



North Los Angeles County Regional Center

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NOMINATING COMMITTEE

Wednesday, January 2, 2025, at 5:30 p.m.

~ AGENDA ~

Members:

Committee Chair: Curtis Wang

Nominating Committee Members: Sharmila Brunjes, Lety Garcia,
Brian Gatus, Juan Hernandez, Ana Quiles, Rocio Sigala

VAC Representative: Alex Kopilevich

Evelyn McOmie, Staff - Arezo Abedi, Lindsay Granger

- I. **Call to Order/Attendance** – Curtis Wang (*1 min*)
- II. **Agenda**
 - A. Approval of the Agenda (*1 min*)
- III. **Public Input** – Agenda Items (*3 min per person, limit 3 comments*)
- IV. **Consent Items**
 - A. Approval of Minutes of November 6, 2024 Meeting (*1 min*)
- V. **Action Items**
 - A. Review and Approval of Onboarding Plan for Trustees (*5 min*) - *Evelyn McOmie*
 - B. Review of 10 Board of Trustees applicants (*30 min*)
- VI. **Committee Business**
 - A. Board and VAC Recruitment Posting Update (*5 min*) - *Evelyn McOmie*
 - B. Board member Renewal Update (*2 min*)
- VII. **Review of Meeting Action Items** (*3 min*)
- VIII. **Board Meeting Agenda Items** (*3 min*)
- IX. **Announcements / Public Input / Information**
 - A. Next meeting is February 5, 2025
 - B. Committee Attendance
- X. **Adjournment**

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes

November 6, 2024

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

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

Tresa Oiveri - DDS Tech Advisor, Marianita Mendez – DDS - **Guests**

Absent: Rocio Sigala

I. Call to Order

Curtis Wang called the meeting to order at 5:35 pm

II. Review of the Agenda

III. Public Input

IV. Consent Items

A. Approval of Minutes of the October 2, 2024 Meeting

It was requested to add the Legal Requirements to the section on Recruitment as well as verbiage on Social Media platforms being utilized for recruitment.

M/S/C (A. Quiles/B. Gatus) To approve the minutes as corrected.

V. Action Items

A. Special Contract Language II.D

1. Development of a Recruitment Plan

Vetting Process:

The team then discussed the special contracts language and the recruitment plan. Evelyn presented a draft of the recruitment plan, which was based on information from the board manual and previous discussions. The plan included details on the application process, recruitment strategies, interview process, and conflict of interest. The team agreed to review and provide input on the draft. Brian suggested adding a question about availability to the recruitment plan to help interested board members weigh their commitments.

The committee discussed the draft of the onboarding plan for board members. They agreed to finalize the draft by the 13th, the day of the board meeting, and present it to the board for approval. Sharmila asked about the deadline and the workflow, and Evelyn clarified that the document would be presented as a proposed draft to the board

They agreed to add more detail to the application process, including the potential time commitment for board members and the number of committee meetings they

might attend. They also decided to include a link to their website and attachments with reference tools and information.

Interview & Timeline:

The committee discussed the timeline for interviews and the recruitment process. They agreed to specify a timeline for applicants who apply by December 15th, with confirmation of receipt within 10 working days. They also discussed the process for applicants who apply early in the year, with the possibility of keeping their applications on file for future consideration. The committee considered the need for flexibility in the recruitment process, particularly when meeting board composition needs or vacant seats. They agreed to include an open-ended process for the nominating committee in the plan. The committee also discussed the possibility of starting the recruitment process earlier than October to collect more applications. The plan will be reviewed and audited to ensure compliance with the outlined process. They also considered the inclusion of a mentorship program for new board members and the assignment of initial committees. The team agreed to include a section on committee assignments based on expertise, and to review the current board manual for relevant information.

The onboarding plan will be sent to the committee along with other inputs received. The team also discussed the need to align the onboarding plan with the recommendations from DDS.

VI. Committee Business

A. Board and VAC Recruitment Posting Update

Evelyn discussed the current recruitment postings, which are posted weekly on Facebook, Instagram, and Twitter. She mentioned that there have been 88 clicks on the nomination form and two additional applicants have been received.

VII. Closed Session

A. Review of Applicants

It was determined that the applicants would need to be reviewed in open session and therefore, the committee did not go into closed session. Evelyn introduced the topic of reviewing applicants, with the committee members being asked to refer to them as applicant one, two, and three. The committee then discussed how to proceed with the review process, with Sharmila offering to lead the conversation.

Alex shared his experience with applicant one, noting their knowledge of the North LA system but also their preference for self-determination over traditional services. The conversation ended with Sharmila facilitating the discussion on applicant one.

The Committee members discussed the potential candidates for a board position. They considered the candidates' experience, background, and suitability for the role. The discussion centered around two main candidates, with one being a parent of a consumer and having board experience, and the other having 25 years of experience across various fields. The committee also discussed the need for legal representation on the board and the importance of ethnic composition.

The team agreed to wait until their next meeting on January 2nd to decide on scheduling interviews with the candidates with the aim of expanding the pool of applicants and giving themselves more time to review all applications. The deadline for applications was set as December 15th.

VIII. Review of Meeting Action Items

- Update the minutes with the necessary changes discussed. – Board Support
- Email the nominating committee the recruitment plan and onboarding plan for review, with edits due by noon on Friday. – Board Support
- add the recruitment and onboarding plans to SharePoint and notify the committee when uploaded. – Board Support
- Update applicant 3's resume in SharePoint and send a reminder to the committee. – Board Support
- Finalize the draft recruitment and onboarding plans by Friday for submission to legal counsel. – Evelyn McOmie
- Review and provide feedback on the recruitment and onboarding plans. – Committee Members
- Add the recruitment plan to the board meeting agenda for approval. – Board Support
- Add discussion of adding a Mentor position to the nominating committee to the next meeting's agenda. – Board Support
- Draft an email to the trustee who referred applicant 2 for additional input. – Sharmila Brunjes
- Review all applicants again at the January 2nd meeting after the December 15th application deadline. – Committee Members

IX. Board Meeting Agenda Items

- NLACRC Board Member Recruitment Plan

VIII. Announcements / Information

A. Next Meeting: Thursday, January 2, 2025 at 5:30

IX. Adjournment

Curtis Wang adjourned the meeting at 7:45 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.*



New Board Member Onboarding Plan

Purpose of the Plan:

To establish a transparent process for onboarding new Board members to the North Los Angeles County Regional Center (NLACRC) Board of Trustees.

Goal:

To welcome new Board members and orient them with the function of NLACRC, its mission and vision, who NLACRC serves and the services it provides. Also to introduce new members to the roles and responsibilities of Board, training expectations and regulations and statutes that govern what Board members are both required and prohibited from doing as part of their fiduciary responsibilities to the Corporation.

Board Orientation:

Board members must attend a Board Orientation at the beginning of the fiscal year. And new board member upon onboarding will attend with in the first quarter.

At the Board Orientation, new Board members will:

- Receive an overview of NLACRC
- Receive Board Manual
- Review Board Training Plan / Schedule
- Review expectations, roles and responsibilities
- Receive an overview of the Board of Trustees Commitment Statement
- Be assigned a Mentor
- Receive an overview of Board of Trustees Committees
 - New Board member Committee assignment recommendations and requests
- Complete all required forms to serve as a Board member
- Be encouraged to view the State's 15 minutes animated video on Board Member Orientation (available in English, Spanish and ASL)
https://youtu.be/kPeF9Ghg1_s?si=tLQYKQVF17h2zmYN

Overview of NLACRC:

- Function of NLACRC
- History of the Regional Center system and the Lanterman Act
- Mission, vision and values of NLACRC
- Who NLACRC serves and their location—Early Start and Lanterman Act clients in the San Fernando, Santa Clarita and Antelope Valleys
- Services NLACRC provides—Service Coordination, Clinical Services and Community Services
- The organizational structure of NLACRC and its departments

Board Manual: Provide New Members a Board Manual containing substantial material about NLACRC and its operations, including, but not limited to the following:

- NLACRC Organizational Chart
- Most Recently Approved Board Bylaws
- Board Committee List
- Board Composition
- Board Member Responsibilities, including Board Responsibility/Commitment Statement
- Policy Statement for Each of the Five Board Officers and the Association of Regional Center Agencies (ARCA) Delegate, ARCA Alternate, and Self-Determination Program Local Volunteer Advisory Committee (SDP LVAC) Liaison
- Board of Trustees Policies
- Board of Trustees Code of Conduct/ Civility Code
- Consent to Use Electronic Transmission Form
- Committee, Schedules
- Boardmanship Manual (State Council on Developmental Disabilities (SCDD))
- NLACRC Service Standards
- Lanterman Act (Instructions to Access Electronic Copy)
- History of the Regional Center
- Information about ARCA

Board Training Plan / Schedule:

Inform Board members of the following regarding Board trainings/schedule:

1. That they must complete annual trainings on various topics, including, but not limited to, all of the following:
 - An overview of the Contract between NLACRC and DDS.
 - Board roles and responsibilities under the Lanterman Act.
 - Board Code of Conduct /Civility Policy.
 - State and federal laws applicable to operating a non-profit corporation.
 - Maintaining appropriate boundaries between the role of the Board and the role of regional center staff.
 - Best Practices related to Board Governance, including but not limited to, the Executive Director's roles and responsibilities and the Board's role in providing goals for and oversight of the Executive Director, the composition and purpose of each Board committee, distinctions between open and closed meetings, a code of ethics, conflict of interest requirements, community relations, and fiscal oversight and accountability by a Board of Directors.

- Issues of linguistic and cultural competency.
2. That the current training plan under the Special Contract Language with the Department of Developmental Services (DDS) requires training on the following topics (subject to change or augmentation by DDS):
 - An overview of the Contract, including the Special Contract Language, between NLACRC and DDS.
 - Board Governance, including, but not limited to, the new Board Governance Policy, the new Board Code of Conduct or Civility Policy, and Best practices related to Board Governance.
 - State and federal laws applicable to operating a non-profit corporation.
 - Board Roles and Responsibilities under the Lanterman Act and Corporations Code, including the Board Roles and Responsibilities Policy and the Board/Executive Director Relationship Policy.
 - Other Revised/New Board Policies (Training Policy; Board Member Recruitment, Application and Selection Policy; Contract Policy)
 - Whistleblower Complaints, including the revised Whistleblower Policy and new Anti-Retaliation Policy
 - Conflicts of Interest, including the revised Conflicts of Interest Policy.
 3. That they must attend each Board training or make-up session and that failure to do so (without reasonable cause) will compromise their standing on the Board.
 4. That DDS must review and approve the method by which training and support are provided to the Board members to ensure maximum understanding and participation by Board members.
 5. That NLACRC must post information on its internet website regarding the training and support it provides to its Board members and an attendance record for each training or make-up session.

Expectations, Roles and Responsibilities:

Inform Board members of, and familiarize them with, the following expectations, roles and responsibilities of the Board as a whole:

- To adhere to the Bylaws of the Corporation as well as State and Federal statutes under which they operate as a 501C3 entity.
- Under California law, Board Members have 4 duties: (1) duty of care; (2) the duty of inquiry; (3) the duty of loyalty; (4) the duty to follow investment standards
- Within its legal purview, to make policy for the overall, high level operation of NLACRC

based on recommendations from Board committees and NLACRC's Executive Director.

- To select, support, monitor, evaluate and adequately compensate the Executive Director.
- To select, review adherence to board member requirements , and train Board .
- To elect officers (i.e., a President, First Vice President, Second Vice President, Treasurer, Secretary, and ARCA Delegate), from among Board members to provide leadership and ensure Board members are informed and active in meetings and work effectively.
- To ensure the mission, vision and values of NLACRC are implemented and accomplished.
- To approve and monitor board policies and strategic plan.
- To approve the budget for and ensure financial solvency of NLACRC.
- To review and approve contracts for which Board approval is required under the law.
- To be a good ambassador of NLACRC in the community.
- To annually review Board Bylaws and policies and eliminate or modify existing policies and/or create new Policies when necessary.

Inform Board members of, and familiarize them with, their individual roles and responsibilities, including, but not limited to, the following:

- To devote time to learn how NLACRC functions (i.e., its uniqueness, strengths, needs and place in society).
- To prepare for, regularly attend (either virtual or in-person), and actively participate in meetings of the Board and committees (joining of at least one committee is required).
- To attend the next offered board orientation for all newly seated board members.
- To participate in Board-coordinated trainings and the annual Board retreat.
- To participate in a board organized visit of at least one disability community organization, service provider program/event, or legislator/legislative event in order that Board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service. (e.g., transportation).
- To accept and abide by the legal, moral and fiscal responsibilities of the Board as specified by the institutional charter, Bylaws, and state statutes and regulations, including, but not limited to, Conflicts of Interest laws, regulations and Board Policy and the Board's Code of Conduct Policy.
- To be made aware of and understand the purpose, value and limitations of "directors and officers insurance."
- To refrain from asking for any special favors or consideration from NLACRC staff due to one's position as a Board member.
- To vote according to one's individual convictions; to challenge the judgment of others when necessary, yet understand and agree to be bound by the legal requirement to accept and support the majority decision of the Board and work with colleague Board members in the spirit of cooperation.
- To maintain the confidential nature of Board deliberations.
- To avoid acting as spokesperson for the Board & NLACRC unless specifically authorized

to do so.

- To refrain from actions and involvement that might prove embarrassing to NLACRC and to resign if such actions or involvement develops.
- To understand the role of the Board as a policy-making body and to avoid participating in administration and implementation of policy.
- To respect the separate roles and responsibilities of the Board on the one hand, and the Executive Director and NLACRC staff on the other, and to respect those boundaries.
- To respect the separate roles often held by Board members of being themselves served or family of people served by NLACRC on one hand, and as members of the governing body of the entity.

Board of Directors Commitment Statement:

Explain Commitment Statement and its purpose to new Board members:

- A Promise made by an incoming Board member when agreeing to serve on a non-profit Board that they understand and will agree to abide by the laws governing 501©3 Governance, as well as meet Board expectations, roles and responsibilities.
- Outlines expectations, roles and responsibilities, including, but not limited to, attendance at meetings, and reviewing and understanding NLACRC's Bylaws and Board Manual.

Have new Board members sign Commitment Statement at orientation.

Mentors:

- Explain to new members what a Mentor is.
 - An experienced member of the Board who helps newer members learn more about their role. A Mentor leads by example and is a model for a new member. Mentors meet with new members to review Board and meeting information. Mentors guide new members to ensure they are welcomed as valued participants.
- Board President assigns Mentors to new members.
- *Before Meeting:* Mentor meets with assigned new member to review meeting packets and information in preparation for Board and committee meetings. They discuss how Board meetings operate, how the member plans to participate in the meeting, what questions to ask and what he or she wants to share. A NLACRC Executive staff member also provides explanations and adapts meeting materials by modifying a document and/or using easy-to-understand language.
- *During Meeting:* Mentor sits with the new member and supports the member with asking questions and expressing opinions, and following proper meeting protocol.
- *After Meeting:* Mentor and new Board member review Board and committee discussions and Board actions. They may also plan how to carry out assignments and

schedule preparation meetings.

Board of Trustees Committees:

Inform new Board members about each of the eight (8) Board committees, including, but not limited to:

- The duties of each committee
- The powers of each committee
- The composition of each committee
- The term of members of each committee
- How Board members are selected for/appointed to committees
- How the Chairpersons are selected for committees
- The limitations on committees

Ascertain which committee(s) new members may be interested in joining so they can be assigned.

If the Board member chairing a committee is an individual served by NLACRC, and should that person so request, NLACRC will provide Board support to assist with committee meeting preparation to ensure that meeting materials are adapted as needed.

Required Forms:

- Review and complete all required forms to serve as a Board member.
 - Code of Conduct
 - Conflict of Interest (completed within 30 days of election/designation, annually, and upon any change of status)
 - Confidential Information Memo
 - Board Responsibility / Commitment Statement
 - Use of Electronic Transmissions