

North Los Angeles County Regional Center
Nominating Committee Redacted Meeting Minutes

September 7, 2022

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

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

Dolly Sharma -Minutes Services - **Guests**

Absent:

I. Call to Order

Ruth Janka called the meeting to order at 5:38 pm.

II. Consent Items

A. Approval of Agenda

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

B. Approval of Minutes and Redacted Minutes of the April 6th Meeting

M/S/C (A. Quiles/L. Martinez) To approve Meeting Minutes for the April 6th meeting.

C. Approval of Minutes and Redacted Minutes of the April 18th Meeting

M/S/C (A. Quiles/D. Coe) To approve Meeting Minutes for the April 18th meeting.

III. Committee Business

A. Annual Committee Orientation – Ruth Janka

At the beginning of each board year, Committees are presented with an Annual Committee Orientation that outlines a few key points about Committee processes as presented in the packet.

1. Policies and Procedures (*Page 24*)

The committee has a membership if at least four individuals, all who are Board Members. Members serve for 2 years with no more than 2 members being replaced annually.

The Nominating Committee is responsible for collecting, categorizing, screening and keeping on file all applications for membership on the Board of Trustees and Vendor Advisory Committee (VAC). The Committee is also responsible for ensuring that qualified and interested persons are nominated for positions on the

Board and VAC and that the composition of the Board/VAC complies with the Lanterman Act.

Ruth also reviewed the Operating Processes for the Nominating Committee and there was discussion explaining the process of the nomination process.

2. Board Recruitment Guiding Principles

Ruth reviewed the principles as presented in the packet.

3. Board Internship Policy

The purpose of this policy will establish limited Board participation opportunities for community members. They are appointed for a 1-year term with the potential for a 1-year extension granted by the Board. Individuals selected for the program will be assigned to serve as non-voting members on selected Committees. Interns will receive non-confidential documents and will be seated at Board meetings as non-voting members.

4. Board Audit Section

This document identifies 4 areas to help the Committee run effectively. These areas include knowledge, skills, dangers and a list of questions for the Committee to determine if the standards are being met to be effective as a group. Ruth reviewed these areas as presented in the packet.

5. Review Committee's Action Log for FY21-22

The action log highlights all of the actions passed by the Committee during the previous fiscal year and is reviewed each August. Ruth reviewed the items as presented in the packet.

6. FY 2022-23 Critical Calendar

The Critical Calendar identifies the items that are to be reviewed by the Committee and when. It also identifies the Board Audit questions that will be answered that month. It was noted that the Critical Calendar is 1 month ahead of schedule in response to DDS asking NLA to meet composition requirements expeditiously. This Critical Calendar was approved at the April Committee Meeting.

B. Confidentiality Statements

The Committee was reminded to sign and return the Confidentiality Statements that were sent by Board Support as soon as possible.

C. Open Board and VAC Positions

1. Open Board Positions in August 2022

The positions were reviewed as presented in the packet.

Ana Quiles requested that the chart be edited to move the Date Re-elected (7-23) for Jennifer Koster and Alma Rodriguez to the Term Expires column. Lizeth Chavez will make the revisions.

2. Open VAC Positions in August 2022

The positions were reviewed as presented in the packet.

Questions were raised regarding the process for re-election. Lizeth stated that Members eligible for re-election will receive an email from Board Support to ask if there is interest in re-election. The Member will accept or decline but upon acceptance, still goes through the review process with the Nominating Committee.

There are 2 criteria areas that have not been met: 1 white individual and 1 individual currently served by NLA. Clarity is needed to determine how many more individuals served are needed to comprise 25% of the Board, currently NLA is at 15%.

D. DDS Composition Survey

1. DDS Composition Letter and Response

The letter from DDS and response from Ruth Janka and Ana Quiles were reviewed as presented in the packet.

E. FY22-23 Board and VAC Applicant Composition

Lizeth included current applications for interested parties who the Committee can contact to conduct interviews if the Committee chooses to do so.

Currently, the closing deadline for re-election responses for current Board Members is December 15th. Ana suggested that the due date for the responses be moved forward so as to give the Committee ample time to review applications and conduct interviews with Board Candidates before termed Members are phased out.

After much discussion, it was determined that Interest letters will be sent on September 16th, with responses required by September 30th. A motion was made to revise the Critical Calendar to reflect these changes.

M/S/C (D. Coe/ A. Quiles) To adjust the Critical Calendar to reflect re-election interest letters and responses being conducted in September moving forward.

F. Review Recruitment Notices

1. Board Recruitment Notice

Lillian reviewed this notice as presented in the packet.

There was much discussion surrounding the list of previous applicants. Applicant 1 was discussed specifically, as being a person who the Committee will interview as a potential candidate for an individual who is served by NLA. Applicant 2 was another individual who was identified for interviews as well as Applicant 3, Applicant 4 and Applicant 5.

M/S/C (S. Bisogno/D. Coe) To approve Applicant 2, Applicant 3, Applicant 4 and Applicant 5 for Board Recruitment Interviews.

There was discussion surrounding George Alvarado, Board Intern as being converted to a traditional Board Member to further meet the composition requirements in the timeliest manner. It was also noted that he has been active in

meeting participation. If approved by the Board, he would begin his term as a full Member effective immediately.

M/S/C (A. Quiles/S. Bisogno) To recommend the Board's approval of George Alvarado to be a full Board Member at the next Board Meeting.

2. VAC Recruitment Notice

Lillian reviewed this notice as presented in the packet. Suad Bisogno noted that there is a need on the VAC for group home representation. She recommended that the Nominating Committee re-interview VAC applicant 1 as he represents that category.

G. Elect a Committee Chair - Lillian Martinez volunteered to serve as the Committee Chair.

M/S/C (A. Quiles/D. Coe) To approve Lillian Martinez as the Nominating Committee Meeting Chair

IV. Board Meeting Agenda Items

The following items were identified for the Committee's section of the September 14th Board Meeting agenda:

- A. Minutes of the September 7th Meeting
- B. Board and VAC Member Recruitment Notices
- C. George Alvarado Nomination

V. Announcements / Information

- A. Next Meeting: September 20th, 2022 at 5:30pm and September 29th, 2022 at 5:30 pm to conduct applicant interviews.

VI. Adjournment

Lillian Martinez, Committee Chair adjourned the meeting at 7:18 p.m.

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.*