

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes

March 6, 2024

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

Kimberly Visokey, Evelyn McOmie, Parita Burmee– **Staff Members**

Jasmine Barrios - Minutes Services, Andrew McElhinney, 5 applicants who were interviewed at their appointed time - **Guests**

Absent:

I. Call to Order

Lillian Martinez called the meeting to order at 5:31 pm

II. Public Input

None

III. Consent Items

A. Approval of Agenda

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

After the vote, revisions were made to the agenda to include Item E. additional interview of Applicant #5 under Section VIII: Closed Session.

M/S/C (D. Coe/L. Martinez) To approve the agenda as revised.

B. Approval of Minutes of the February 7th Meeting

Lillian Martinez requested a revision to include input on page 2 of the Minutes, in which she addressed Sharmila Brunjes' email regarding input for the Committee Alternate Policy.

M/S/C (L. Martinez/A. Quiles) To approve the minutes as revised.

After the vote, there was discussion surrounding the appropriate protocol for motions and Committee votes. Evelyn McOmie will send the Committee a cheat sheet on the proper process.

IV. Committee Business

A. Slate of Officers for FY 24-25 – Lillian Martinez

The Committee discussed the Slate of Officers for the upcoming FY. After discussion, it was determined that the document to reflect the following:

- President – Open
- 1st Vice President – David Coe
- 2nd Vice President- Rocio Sigala
- Secretary – Alma Rodriguez
- Treasurer- Brian Gatus
- ARCA Delegate – Leticia Garcia
- ARCA Alternate – Andrew Ramirez
- CAC Chair – Open
- CAC ARCA Delegate – George Alvarado

B. Committee Chair Alternate Policy Draft Review- Evelyn McOmie

The information was reviewed as presented in the packet.

After discussion, it was determined that Bullet Point #4 would be revised to include “Committee Activities” and, if approved, would be sent to the Board as a recommendation for approval.

A proposal was made to include a stipulation that the selection of a Committee Chair alternate is optional based on the needs of each Committee. After discussion, it was decided to keep the policy as a mandate for all Committees.

M/S/C (A. Quiles/S. Bisogno) To approve the policy, as revised, for submission to the Board for approval.

Kimberly Visokey will email the Committee on March 7th to confirm if the information was submitted in time for the March Board Meeting. It was also confirmed that the policy will become effective at the start of FY24-25.

C. Board Source Self-Evaluation Update - Parita Burmee

Parita reviewed the information as presented in the packet.

Board Members and the Executive Director can take the Board Source Board Self-Assessment. Organization leaders who interact with the board frequently can also be eligible for this evaluation.

The survey would take 30-45 minutes on average, and the project length would be approximately 30 days.

The tool covers board practices and policies in the following areas of Board Responsibility:

- People – Board Composition, Structure, Meetings
- Culture – Leadership, Culture, Dynamics
- Work – Mission, Vision & Strategic Direction, Funding and Public Image, Program Oversight, Financial Oversight, Chief Executive Supervisors and Oversight
- Impact – Perceptions of the Board’s Impact on Organizational Performance

Questions would be related to Board Composition, Recruitment, Orientation, and Social Interactions Outside Board Room, Board Values, Board Behavior, Candid Communication and inclusion in Board Programs and Services.

Results would:

- Identify Gaps – between expected and actual performance
- Develop Shared Understanding – ensure that all Board Members have a shared understanding of the board and executive roles.
- Provide Context – for discussing opportunities to strengthen the Board
- Follow Best Practices- Model accountability and enhance credibility for the organization

The data or the Self-Evaluation would be to educate the Board's governance performance, as rated by the Board Members, not the performance of individual Board Members.

Ana noted that the previous request of the Committee was to have a Self-Evaluation for Board Members to assess their performance as a Board Member.

Ana noted that ARCA Academy had a Self-Evaluation as requested, and Parita mentioned that she would get more information on their evaluation, including pricing.

After further discussion, it was proposed that the Board Source evaluation be recommended to the Board for approval to utilize as a starting point if the price is under \$1000. Parita will reach out to Board Source to confirm pricing.

M/S/C (D. Coe/S. Brunjes) To recommend the Board Source Self-Evaluation proposal to the Board for approval, pending confirmation that the final price will be under \$1000.

V. Review of Committee Action Log Items

- A. Revise the February 7th meeting to include input from Lillian (Board Support)
- B. Send a cheat sheet to Committee members regarding the protocols for making motions and voting on items. (Evelyn McOmie)
- C. Revise the Committee Chair Alternate Policy to include Committee Activities (Evelyn McOmie)
- D. Send an email to the Committee to confirm if the Committee Chair's Alternate Policy was added to the Board Meeting agenda (Board Support)
- E. Confirm the price of the Board Source Evaluation, and if under \$1000, add the item to the next Board Meeting agenda. (Parita Burmee/ Board Support)

VI. Board Meeting Agenda Items

- A. Minutes of the March 6th Meeting

VII. Announcements / Information

- A. Next Meeting: Wednesday, April 3, 2024 at 5:30 pm.
- B. Committee Attendance

VIII. Closed Session

- A. 6:30-6:45 Applicant #1
- B. 6:45-7:00 Applicant #2
- C. 7:15-7:45 Applicant #3
- D. 7:45-8:00 Applicant #4
- E. 8:00-8:30 Applicant #5

M/S/C (A. Quiles/D. Coe) To enter the Closed Session at 6:30 pm

M/S/C (D. Coe/A. Quiles) To exit the Closed Session at 8:30 pm

The Committee will email their Rating Sheets for the interviewed applicants to Board Support.

IX. Adjournment

Lillian Martinez adjourned the meeting at 8:33 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.*

