

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

March 16, 2023

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

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

Jasmine Barrios -Minutes Services - **Guests**

**Absent:**

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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** (S. Bisogno/D. Coe) To approve the agenda as presented

B. Approval of Minutes & Redacted Minutes of the March 6<sup>th</sup> Meeting - *deferred*

**III. Committee Business**

Prepare for Board and VAC Applicant Interviews - Lillian Martinez

The Committee reviewed interview responsibilities in preparation for the applicant interviews. As a result, it was determined that Lillian Martinez would ask questions related to Personal Background, Ana Quiles would ask about Professional and Board Experience, Suad Bisogno would ask questions regarding Communication and Interpersonal Relationships, David Coe would ask about Commitment, and Jennifer Koster would ask questions related to Work Management.

A. Board Member Application Review

The Committee reviewed two applications for Board Membership, as presented in the packet. After discussion, it was determined to schedule both applicants for interviews.

1. New Applicant 1
2. New Applicant 2

**M/S/C** (J. Koster/D. Coe) To approve New Applicant 1 and New Applicant 2 for interviews.

B. Conduct Board and VAC Interviews

The Committee broke into a separate session to conduct interviews at 5:51 pm.

As they arrived, applicants were instructed to enter the session and could log off upon completion of the interview. Interviews were completed at 7:18 pm.

1. 6:00 pm – Applicant 1 (Board)

2. 6:20 pm – Applicant 2 (Board)
3. 6:40 pm – Applicant 1 (VAC)
4. 7:00 pm – Applicant 2 (VAC)

The Committee was asked to send their completed Rating Sheets to Board Support immediately after each interview is conducted. Liz will also send Board and VAC invites to the applicants. David Coe proposed that future applicants attend a Board/VAC meeting before interviews as a requirement.

**VI. Board Meeting Agenda Items**

A. Minutes of March 16<sup>th</sup> Meeting

**VI. Announcements / Information**

A. Next Meeting: March 22, 2023, at 5:30 pm

**VII. Adjournment**

Lillian adjourned the meeting at 7:26 pm.

Submitted by:

(\*) *Lizeth Chavez*

Executive Administrative Assistant

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