

North Los Angeles County Regional Center
Nominating Committee Redacted Meeting Minutes

March 6, 2023

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

Liz Chavez, Lilliana Windover, Clarence Foster – **Staff Members**

Jasmine Barrios -Minutes Services - **Guests**

Absent: Jennifer Koster

I. Call to Order

Lillian Martinez called the meeting to order at 5:35 pm.

II. Consent Items

A. Approval of Agenda

M/S/C (A. Quiles/S. Bisogno) To approve the Agenda as presented

B. Approval of Minutes & Redacted Minutes of the November 14th Meeting

M/S/C (A. Quiles/S. Bisogno) To approve the Minutes as presented

III. Committee Business

A. Interview Training - Clarence Foster

1. Interview questions and applicant rating sheets

Clarence reviewed the interview questions and applicant ratings as presented in the packet. There are both Interview Questions and a Qualifications Appraisal Rating Sheet for Board of Trustees applicants and for Vendor Advisory Committee applicants.

The categories for all questions include:

- Personal Questions - personal experiences with the community, reason for interest
- Professional/Board Experience - current or previous jobs or other Board service, understanding Robert's Rules of Order
- Communication/interpersonal Relationships - the ability to communicate effectively
- Commitment - committed to attending and participating in monthly meetings
- Work Management - the ability to manage time, reviewing materials before meetings

Clarence shared that each question should be read slowly and clearly, with time given to the candidate to reply. Regarding responses, the STAR method is used by NLA to best gauge responses. STAR stands for situation, task, action, and result, in which the candidate fully details a response from beginning to end.

The appraisal sheet is a rubric for the interviewer to rate the candidate in each category based on the responses to the questions. The higher the total, the more qualified the candidate is for the role.

B. Board Member Application Review

1. Review Board and Vendor Advisory Committee Composition

Lillian reviewed this document as presented in the packet. The Committee determines the need for the NLA Board Composition to be included in the Nominating Committee Packet. It was explained that NLA's internal composition documents are helpful but do not match the DDS Board Composition data, as it has not been updated in over two years. Ana suggested that NLA include an additional column to the NLA Composition document to represent DDS composition data. Liz will edit the document to include the DDS Data column in the NLA Board Composition document.

M/S/C (D. Coe/A. Quiles) To approve the inclusion of the revised NLA Board Composition document to the Nominating Committee packet.

2. Review Board and Vendor Advisory Applications, including COIs

i. Board Applications

Current recruitment composition needs to include one consumer and one African American individual. Therefore, the Committee decided to re-open the position to continue to recruit needed members. After discussing the applicants, the Committee determined to contact four applicants for an interview.

The Committee decided to table the determination on the desired number of Board Members until the interviews have been completed.

ii. VAC Applications

Current recruitment composition needs include Residential, Family Home Agency, and Transportation. After discussion of the applicants, the Committee determined to reach out to all seven applicants for an interview.

The Committee decided to table the determination on the desired number of VAC members until the interviews have been completed.

3. Select Applicants for Interviews

M/S/C (S. Bisogno/L. Martinez) To approve applicant one, applicant two, applicant three, and applicant four to move forward to the Board of Trustees interview phase of the Nominating process.

Liz Chavez will notify each applicant to make them aware of the determination and schedule the interview dates/times for the approved candidates.

M/S/C (D. Coe/S. Bisogno) To approve applicant one, applicant two, and applicant three, applicant four, applicant five, applicant six, and applicant seven to move forward to the Vendor Advisory Committee interview phase of the Nominating process.

Liz Chavez will notify each applicant to make them aware of the determination and schedule the interview dates/times for the approved candidates.

4. Identify Interview Dates/Times – March 2023

After discussion, the following dates were determined to conduct interviews for the Board of Trustees and VAC applicants approved for interviews:

- March 16, 2023, at 5:30 pm
- March 22, 2023, at 5:30 pm
- March 24, 2023, at 5:30 pm
- March 30, 2023, at 5:30 pm - this will be an alternate date for scheduling if there is a need

IV. Review of Meeting Action Items

A. Liz Chavez- To schedule approved applicants for interviews on selected dates.

B. Liz Chavez- Open the recruitment for Board/VAC applicants and keep it open for the remainder of the FY, to also advertise recruitment on LinkedIn and NLA website

C. Liz Chavez- To revise the NLA Board Composition form to include DDS Board data and to include it in Committee packets.

VI. Board Meeting Agenda Items

A. Minutes of January 4th Meeting

B. Solicit Board Officer Recommendations and Interest for FY23-24

Liz shared that an email will be sent to current Board Officers to determine their interest in continuing to serve in their roles. In addition, emails will be sent to the Board for recommendations or nominations for a Slate of Officers. David Coe shared that he would not like to continue his Treasurer role but is interested in the VP Officer role. Lillian Martinez decided to continue her role as Secretary.

VI. Announcements / Information

A. Next Meeting: March 16, 2023, at 5:30 pm

B. Committee Attendance

VII. Adjournment

Lillian adjourned the meeting at 6:21 pm.

Submitted by:

(*) *Lizeth Chavez*

Executive Administrative Assistant

() The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*