

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes

August 21, 2023

Present: Ana Quiles, Lillian Martinez, Suad Bisogno, David Coe, Sharmila Brunjes – **Committee Members**

Monike Paz, Lilliana Windover – **Staff Members**

Minutes Services - **Guests**

Absent:

I. Call to Order

Lillian Martinez called the meeting to order at 6:00 pm

II. Consent Items

- A. Approval of Agenda
M/S/C (L. Martinez/D. Coe) To approve the agenda as presented
- B. Approval of Redacted Minutes of the April 17th Meeting
M/S/C (A. Quiles/S. Bisogno) To approve the minutes as presented
- C. Approval of Minutes of the August 16th Meeting- *deferred*

III. Committee Business

Prepare for Board and VAC Applicant Interviews - Lillian Martinez
The Committee reviewed interview responsibilities in preparation for the applicant interviews.

A. Conduct Board and VAC Interviews

The Committee broke out into a separate session to conduct interviews at 5:36 pm. As they arrived, applicants were instructed to enter the session and log off upon completion of the interview.

- 1. TBD – Applicant 1 (Board Intern)
- 2. 6:40 pm - Applicant 2 (Board)
- 3. 7:10 pm - Applicant 3 (Board)
- 4. 7:00 pm - Applicant 4 (Board)

Interviews were completed at 7:56 pm.

The Committee requested a revision of the Interview Questionnaire and Ratings Sheet to include the answer sections split up under their respective questions to streamline the form to be one page per candidate. Lilliana Windover will make the adjustments and present the revised document at the October Committee Meeting. The Committee will submit their rating sheets as soon as possible.

M/S/C (A. Quiles/S. Bisogno) To approve Applicant 2 and Applicant 3 to the Board for Nomination

Board Support will notify all of the applicants of the decision within five days via letter.

NLA's legal team will work with Ruth Janka to request a draft of a letter to waive Applicant 1's application at this time per the Committee.

There is a need to streamline the process for Nominating and how candidates and Board Support facilitate communication with candidates and to outline guidance for confidentiality within the Nominating process. The Committee agreed that there is a need for this guidance. It will coordinate with Ruth Janka and the NLA legal team to draft a framework to be reviewed by the Committee either via email or at the October Committee Meeting.

VI. Board Meeting Agenda Items

- A. Redacted Minutes of April 17th Meeting
- B. Redacted Minutes of August 15th Meeting
- C. Redacted Minutes of August 21st Meeting

VI. Announcements / Information

- A. Next Meeting: Wednesday, October 4th at 5:30 p.m.

VII. Adjournment

Lillian Martinez adjourned the meeting at 8:18 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.*