

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

April 17, 2023

**Present:** Ana Quiles, Lillian Martinez, Suad Bisogno, David Coe – **Committee Members**

Lizeth Chavez, Lilliana Windover – **Staff Members**

Jasmine Barrios -Minutes Services - **Guests**

**Absent:** Jennifer Koster

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I. Call to Order

Lillian Martinez called the meeting to order at 5:35 pm

II. Consent Items

A. Approval of Agenda

**M/S/C** (D. Coe/A. Quiles) To approve the agenda as presented

B. Approval of Minutes & Redacted Minutes of the March 16<sup>th</sup>, 22<sup>nd</sup>, and 24<sup>th</sup> Meetings

**M/S/C** (S. Bisogno/D. Coe) To approve the minutes as presented

III. Committee Business

A. Finalize recommended slate of officers, nominees and re-nominees for FY2023-24 to be presented at the next Executive Committee Meeting

The Committee is being asked to finalize the slate to present to the Executive Committee meeting. The nominees' self-introductions are being collected and Lizeth Chavez will send out to the Committee via email once they have all been received.

Per the bylaws in regards to term length: "each Trustees should be elected for a term of up to three years, as designated by the Board with each term commencing on the 1<sup>st</sup> of July of the year in which the Trustee is elected". After discussion, it was proposed to elect Board Members for a 1-year term and afterwards, the Member can extend their service for an additional 1-, 2- or 3-year term based on recommendation from the Nominating, Executive Committees and Board of Trustees, and with agreement from the Member.

The Committee is being asked to approve the recommended slate of officers, nominees and re-nominees. Once approved, the list will move on to be presented at the next Executive Committee meeting. If the Committee agrees to the terms discussed related to term-length, the recommendation can be added to the May Board Meeting for approval and implementation for the incoming slate of Board Members.

Lizeth Chavez will draft an amendment to the Board Member term-length policy and send to the Committee for review. Once approved via electronic vote, the document will be added to New Business for the May Board of Trustees meeting.

**M/S/C** (S. Bisogno/D. Coe) To approve the recommended slate of officers, nominees and re-nominees for FY23-24 to be presented to the Executive Committee for approval for Board presentation.

After review of the document, revisions were made to include the following:

- David Coe will be nominated for the 1<sup>st</sup> Vice-President Position
- George Alvarado will be nominated for the CAC Alternate

A re-vote was held to remain in compliance with the bylaws which does not allow Committee Members who are nominated for the slate to participate in the vote to approve the slate.

**M/S/C** (L. Martinez/S. Bisogno) To approve the recommended slate of officers, nominees and re-nominees for FY23-24 to be presented to the Executive Committee for approval for Board presentation. The motion passed with 2 abstentions from A. Quiles and D. Coe.

## B. Board Composition

### 1. NLACRC Board Composition - March 2023

The composition was reviewed as presented in the packet. 1 African American and 1 Individual served, are the 2 remaining areas which is required for compliance.

### 2. Tentative DDS Board Composition FY2023-24

The composition was reviewed as presented in the packet. Once the Board for the upcoming FY Is finalized, NLA is required to submit information on what is being done to recruit for the open needs for Board Composition.

Efforts for recruitment continues, Liz noted that she has several resumes on LinkedIn that require review to determine eligibility before being passed to the Committee. There was extensive discussion regarding specific steps to recruitment for open composition needs. Determinations were made that applications from all interested and eligible individuals will be accepted and held on file to be reviewed during the open nominating period. Applications from eligible individuals that meet a composition need will be reviewed for expedited recommendation to the Board after being vetted through the Nominating process.

A proposition was made that in addition to general announcements on social media and NLA's website, targeted recruitment should be implemented to increase interest from potential members that meet composition needs. This would include announcements at community groups that meet the needs of the composition at any given time.

There has been a recent application submitted from a Candidate to serve on the Board of Trustees. As an individual served who has submitted an application, she is eligible to be added to the slate without going through the interview process.

**M/S/C** (L. Martinez/A. Quiles) To approve Candidate for inclusion to the slate of nominees.

### C. Review of Interview Process, Questions, and Rating Sheets

Revisions were made to the Interview Questions to include:

- Asking yes/no questions before moving on to the open-ended questions
- Including information regarding the time commitment required to serve on the Board in the introduction of the interview to ensure the applicant understands the expectations
- Make an addition to question 1 to include an explanation of the applicant's tie to NLA with the question of why the applicant wants to volunteer.
- Combine sections 4 and 5: Work Management and Commitment. The yes/no questions regarding commitment would be combined to be asked at the beginning of the meeting.
- Add the questions: "Have you attended a monthly Board Meeting?" and "Are you familiar with Robert's Rules of Order?"

The Committee agreed to review and further discuss this topic so that the correct revisions can be proposed.

After discussion, the following process was proposed in regards to the interview process:

- Application submitted
- Liz vets the application to ensure eligibility. Sends a notification to applicant along with a pre-screening questionnaire or a note that the application will remain on file until an appropriate vacancy becomes available.
- Applicant is sent the Board and Committee schedule and is required to attend at least 1 meeting; Liz will confirm their attendance to make them eligible for an interview
- Interview is scheduled or applicant is notified that they will not be moving forward
- Interview is conducted with Nominating Committee
- Nominating Committee submits recommendations to Executive Committee
- Executive Committee submits recommendations to the Board of Trustees
- A final vote conducted by the Board of Trustees

Liz will update the interview process, questions, and Board/Committee calendars and send to the Committee for review. The Rating Sheets will be updated to be based on the questions asked. Once the questions have been finalized, the rating sheets will be revised to be answered based on the questions.

D. Approve draft Critical Calendar for FY2023-24

Revisions to the calendar were made to include more meetings in a FY to facilitate both Committee process meetings to be conducted separately from Committee meetings with applicants. Currently, the Committee meet in October to review documents, applications are open until December and The Committee begins meetings in February to begin interviews in March. It was proposed to move the items listed for the October meeting to a Committee Meeting in August. October will be dark unless an additional meeting is required to conduct urgent Committee Business.

**M/S/C** (A. Quiles/ L. Martinez) To approve the revision to the Critical Calendar, moving October items to August with October reserved as an optional meeting month, to the Board for approval.

E. New Committee Business

As part of the Critical Calendar, it was noted that NLA will conduct an educational session for potential Board applicants. Lillian Martinez proposed that NLA can provide potential Board Members with a pre-recorded basic training on Robert's Rules of Order.

After discussion, it was determined that the Nominating Committee would make a proposal to the Executive Committee to include a training on Robert's Rules of Order to the Board Training Plan so that all Board Members could have a refresher course. This would be separate from the planned training on Robert's Rules of Order that is to be held at the upcoming Board Retreat. The training that is held as part of the Board Training Plan will then be recorded and provided to incoming Board Members to be completed before their first meeting as a Board Member.

**M/S/C** (D. Coe/ S. Bisogno) To make the recommendation to add Robert's Rules of Order live training to be included in the Annual Board Training plan for the FY2023-24 that will be recorded and provided to all new Board Members in subsequent years.

To Committee determined to revise the Nominating policy to include an update with a 1-year term for oncoming Board Member. For the Nominating Committee to be granted the authority to extend re-nominees to 1-,2-or 3- year terms. Liz will revise the policy for an electronic vote to be held by the Committee for presentation to the Board once approved

VI. Board Meeting Action Items

- A. To make revisions to the Board proposed slate of officers, nominees and re-nominees for presentation to the Executive Committee (Liz Chavez)
- B. To confirm the status of Candidates application as it relates to automatically being submitted to the Executive Committee with a revision to the slate (Liz Chavez)
- C. To send the revised Nominating Policy to the Committee via email for electronic vote and presentation to the Board once approved (Liz Chavez)

D. To update the interview process and interview questions per discussion and submit to Committee via email for electronic vote and presentation to the Board once approved (Liz Chavez)

E. To request a Robert's Rule of Order training to the Executive Committee for inclusion in the Board Training Plan (Liz Chavez)

D. Update the Critical Calendar include October items in August for Board Presentation (Liz Chavez)

VII. Board Meeting Agenda Items

A. Minutes of April 17<sup>th</sup> Meeting

B. Updated Critical Calendar for FY2023-24

VIII. Announcements / Information

A. Next Meeting: TBD

IX. Adjournment

**M/S/C** (D. Coe/S. Bisogno) To adjourn the meeting.

The meeting was adjourned at 7:25 pm.

Submitted by:  
Minutes Services

