

North Los Angeles County Regional Center
Nominating Committee Meeting Redacted Minutes

March 2, 2022

Present: Angelina Martinez, Ana Quiles, Caroline Mitchell - **Committee Members**

Bob Erio – **Vendor Advisory Committee Representative**

Liliana Windover, Lizeth Chavez, Ruth Janka – **Staff Members**

Richard Brown, Minute Solutions

Absent: Jeremy Sunderland, Leticia Garcia

I. Call to Order

Angelina Martinez Chair called the meeting to order at 5:49 p.m.

II. Consent Items

A. Approval of Agenda

Approval of the March 2, 2022 Agenda as presented.

M/S/C (C.Mitchell/A.Quiles) To approve the Agenda.

B. Approval of Minutes from the January 5th, 2022 Meeting

M/S/C (C.Mitchell/A.Quiles) To approve the minutes of the January 5th meeting as presented in the packet.

III. Committee Business

A. Nominating Committee Meeting Minutes / Website Posting – Ruth Janka

Ruth indicated the conflict between the need to preserve the confidential information of applicants for Board or VAC positions and adhering to a standing Bylaw requirement that all Committee meeting minutes be posted on the Center's website pursuant to Article 7, Section 3 (c). Ana suggested to have agendas and minutes redacted, referring to the applicants as "applicant 1" etc. so that minutes may be posted per the bylaws. The

Committee considered the option to request that the Bylaws be amended to exempt the Nominating Committee from the requirement to post minutes, as well as the option to post appropriately redacted minutes that would allow the Committee to comply with the standing bylaws. The Committee expressed its preference to post appropriately redacted minutes and agreed that the change in practice be presented to the Board of Trustees.

M/S/C (C.Mitchell/A.Quiles) To Recommend compliance with the standing Bylaws by posting appropriately redacted Nominating Committee minutes on the website.

B. Prepare for Board and VAC Applicant Interviews – Angelina Martinez

The Committee discussed and agreed which interview questions would be asked by each committee member.

C. Conduct Board and VAC Interviews

1. 6:00 p.m. – Applicant 1 (Board)
2. 6:20 p.m. – Applicant 2 (Board) (Absent)
3. 6:40 p.m. – Applicant 3 (Board)
4. 7:00 p.m. – Applicant 4 (VAC)
5. 7:20 p.m. – Applicant 5 (VAC)
6. 7:30 p.m. – Applicant 6 (Board)

The Committee returned to the meeting at 8:17pm. at the conclusion of the interviews. The process to be followed in finalizing its recommended nominees, it was confirmed that Committee recommendations would be finalized during the April 6, 2022 Nominating Committee meeting. The critical calendar calls for the Committee's recommendations to be presented for approval at the May 8, 2022 Board of Trustees meeting. At this this time the Committee did not foresee the need to interview additional candidates. Staff will assist the Committee by collating the applicant information forms for each candidate and present them in the order that the candidates were interviewed.

ACTION: Liz will forward the Committee the applicant information forms for each candidate and present them in the order that the candidates were interviewed.

ACTION: Committee members will submit their qualification appraisal rating sheets to the board support email for collation.

ACTION: Staff will review past practices to confirm that a matrix has been used to compare the qualifications appraisal ratings of candidates interviewed for Board and VAC positions.

D. Discuss Slate of Officers for Next Fiscal Year

The Committee confirmed that volunteers had not yet been found to fill one Board of Trustees position and two ARCA CAC positions. The expectation that the Executive Director would meet with the successfully elected candidates during the onboarding and orientation process was discussed.

IV. Board Meeting Agenda Items

- A. Minutes of the March 2nd Meeting
- B. Nominating Committee Meeting Minutes/Website Posting

V. Announcements / Information / Public Input

- A. Next Meeting: Wednesday, April 6, 2022 at 5:30 p.m.

VI. Adjournment

The meeting was adjourned at 8:32 p.m.

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.*