

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes
August 7, 2019

Present: Manuel Alfaro, Melissa Ferman, Angelina Martinez, Lillian Martinez, and Curtis Wang – Committee Members
Catherine Carpenter – VAC Representative
Ruth Janka and Jennifer Kaiser – Staff Members

Absent: All present

I. Call to Order

Ruth Janka called the meeting to order at 5:48 p.m.

II. Consent Items

A. Approval of Agenda

A new item III.E. was added to the agenda.

M/S/C (M. Alfaro/M. Ferman) To approve the agenda as modified.

B. Approval of Minutes of April 3rd Conference Call

M/S/C (M. Alfaro/M. Ferman) To approve the minutes as presented.

III. Committee Business

A. Annual Committee Orientation

1. Policies & Procedures
2. Board Recruitment Guiding Principles
3. Board Internship Policy
4. Board Audit Section
5. Critical Calendar

Ruth reviewed the documents with the committee so they understood the committee's purpose and their role as a member.

B. Elect a Committee Chair

M/S/C (L. Martinez/A. Martinez) To elect Curtis Wang to serve as Nominating Committee chair this fiscal year.

C. 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.

D. Board Resignations

1. Adelina Castellanos
2. Meagan Miller
3. Elizabeth Pineda

E. 1st Vice President Position

Meagan Miller was serving as our 1st vice president and she resigned from the board so we need a new 1st vice president for the board.

Action: Curtis will ask for volunteers to serve as 1st vice president at next week's board meeting.

F. 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.
7. Complete board applications

There are currently 7 open positions on the board that need to be filled. Per the board composition requirements, the 7 open board positions should be filled by 5 Hispanic/Latino applicants, 1 consumer applicant, and 1 other. There will be 4 VAC vacancies to fill later in the fiscal year.

Action: Jennifer will send Hispanic/Latino recruitment postcards to each member of the Nominating Committee to help with recruitment efforts.

Action: Jennifer will send Hispanic/Latino recruitment postcards to the LA Care building in Pacoima.

G. Review Solicitation Notices

As the center just mailed out the new board recruitment postcard and we are getting a good response from it, a board solicitation notice will not be necessary. The draft VAC recruitment notice was reviewed and approved as presented.

H. Discuss Meeting/Interview Schedule

Action: The committee scheduled their next meeting at 5:30 p.m. on Wednesday, October 2nd.

I. Review Committee's Action Log from Last Fiscal Year

Information on all of the actions taken by this committee last fiscal year was provided to the committee for their information.

J. Last Year's Committee Recommendation

Last year's Nominating Committee's recommendation to this year's committee was to continue to recruit for Hispanic/Latino board members, which the committee is committed to doing.

IV. Board Meeting Agenda Items

The following items were identified for the committee's section of the August 14th board meeting agenda:

- A. Minutes of August 7th Meeting
- B. VAC Member Solicitation Notice
- C. Status of Board Recruitment
- D. Volunteer(s) to Serve as the Board's 1st Vice President

V. Announcements / Information

A. Next Meeting: Wednesday, October 2nd, at 5:30 p.m.

VI. Adjournment

Curtis adjourned the meeting at 7:10 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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