

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes

January 30, 2024

Present: Ana Quiles, Lillian Martinez, David Coe – **Committee Members**
Kimberly Visokey, Evelyn McOmie, Parita Burmee– **Staff Members**
Jasmine Barrios - Minutes Services - **Guests**

Absent: Sharmila Brunjes, Suad Bisogno

I. Call to Order

Lillian Martinez called the meeting to order at 5:31 pm.

II. Public Input

None

III. Consent Items

A. Approval of Agenda

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

B. Approval of Minutes of the January 3rd Meeting

Lillian Martinez requested a revision to page 4, paragraph 5 of the Minutes in which it states that she made a suggestion to Sharmila Brunjes. It was noted that the suggestion was mentioned at the meeting, but that Lillian did not propose the suggestion. Board Support will revise the minutes to reflect the revision.

M/S/C (D. Coe/A. Quiles) To approve the minutes as revised

IV. Closed Session

A. Prepare for Board Member Applicant Interviews

1. Applicant #1 – 6:00 pm

M/S/C (D. Coe/A. Quiles) To enter the Closed Session at 5:38 pm

M/S/C (D. Coe/A. Quiles) To exit the Closed Session at 6:26 pm

During the Closed Session, the Committee made the below recommendation:

M/S/C (D. Coe/A. Quiles) To recommend Applicant #1 to the Board for nomination.
The motion passed with one opposition.

V. Committee Business

A. Confidential Information of Applicants Policy Update – Evelyn McOmie

Evelyn presented a document related to the handling of confidential information within the Committee. The Committee is being asked how to continue to move forward with confidential information. SharePoint will be used as the primary distribution system for information being communicated to the Committee that contains confidential or personal health information (PHI). Evelyn also shared the NLS Certificate of Return or Destruction of PHI. Board Members will be asked to certify that they have destroyed any emails or physical copies of confidential information within the Committee. It was also agreed upon to eliminate the use of physical Committee packets by default. Any Member who would like a physical copy would request one and would have to certify that the physical copy was destroyed properly.

Evelyn will update the information, and Board Support will add this item as an agenda item for the next Committee meeting.

B. Committee Chair Alternate Policy Draft Update – *deferred*

C. Evaluation Proposal / Board Source info Update – Parita Burmee

Parita shared information, as presented in the packet, regarding BoardSource resources for peer-to-peer evaluations, which will be designed to strengthen communication and collaboration and the overall performance of the Board. Each Board member will evaluate themselves and other participating Board Members and will each receive an individual results report.

Ana stated that the option that was previously discussed in regard to BoardSource evaluation was the self-evaluation section alone, not as part of a package with the Peer-to-Peer resources. At this time, a self-evaluation is what is expected and a peer-to-peer component can be considered next year.

Parita will reach out to BoardSource to find out options for the Self-Evaluation segment of the program and how long the evaluation will take to complete for the evaluations and she will share the response with the Committee. It was noted that the DISC assessments that Board Members took last year were more of a personality assessment as opposed to a self-evaluation.

M/S/C (A. Quiles/L. Martinez) To approve a Self-Evaluation for Board Members this year, with Peer-to-Peer evaluations to be considered for next year. The motion passed with one abstention from S. Bisogno.

VI. Review of Committee Action Log Items

- A. Update the Confidential Information Policy for presentation at the next Committee Meeting (Evelyn McOmie)
- B. Add the Confidential Information Policy Update to the next Committee meeting agenda.

(Board Support)

- C. Include meeting packets on the SharePoint site for all Committees and ensure that all Committee Members have access to the SharePoint site. (Board Support)
- D. Follow up with BoardSource regarding options for Self-Evaluations only. (Parita Burmee)
- E. Review Critical Calendar for VAC committee to ensure accuracy of deadlines (Board Support)

Following the review of items, Suad Bisogno requested the extension of the VAC Applicant deadline due to a short turnaround in March for potential interviews.

M/S/C (S. Bisogno/A. Quiles/) To approve the extension of the VAC Applicant deadline.

VII. Board Meeting Agenda Items

- A. Minutes of the January 3rd meeting
- B. Minutes of January 30th Meeting

VIII. Announcements / Information

- A. Next Meeting: Wednesday, February 7, 2024 at 5:30 p.m.

IX. Adjournment

Lillian Martinez adjourned the meeting at 7:06 pm.

Submitted by:
Minutes Services

