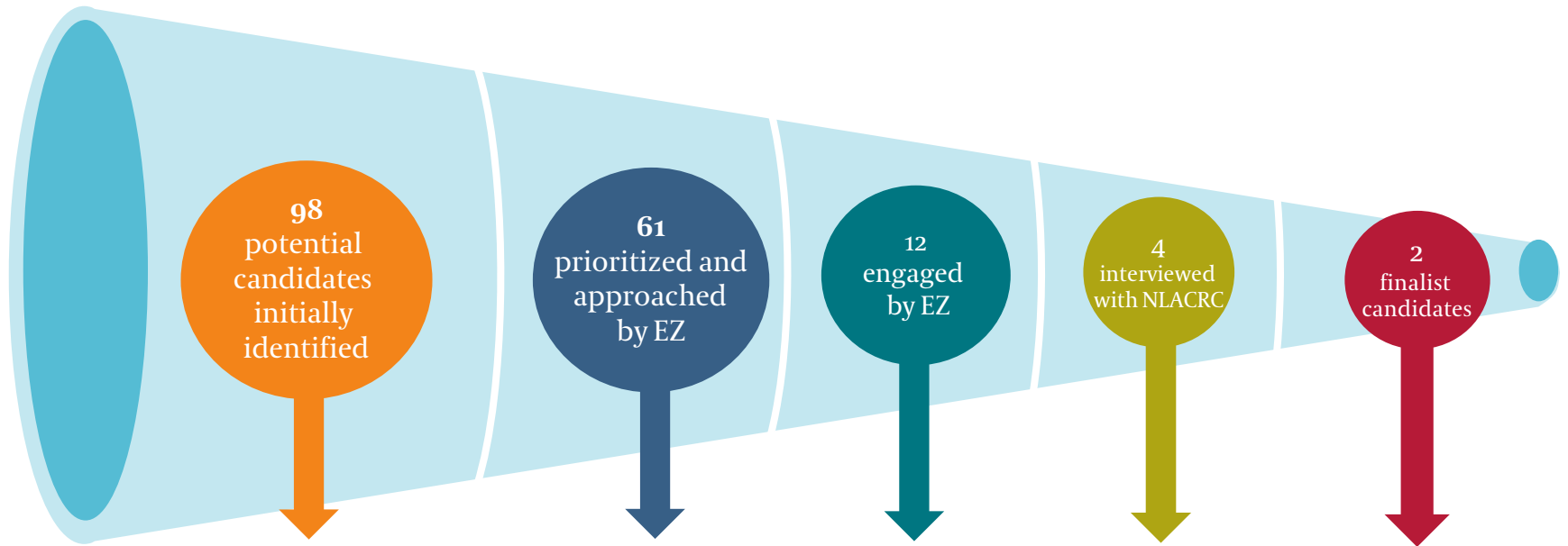
Candidate Profile

Leadership Experience	Required	Preferred
10+ years of senior management experience	✓	
Track record of driving growth and leading change in an organization	✓	
Strong team/organization building experience	✓	
Direct experience running regional centers or multi-site operations	✓	
Previous Executive Director experience		✓
Experience serving as the “ambassador” for an organization to external stakeholders	✓	
Not-for-profit experience		✓
Strong strategic orientation and business acumen	✓	
Personal Characteristics		
Passion for NLACRC’s mission and vision		✓
Passion and support for communities and families with developmental and intellectual disabilities	✓	
Compelling leader who can engage people’s hearts and minds	✓	
Authentic and resilient orientation	✓	
Other Qualifications		
Advanced degree (e.g., PhD, MD, MBA)	✓	

Our search process



Overview of our search to date



Stage 1

- 98 potential candidates were initially identified from pool of nonprofits, disability focused organizations and other relevant organizations across the US.
- Candidates were deprioritized based on academic qualifications, lack of mission orientation, insufficient community work, communication style, and other relevant factors.

Stage 2

- 61 candidates were prioritized for outreach by EZ.

Stage 3

- EZ assessed 12 candidates, presenting 9 to NLACRC
- Of the 9, NLACRC deprioritized 6

Stage 4

- Of the 4 candidates interviewed, one was deprioritized by NLACRC
- 3 have moved forward to presentations

Stage 5

- In progress

- 50% female candidates
- 50% racially / ethnically diverse candidates
- 100% female candidates
- 100% racially / ethnically diverse candidates
- 100% female candidates
- 100% racially / ethnically diverse candidates

LOS ANGELES COUNTY REGIONAL CENTER
(Committee) Report

Chair:

Committee:

Date of Meeting:

1.	Committee Summary:	
2.	Request:	
3.	Questions for the Board:	
4.	Motion Needed:	

NLACRC Board of Trustees Executive Director Recruitment Plan

Action	Timeline	Completed
Executive Search Committee		
Assemble a Recruitment Committee responsible for overseeing the process, including board members and HR staff. Select firm to conduct executive search.	Recruitment Committee was selected on November 30, 2023 and the members are: Ana Quiles, Anna Hurst, Alma Rodriguez, Brian Gatus, David Coe, Liliana Martinez, Suad Bisogno, Lety Garcia, Vini Montague, Parita Burmee. Search Firm will be selected by December 14, 2023	Completed
Budget		
Establish a budget for recruitment expenses, including executive search firm, background checks, and candidate travel, if necessary.	By December 31, 2023	Completed
Review and Select Executive Recruitment Firm		
Human Resources to obtain bids from executive search firms; Recruitment Committee to select firm; Human Resources and CFO to initiate contract.	By December 7, 2023	Completed
Contract:		
Establish contract with the executive search firm.	By January 5, 2024	Completed
Recruitment Timeline		
Establish recruitment timeline; average amount of time to fill estimated at 3 - 5 months.	By June 2024	Completed
Interview Panel/Selection Committee		
Recruitment Committee to establish interview panel and review Executive Director Interview Guide and written assessment.	By January 26, 2024	Completed
Application Screening		
Search Firm to vet candidates and present to Recruitment Committee candidates identified for interviewed.	February 2024 to April 2024	Completed
Interviews and Assessment		
Search Firm to present candidate assessments and coordinated Zoom or in-person interviews.	February 2024 to April 2024	Completed
Offer and Negotiation:		
Extend an offer to the selected candidate, and be prepared for negotiations regarding compensation, benefits, and other terms.	April 2024 to May 2024 Contingent on Search	

Onboarding¹		
Review DDS' onboarding plan and finalize plan specific to NLACRC for executive director's onboarding to the organization.	By April 2024	Completed
Communication		
Inform candidates of their status in the process, even those who were not selected. Inform candidates not selected by email as soon as the decision is made.	Ongoing	
Documentation		
Maintain accurate records of the recruitment process for legal and accountability purposes.	Ongoing	
Transition Plan		
Prepare for the outgoing executive director's transition, ensuring a seamless handover of responsibilities.	By January 19, 2024	Completed
Follow-Up		
Continue to engage with the new executive director to facilitate their integration and support their success in the role.	Ongoing	

**North Los Angeles County Regional Center
Executive Director Recruitment Expense Budget (Fiscal Year 2023-2024)**

Date Updated: July 15, 2024

Description	Vendor	Budget Presented on 2/14/24 (Note A)	Proposed Budget Increase 7/15/24	Total Budget	Actual Expenses	Remaining Budget	Notes
Executive Recruitment Base Fee	EgonZehnder	\$ 95,000		\$ 95,000	\$ 95,000	\$ -	Initial 4 months (Signed 12/23/23)
Executive Recruitment Admin Fee (Note B)	EgonZehnder	\$ 3,800	\$ 19,000	\$ 22,800	\$ 19,000	\$ 3,800	Monthly 4%, max 6 months
Executive Recruitment Misc. Expenses (Note B)	EgonZehnder	\$ 500	\$ (500)	\$ -		\$ -	No misc fees have been incurred per EgonZehnder
Executive Director Recruitment Board Support	Workforce Development Solutions	\$ 20,000		\$ 20,000	\$ 20,000	\$ -	Completion by April 30, 2024
Candidate Travel Expenses for In-Person Interviews		\$ 1,000		\$ 1,000		\$ 1,000	Estimate only. Actual expenses will be reimbursed and may exceed \$1,000
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Total Budget		\$ 120,300	\$ 18,500	\$ 138,800	\$ 134,000	\$ 4,800	

Note A: Recruitment Committee approved budget on 1/22/24 to be moved to the Board for approval. Budget was presented to the Board on 2/14/2024 but was not motioned for approval.

Note B: The amount for both line items were originally presented under one line item as "Executive Recruitment Firm of \$4,300". The amount was calculated as \$3800 Admin Fee plus \$500 contingency for misc. expenses. The original Admin Fee amount of \$3800 was based on one month of the Admin Fee and did not include the five remaining months of the maximum Admin Fee of six months.

Our fee structure

A feature pioneered by Egon Zehnder - and still distinctive today - is our fixed-fee policy. Our fees are not contingent on the compensation package offered to the successful candidate but rather will reflect the engagement's complexity, scope and value derived. Our interests are aligned because our only objective is to arrive at an optimal outcome for you.

- **Professional Fee: USD 95 000**, payable one-third at signing of proposal, with the remainder payable in two consecutive equal monthly installments.
- **Expenses:** fixed monthly Administrative Charge of **4%** of our Professional Fee up to a cap of six months; out-of-pocket expenses related to the search to be reimbursed by client

