North Los Angeles County Regional Center

**Nominating Committee Meeting Minutes**

January 2, 2019

**Present:** Manuel Alfaro, Pat Grayson-DeJong, Lillian Martinez, and Curtis Wang – Committee Members
Bob Erio – VAC Representative
Jennifer Kaiser and George Stevens – Staff Members

**Absent:** Adelina Castellanos

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I. **Call to Order**

Pat Grayson-DeJong, chair, called the meeting to order at 5:35 p.m. and welcomed Bob Erio, the new Vendor Advisory Committee representative to this committee!

II. **Consent Items**

A. **Approval of Agenda**

M/S/C (L. Martinez/C. Wang) To approve the agenda as presented.

B. **Approval of Minutes of August 1, 2018 Meeting**

M/S/C (C. Wang/L. Martinez) To approve the minutes as presented.

III. **Committee Business**

A. **Interview Training** (Michele Marra)

Michele provided the committee with their annual interview training, which included the following points:

1. Make applicants feel comfortable during the interview process.
2. Find out what skills and experiences they could bring.
3. We want the best qualified individuals but also need to keep in mind Board/VAC composition needs.

The committee was also provided with proposed interview questions and corresponding rating sheets.
B. Review Committee Notebooks and Applications Submitted

The committee members reviewed their individual notebooks which contained:

1. Members and terms sheets for the Board and VAC
2. Current Board/VAC composition charts
3. Board/VAC Applicant status sheets
4. Copies of the applications received

There are currently 3 open board positions to fill and 4 open VAC positions to fill. The committee took time to review each application and the composition needs of the Board and VAC. The Board is required to have 25% consumers and 50% family members of consumers on the board. According to the Lantermann Act, the board should “reflect” the board’s community; we base the numbers on the composition of the consumers we serve. However, the committee should always select the candidates they think are best. Although we recruited hard to encourage Hispanic/Latino applicants, only 1 such person applied. George explained that the board intern positions can be used for a candidate who looks like they have potential, but need more experience. Board interns become non-voting members of the board.

C. Identify Board Applicants to be Interviewed and on what date

The committee decided they would interview all of the board applicants on the evenings of Tuesday, February 5th, and Wednesday, February 6th. The interviews will be scheduled every 20 minutes starting at 5:30 p.m. The meetings will begin early at 5:00 p.m.

D. Identify VAC Applicants to be Interviewed and on what date

The committee will interview all of the VAC applicants on the evenings of Tuesday, March 5th, and Wednesday, March 6th. The interviews will be scheduled every 20 minutes starting at 5:30 p.m. The meetings will begin early at 5:00 p.m.

IV. Board Meeting Agenda Items

The following items were identified for the committee’s section of the January 9th board meeting agenda:

A. Minutes of January 2nd Meeting
B. Status of Board & VAC Recruitment  
C. Interest in Serving as a Board Officer in FY 2019-20

V. Announcements / Information

A. Next Meetings

1. Tuesday, February 5th, at 5:00 p.m. (Board applicant interviews)  
2. Wednesday, February 6th, at 5:00 p.m. (Board applicant interviews)  
3. Tuesday, March 5th, at 5:00 p.m. (VAC applicant interviews)  
4. Wednesday, March 6th, at 5:00 p.m. (VAC applicant interviews)

VI. Adjournment

Pat adjourned the meeting at 6:38 p.m.

Submitted by,

Jennifer Kaiser
Jennifer Kaiser  
Executive Assistant

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