

North Los Angeles County Regional Center
Nominating Committee Redacted Meeting Minutes

September 20, 2022

Present: Ana Quiles, Lillian Martinez, Suad Bisogno, Jennifer Koster – **Committee Members**
Lizeth Chavez, Lilliana Windover, and Maddy Gonzalez – **Staff Members**
Dolly Sharma -Minutes Services - **Guest**

Absent: David Coe

I. Call to Order

Lillian Martinez called the meeting to order at 5:33 pm.

II. Consent Items

A. Approval of Agenda

M/S/C (A. Quiles/S. Bisogno) To approve the Agenda as presented

B. Approval of Minutes and Redacted Minutes of the September 7th Meeting – defer

III. Committee Business

A. Review Recruitment Notices

1. Board Recruitment Notice

This document was reviewed as presented in the packet. Currently, the document states “Our board is currently seeking consumers, family members, or community members, particularly individuals who meet one of the following criteria” followed by a list. It was decided that the document will still include that statement but that the criteria itself be changed to reflect the current needs of the Board which is a White, or Caucasian individual.

Lizeth shared that a disclosure will be included in the document that explains the reasoning for the limited need of applicants. The Committee will review the edited document with the noted changes at the next Committee Meeting.

Ana also recommended the revision of the last bullet point on the notice to reflect “legal, financial, board governance, management, and developmental disability”. This will encompass the statute requirements for composition for the Board.

2. VAC Recruitment Notice

This item was reviewed as presented in the packet. There has been no response from previous applicant, VAC applicant 1, in regard to his continued interest in serving on the VAC. Suad mentioned that representation for community care

facilities, or licensed care facilities in the VAC is needed. It was decided to amend this document, similarly to the Board Recruitment Notice, specifying the criteria in most need, and including reasoning. The Committee will review the edited notice at the next Committee Meeting. Suad also requested that this item be added to the agenda for the next VAC Meeting, Lizeth stated that she would make the addition.

B. Nomination of Consumer Advisory Committee Vice-Chair

1. Suzanne Paggi

Volunteers to serve as Vice-Chair for the CAC were requested and Suzanne Paggi was the only nomination. The CAC approved the nomination and it is being presented to the Nominating Committee for final approval. Suzanne is aware and understands that this is a non-Board position.

M/S/C (A. Quiles/L. Martinez) To approve Suzanne Paggi as the Vice-Chair for the Consumer Advisory Committee.

C. Conduct Board Interviews

1. 6:00 pm - Applicant 1(Board)

Prior to the arrival of the applicant, the Committee reviewed the interview questions and discussed how the interview will be conducted.

The Committee entered into the interview session at 6:02 pm.

The Committee exited the interview session at 6:45 pm.

After the interview, the Committee collaborated on changes that can be made for future Board Candidates. It was determined that each Board Applicant should receive the Boardsmanship Manual as well as a copy of a recent Board Meeting Packet as part of the applicant confirmation email. This will allow each applicant to review information about board operations and could perhaps help them understanding the level of commitment needed to provide in order to serve on the board successfully.

On the list of Potential Interview Questions, it was decided to change the questions in Section 1: Background as listed below:

Section 1: Personal Experience (to replace Background as the section title)

- Question: Please give us a brief overview about yourself.
- Question: Why do you want to volunteer to serve on our board? (This question will be amended to the effect of what is your passion or reasoning behind your desire to volunteer on the board)
- Question: What personal, professional, or volunteer experience do you think you could bring to the board? Have you attended any of our board or committee meetings?
- Question: What is your familiarity with Robert's Rules of Order?

The ratings system for scoring applicants that will be separated into personal experience and board experience sections.

It was also determined to add to the introductions from the Committee to the applicant during the interview, to include the Members' experience and passion for serving on the Board.

IV. Board Meeting Agenda Items

The following items were identified for the Committee's section of the next Board Meeting agenda:

- A. Minutes of the September 7th and September 20th Meetings
- B. Board and VAC Member Recruitment Notices

V. Announcements / Information

- A. Next Meeting: September 29th, 2022 at 5:30 pm in the event that there are applicants scheduled to be interviewed, if no applicants the next regular Committee Meeting will take place on October 5th, 2022 at 5:30 pm.

VI. Adjournment

Lillian Martinez, Committee Chair adjourned the meeting at 7:16 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.*