

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes

October 2, 2024

Present: Curtis Wang, Sharmila Brunjes, Lety Garcia, Brian Gatus, Juan Hernandez, Ana Quiles, Rocio Sigala, Alex Kopilevich – **Committee Members**

Angela Pao-Johnson, Evelyn McOmie, Kimberly Visokey – **Staff Members**

Mark Wolfe – DDS Tech Advisor, Tresa Oiveri DDS Tech Advisor, Xochitl Gonzalez – DDS, Lillian Martinez - **Guests**

Absent:

I. Call to Order

Cristina Preuss called the meeting to order at 5:32 pm

II. Review of the Agenda

III. Public Input

IV. Consent Items

A. Approval of Minutes of the August 7th Meeting

It was brought to the committee's attention that the date of the meeting was incorrect in both the title and headers of the document. Board Support will update the minutes to reflect the correct date.

M/S/C (J. Hernandez/B. Gatus) To approve the minutes as corrected.

V. Committee Business

A. Board Composition Plan

Evelyn reviewed the Board Composition informed the committee of the 2 requirements that the Board is not meeting. She discussed a plan to recruit a trustee from the white community and a trustee with legal expertise to meet statutory requirements. The nominating committee will review applications, potentially using platforms like Board Source, with a proposed 60-day timeline extended to 90 days for outreach efforts. Outreach methods discussed include social media, newsletters, and legal associations. Confidentiality statements are required from committee members, with Brian suggesting a broad statement for all committees instead of separate forms. The committee will review board policies with legal expertise.

B. Nominating Committee Members Confidentiality Statements

Confidentiality statements were sent out to all committee members, per the committee's Policies and Procedures. There are still a few members that have not yet signed and returned them. Evelyn impressed upon the members the importance of signing these, noting that members that do not complete the document will not be allowed to discuss Board and VAC Candidates. Board Support will resend to those who still need to complete them.

C. Reapplying Board and VAC Member with expiring terms

The committee discussed the deadline for board members term expirations, deciding to maintain the original deadline of December 15th. They also discussed the need for the nominating committee to reconsider the timeline for reapplications, ensuring a fair process for new board members.

1. Update Critical Calendar

Lety raised concerns about errors in the critical calendar, and the committee agreed to move the staff activity of mailing recruitment notices to October and delete a duplicated educational session from September.

M/S/C (L. Garcia/B. Gatus) To approve changing the deadline for board members term expirations to the original deadline of December 15th.

There was additional discussion on items on the Critical Calendar reflected in two different months.

M/S/C (L. Garcia/R. Sigala) To approve removing the duplicate *Conduct an educational session for potential board applicants* on the CC in September.

M/S/C (L. Garcia/R. Sigala) To approve moving the Staff Activities from September to October.

M/S/C (L. Garcia/S. Brunjes) To approve the Critical Calendar as amended.

D. Board and VAC Recruitment Notice

The committee discussed the recruitment notice for the board and the composition of the board. They agreed to specify the requirements for the positions, with a focus on legal backgrounds and a clarification on the term "white" to avoid any potential issues. They also discussed the language used in the recruitment notice, with suggestions to use "white or white, biracial" instead of "white dash Caucasian background". The committee agreed to take these suggestions into consideration when finalizing the recruitment notice.

- E. Education Sessions for Potential Board Applicants
The committee discussed potentially hosting an educational session for prospective board members in January, either publicly or within the nominating committee.
- F. Applicant Interview Process
The discussion of the application process for the board focused on the notice and the deadline for applications. They reviewed the current application, which lists email as board support and includes a section on expertise in specific areas. The team considered adding a requirement for applicants to attend at least two board meetings prior to submitting their application but decided against it due to the potential delay in receiving applications. They also discussed the need to ensure the application form has the most up-to-date information on who it should be directed to. The committee discussed and approved changes to the language of their application letter, emphasizing the importance of attending board meetings to understand one's role as a board member. The committee also approved extending the recruitment period for board members from 90 to 120 days, allowing for more applicants and a longer recruitment period. The changes were approved with a majority vote.
- G. Process for assigning Board terms and Committee terms
For this item, clarification is sought on the process for assigning board terms and committee terms. Evelyn explained the varying terms and suggested formalizing them. Sharmila noted policy language was unclear regarding serving consecutive terms on the nominating committee. The committee discussed term limits, with Lety clarifying members can serve concurrent terms unless limits are specified. The discussion was tabled until more information is gathered.

VI. Closed Session - *Deferred*

VII. Review of Committee Action Log Items

- A. Letty to draft a Board of Trustees evaluation form for review at the next meeting.
- B. Sharmila to research the Executive Committee information session scheduled for January and report back at the next meeting.
- C. Sharmila to write and send an announcement about board recruitment to Curtis and Evelyn for approval by October 4th.
- D. Sharmila to deliver the board recruitment announcement at the October 9th Board meeting.
- E. Evelyn to update the recruitment flyer with approved language changes and clarify legal expertise requirements with DDS.
- F. Kimberly to resend confidentiality statements to the 4 committee members who have not returned them.
- G. Kimberly to update the critical calendar with approved changes and bring it back for approval at the November meeting.
- H. Kimberly to schedule the additional November 6th meeting at 5:30 PM and send out invites.
- I. Kimberly to update the meeting schedule to reflect the new November meeting.
- J. Evelyn to update the plan of correction to reflect the 120-day recruitment timeline.

- K. Evelyn to update the board application letter with the newly approved language about attending board meetings.
- L. Committee members to submit signed confidentiality agreements to participate in applicant reviews.
- M. Staff to add time limits to future meeting agendas.

VII. Board Meeting Agenda Items

VIII. Announcements / Information

- A. Next Meeting:
The committee discussed and agreed that an additional meeting was needed. Thursday, November 6, 2024 at 5:30 pm was agreed to.
- B. Committee Attendance

IX. Adjournment

Curtis Wang adjourned the meeting at 7:39 pm.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

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

