North Los Angeles County Regional Center

Nominating Committee Meeting Minutes
August 1, 2018

Present: Manuel Alfaro, Adelina Castellanos, Jessica Gould, Pat Grayson-DeJong, Lillian Martinez, and Curtis Wang – Committee Members
Jennifer Kaiser and George Stevens – Staff Members

Absent: All present

I. Call to Order

George called the meeting to order at 6:05 p.m.

II. Consent Items

A. Approval of Agenda

Item III.K. was added to the agenda.

M/S/C (C. Wang/P. Grayson-DeJong) To approve the agenda as modified.

B. Approval of Minutes of April 4th Conference Call

M/S/C (C. Wang/A. Castellanos) To approve the minutes as presented.

III. Committee Business

A. Annual Committee Orientation

1. Policies & Procedures (changes needed)
2. Board Recruitment Guiding Principles
3. Board Internship Policy
4. Board Audit Section (changes needed)

These documents were provided to the committee and George reviewed the information with them to make sure the committee members understood the purpose of this committee and their roles as a member. The main purpose of this committee is to identify qualified candidates to serve on the Board of Trustees and Vendor Advisory Committee. Although the Lanterman Act requires regional center boards to “reflect” the composition of their communities, the
only hard numbers are that 50% of the board must be parents or family members and 25% must be primary consumers.

As this committee will no longer be responsible for recruiting members to serve on the Consumer Advisory Committee, references to that committee have been omitted from the Nominating Committee policies and procedures and board audit section.

**Action:** To present the proposed changes to the Nominating Committee policies/procedures and board audit section for their review and approval.

B. **Elect a Committee Chair**

**M/S/C** (L. Martinez/M. Alfaro) To elect Pat Grayson-DeJong to serve as committee chair for this fiscal year.

C. **Review Approved Critical Calendar**

Copies of the committee’s approved critical calendar for this fiscal year were provided. The calendar lists the critical actions that need to be taken by the committee each month; these actions will be added to the monthly committee meeting agendas to make sure the committee stays on track with its regular activities.

D. **Sign Confidentiality Statements**

Nominating Committee members will be reviewing applications and resumes of many different applicants. This information is to be kept strictly confidential. The committee members were asked to sign confidentiality statements before receiving their notebooks. It states that the Nominating Committee member agrees not to reveal any of the discussion and/or deliberations about any of the candidates.

E. **Review Notebooks**

Each committee member was provided with a copy of their committee notebook. These notebooks contain:

1. A list of board composition requirements based upon the number of board members.
2. A list of the committee members (each member serves a 2-year term).
3. The Nominating Committee policies and procedures, recruitment guiding principles, and internship policy.
4. The members and terms for the board and VAC.
5. The current composition charts for the board and VAC.
6. Interview questions for board and VAC applicants.

The Nominating Committee will have 2 vacancies on the board and 3 vacancies on the VAC to fill. Once we begin receiving applications, Jennifer will copy them and insert them into the committee members’ notebooks.

Per the board composition requirements, the 2 positions should be filled by a consumer and a non-consumer. Also, it would be preferable if one was Hispanic and the other was from the Antelope Valley.

**Action:** George will have the composition chart (referred to in E.1. above) to reflect the current composition of the board.

**F. Review Board and VAC Solicitation Notices**

Copies of the draft recruitment notices were provided and reviewed. The recruitment process begins in early September and ends on December 15th.

**Action:** The board solicitation notice will include the need for applicants who are consumers and Antelope Valley residents. The VAC notice was approved as presented.

**G. Review Committee’s Action Log from FY 2017-18**

Copies of the committee’s action log were provided. It includes all of the actions that were taken by this committee last fiscal year. It gives the committee the opportunity to see all of the actions that were taken by the previous committee.

**H. Last Year’s Committee Recommendations:** “Board recruitment activity should be consistent with the number of open positions to fill.”

**M/S/C** (M. Alfaro/L. Martinez) The committee will do a targeted recruitment for board applicants who are Hispanic/Latino, consumers, and Antelope Valley residents.

**I. Plan Educational Sessions for Potential Board Applicants?**
Educational sessions are held for potential board applicants when there are a lot of vacancies to fill. As there are only 2 vacancies that will need to be filled, the committee will not plan educational sessions this recruitment cycle.

J. **Start Time for Committee Meetings**

Nominating Committee meetings generally start at 5:30 p.m. However, last year’s Nominating Committee changed their start time to 6:30 p.m. because 2 of the members had to drive long distances in order to get here. Does the committee want to move the meeting back to the 5:30 p.m. start time? Yes.

**Action:** The committee will ask the board to approve changing the start time of the Nominating Committee meetings from 6:30 p.m. to 5:30 p.m.

K. **Board Composition**

Each year, the Department of Developmental Services (DDS) asks the regional centers to complete a board composition survey to see if they are meeting the required criteria. In the past, DDS has had an issue with NLACRC’s board composition because it did not include enough Hispanic board members. The center has worked very hard to do outreach to try and attract more Hispanic applicants. Copies of the center’s completed board composition survey were provided to the committee for their information. Although we have made great progress in recruiting more Hispanic members, we are still about 1 Hispanic member short.

IV. **Board Meeting Agenda Items**

The following items were identified for the committee’s section of the August 15th board meeting agenda:

A. Minutes of August 1st Meeting  
B. Board & VAC Solicitation Notices  
C. Presentation of Changes to Committee Policies & Procedures  
D. Presentation of Changes to Committee Board Audit Section  
E. Approval of Change to Committee Meeting Start Time

V. **Announcements / Information**

A. **Next Meeting:** Wednesday, January 2, 2019
The committee will be provided with interview training at the January 2nd meeting.

VI. Adjournment

Pat adjourned the meeting at 6:51 p.m.

Submitted by,

Jennifer Kaiser
Jennifer Kaiser
Executive Assistant

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