

North Los Angeles County Regional Center  
**Nominating Committee Meeting Minutes**

January 3, 2024

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

Kimberly Visokey, Cristina Preuss, – **Staff Members**

Sheila King, Hannah Aldeen -Minutes Services - **Guests**

**Absent:**

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I. Call to Order

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

II. Consent Items

A. Approval of Agenda

Lillian Martinez noted that the next meeting is scheduled for February 7, 2023, and that Agenda Item IV.B should say Minutes of November 14th Meeting.

**M/S/C** (A. Quiles/S. Brunjes) To approve the agenda as amended. Motion passed.

B. Approval of Minutes of the November 14, 2023

Lillian Martinez noted that she was not President of the committee, but she was the Chair.

**M/S/C** (A. Quiles/D. Coe) To approve the minutes as amended.

C. Approval of the Redacted Minutes of November 14, 2023

**M/S/C** (A. Quiles/S. Brunjes) To approve the redacted minutes as presented.

III. Committee Business

A. Interview Training

Sheila King led interview training for the Nominating Committee.

Ana Quiles stated they are considering how to evaluate their candidates and requested assistance in reviewing the level of expertise on the Board to establish replacement priorities when Board members leave. Sheila King stated she can review with Parita Burmee in order to assess what each member is an expert in.

Action Item: Discussion on Board Source information from the year prior will be provided to Shiela King.

Ana Quiles stated that the Board Member Evaluation for returning members needs to be prepared in January so it can be approved in February and distributed in March. The goal

would be to review the feedback in May according to the Executive Director Evaluation timeline.

**M/S/C** (A. Quiles/S. Brunjes) To prepare information about the Board Member Evaluation for the February Board meeting.

Action Item: The Nominating Committee will hold a meeting to review the evaluation proposal on January 30, 2023, at 5:30 pm.

**M/S/C** (A. Quiles/D. Coe) To approve the evaluation proposal over email if the committee is unable to meet on January 30<sup>th</sup>.

Sharmila Brunjes asked how they should dispose of the sensitive application documents. It was suggested either shredding the paper at home or at the office.

Action Item: Cristina Preuss and Sheila King will review the destruction procedure for sensitive documents and provide a response to the committee the following week.

Sheila King left the meeting at 6:03 pm.

#### B. Board Member Applicant Review

**M/S/C** (A. Quiles/D. Coe) To move into Closed Session at 6:06 pm.

**M/S/C** (A. Quiles/D. Coe) To return to Open Session at 6:34 pm.

During Closed Session, the committee moved to interview Laura Monge on January 30, 2024.

Action Item: Kimberly Visokey will invite Laura Monge for an interview on January 30, 2024, at 6 pm.

#### C. Board Member Renewal Applicants Review

During Closed Session, the committee moved to request Board approval to develop Committee Chair Alternatives

Ana Quiles requested a committee agenda item be added related to the nominating applicant process and the Rating Evaluation Form.

Action Item: Cristina Preuss will submit an Action Item for the Board to approve the development of the Committee Chair Alternatives.

Action Item: Cristina Preuss will add an agenda item for the nominating applicant process at the next committee meeting.

At the next Board meeting, David Coe will give a verbal presentation about Kelsey, and Ana Quiles will give a verbal presentation about James.

Next Board meeting, David will give a verbal presentation for Kelsey and Ana will give a verbal presentation for James.

**M/S/C** (A. Quiles/L. Martinez) To include the required section of the Lanterman Act in the February Board packet under the item Housekeeping, as is required by statute and policy to make the information available to new Board members.

Action Item: Cristina Preuss will verify what section of the statute needs to be included.

Action Item: Cristina Preuss and Sharmila Brunjes will prepare a draft of the Committee Chair Alternate Policy which will be reviewed at the January 30th committee meeting and submitted for Board approval at the February Board meeting.

Action Item: Cristina Preuss will share the ARCA Alternate policy for the committee members to consider.

#### IV. Board Meeting Agenda Items

- A. Minutes of August 15<sup>th</sup> Meeting
- B. Minutes of November 14<sup>th</sup> Meeting
- C. Report out of Board Offices

#### V. Announcements / Information

- A. Next Meeting: Tuesday, January 30<sup>th</sup>, 2023, at 5:30 pm

#### VI. Adjournment

Lillian Martinez adjourned the meeting at 6:56 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.*

