

North Los Angeles County Regional Center
Nominating Committee Redacted Meeting Minutes

November 14, 2022

Present: Ana Quiles, Lillian Martinez, Suad Bisogno, David Coe– **Committee Members**
Lizeth Chavez, Lilliana Windover – **Staff Members**
Jasmine Barrios -Minutes Services - **Guest**

Absent: Jennifer Koster

I. Call to Order

Lillian Martinez called the meeting to order at 5:30 pm.

II. Consent Items

A. Approval of Agenda

Under Committee Business, Item A1: Review DDS Composition Survey, Item A2: Solicit Interest for Areas not Met, Item A7: Thank- You Letter and Item A8: Membership Consideration Presented to Board, were all added to the agenda.

M/S/C (A. Quiles/D. Coe) To approve the Agenda as Revised

B. Approval of Minutes and Redacted Minutes of the October 5th Meeting

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

III. Committee Business

A. Board of Trustees Membership Process

1. Review DDS Composition Survey

Liz reviewed the updated DDS Board Composition Survey breakdown. Board Members #1 and Board Members #2 have both resigned from the Board, Board Members #3 will not be seeking re-nomination to the Board in June. Based on these instances, an individual-served will be the only composition need for FY2023-24.

Suad knows a consumer who may be interested, Liz directed interested party to submit an application for consideration. Liz stated that there are no current applications submitted.

2. Solicit Interest for Areas not Met

i. Recruitment Notice and Solicitation Process

Liz shared that this Notice has been shared on the NLA homepage and will be featured weekly in News You Can Use.

The creation of a recruitment video, featuring a Board Member, that was discussed in a previous meeting, has been temporarily put on hold. Liz was working with Robert Dhondrup on this project, prior to his departure from NLA. She will be reviewing this information with Ruth Janka to determine next steps. David Coe agreed to be featured in the video and Liz will reach out to him once more information is available.

Other methods of recruitment include: flyers, social media, and the newspaper. Suad suggested NLA share recruitment information on LinkedIn.

3. Receive and Review Applications

Liz reviewed the application as presented in the packet. Once the application deadline passes, applications are sent to the Nominating Committee for Interview selections. Lillian suggested a list of current NLA Vendors be provided to parties interested in the VAC. It was noted that the list of vendors would be too exhaustive to list on the application. However, applicants will be screened to ensure that there are no Conflicts of Interest. It was noted that all application documents are provided on a fillable PDF.

4. Compile Board and VAC Applications for Consideration Spreadsheet

This spreadsheet was revised to include new categories based on DDS Composition. The spreadsheet is made available to the Nominating Committee each January for consideration.

5. Conduct Interviews

The Nominating Committee conducts interviews with applicants and makes the determination to decline the applicant, or to send the applicant's information for approval from the Board of Trustees.

6. Thank You - Interest Letter Provided

- i. If accepted, Self-Introduction Form for Board and Boardmanship Manual provided

The Self-Introduction would help the Board Members make a determination on approval, as they do not have interviews with the applicants. Ana suggested a template for the self-introduction to include the applicants' name, basic demographics, but most importantly, their reasoning for wanting to join the NLA Board.

There were no changes to the Boardmanship Manual from what was last approved by the Committee

7. Membership consideration presented to Board for vote

The Board will review the applicants' self-introduction form and vote at the Board Meeting to approve the new slate of candidates.

8. Welcome Letter

A welcome letter will be sent to all new Board Members with pertinent contact information. This was reviewed as presented in the packet.

9. New Board Member Orientation

- i. New Member Orientation Binder
- ii. Boardsmanship Manual

These items were reviewed as presented in the packet. There have been no revisions to these documents other than staffing updates.

10. Committee Assignment

Current practice is for the Board President to assign new Board Members to join a committee based on interest and availability. This is commonly either the Consumer Services Committee or the Community and Government Relations Committees. David suggested that Committee assignments be more balanced, reflecting a mix of seasoned and new Board Members, varying by expertise, experience, commitment and interest. (Example: a new Board Member who has a career in the financial industry, may be a great benefit to the Administrative Affairs Committee).

The Committee agreed to determine Committee assignments based on interest, skills and how the member can be advantageous to the Committee.

This issue will be revisited at a future Nominating Committee Meeting for further discussion.

M/S/C (A. Quiles/L. Martinez) To add information during the selection of applicants, pertaining to a list and description/goals of each Committee for new members to review and determine their preference. Preferences will be taken into consideration for Committee Assignment by the Nominating Committee. The information will also be sent to current Board Members in 2023.

11. Scheduled Board Trainings

This item was reviewed as presented in the packet. Once the new Board Members go through Committee Orientation, they will attend the listed Board Trainings.

IV. Action Item Review

- A. Get information on support and resources required for the Recruitment video (Liz)
- B. Create a template for Self-Introduction to Board (Liz)
- C. Reach out to the Public Information team for information on LinkedIn (Liz)

V. Board Meeting Agenda Items

The following items were identified for the Committee's section of the next Board Meeting agenda:

- A. Minutes of the November 14th Meeting

VI. Announcements / Information

- A. Next Meeting: January 4th, 2023 at 5:30 pm.

It was noted that David Coe's absence at the Nominating Committee will stand due to the fact that the Committee had an agenda meeting that was decided on by the Committee prior to the date. Any meeting scheduled and agreed upon by a quorum of the Committee will have an Agenda and will count for attendance record.

VII. Adjournment

Lillian Martinez, Committee Chair adjourned the meeting at 6:16 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.*