



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

MEMORANDUM

Date: September 27, 2024

To: **Nominating Committee:** Curtis Wang, Sharmila Brunjes, Lety Garcia, Brian Gatus, Juan Hernandez, Alex Koplievich, Ana Quiles, Rocio Sigala,

From: Kimberly Visokey, Executive Administrative Assistant

Re: Information and materials for the next Nominating Committee meeting on **Wednesday, October 2, 2024 at 5:30 p.m.**

Attached is information for the next committee meeting. Please review this information prior to the meeting.

The meeting will be held remotely via Zoom. We will send you the Zoom access information via email.

Please **click the link** below to join the Zoom meeting automatically.

Join Zoom Meeting

<https://us06web.zoom.us/j/86379550153?pwd=oJrkJqVdxfl5oapb9qmpNogm5arReC.1>

The information below is only needed if you are joining the meeting by phone or for using phone audio.

Meeting ID: 863 7955 0153

Passcode: 130507

If you have any questions, or if you are unable to attend the meeting, please send us an email to boardsupport@nlacrc.org. Thank you!

Attachments

c: Evelyn McOmie, Deputy Director



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NOMINATING COMMITTEE

Wednesday, October 2, 2024, at 5:30 p.m.

~ AGENDA ~

- I. **Call to Order** – Curtis Wang
- II. **Agenda** (*Page 2*)
- III. **Public Input** – Agenda Items
- IV. **Consent Items**
 - A. Approval of Minutes of August 7, 2024 Meeting (*Page 3*)
- V. **Committee Business**
 - A. Board Composition Plan (*Page 5*)
 - B. Nominating Committee Members Confidentiality Statements
 - C. Reapplying Board and VAC Member with expiring terms
 1. Update Critical Calendar (*Page 6*)
 - D. Board and VAC Recruitment Notice
 - E. Education Sessions for Potential Board Applicants (Optional)
 - F. Applicant Interview Process *Meeting Schedule for reference (Page 9)*
 - G. Process for assigning Board terms and Committee terms
- VI. **Closed Session** (*Deferred*)
 - A. Review of applicant
- VII. **Review of Meeting Action Items**
- VIII. **Board Meeting Agenda Items**
- IX. **Announcements / Public Input / Information**
 - A. Next meeting is January 2nd
 - B. Committee Attendance (*Page 10*)
- X. **Adjournment**

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes

April 30, 2024

Present: Curtis Wang, Sharmila Brunjes, Lety Garcia , Brian Gatus, Ana Quiles, Rocio Sigala,
– **Committee Members**

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

Mark Wolfe – DDS Tech Advisor, Tresa Oiveri DDS Tech Advisor, Marianita Mendezl –
DDS, David Lester - Attorney - **Guests**

Absent: Juan Hernandez, Alex Kopilevich

I. Call to Order

Cristina Preuss called the meeting to order at 5:33 pm

II. Consent Items

A. Approval of Minutes of the April 30th Meeting

M/S/C (B. Gatus / A. Quiles) To approve the minutes as presented, with abstentions from Lety Garcia and Brian Gatus.

III. Committee Business

A. Election of a Committee Chair

Curtis Wang volunteered to serve as Nominating Committee Chair. A vote was taken and agreed to unanimously.

B. Orientation

1. Review:

Policies and Procedures: Cristina Preuss led an orientation on the policies and procedures of the nominating committee, emphasizing the importance of confidentiality, the role of the committee in screening applications, and the need for continuity in board membership.

Bylaws: The bylaws of the committee were reviewed, specifically the term length for members. It was clarified that members can serve for two years, but they can continue to serve after their initial term. The group also discussed the need to revise the bylaws to allow for more flexibility in the term length.

Board Audit: The Board Audit document was reviewed.

Officers Policy: Cristina Preuss led a discussion about the officers' policy and clarified that there are no term limits for the President, a change that was implemented in the previous term.

- C. Confidentiality Statements
The team also reviewed the confidentiality statement, which emphasizes the importance of maintaining confidentiality during the nominating committee's deliberations.
- D. Review of the Critical Calendar for 2024-25
The committee reviewed the critical calendar for the upcoming months, with activities including reviewing meeting schedules and sending recruitment notices.
- E. Review of the Meeting Schedule for 2024-25: The meeting schedule was reviewed, and dates were confirmed.
- F. Review of September activities: The Critical Calendar events for September were reviewed. It was noted that last year's Expiring Term Applications were sent out late, this year they need to be sent out in September, as per the Critical Calendar.

VI. Review of Committee Action Log Items

- A. **Board Support** to update policies and procedures to include "NLACRC area and families" under nominating section, pg. 2, ¶1.
- B. **Board Support** to update policies and procedures to include details of term length decision process and notification to board support of nominees and their terms.
- C. **Board Support** to update Officer's Policy for the President to reflect bylaws changes.
- D. **Board Support** to send out confidentiality statements to all committee members via Adobe Sign for signature and return.
- E. **Board Support** to create a list of committee members and their terms, keeping it all in one place.
- F. **Board Support** to prepare the Expiring Term Application letters

VII. Board Meeting Agenda Items

- A. Minutes of April 30th Meeting

VIII. Announcements / Information

- A. Next Meeting: Thursday, January 2, 2025 at 5:30 pm.
- B. Committee Attendance

IX. Adjournment

Curtis Wang adjourned the meeting at 6:22 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.*



North Los Angeles County Regional Center

NLACRC is located in the Southwest region of CA and serves the health districts of East Valley, San Fernando, and West Valley within the city of Los Angeles. There are 3 offices, with the main office in Chatsworth.

Table 1: Ethnicity and Race Representation of Catchment Area

Catchment Area Population:	Seated Members:		Full Board:		
2,299,575	19		14-22		
<i>[W&I Code §4622(d)] The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.</i>					
Race	Population (2022 ACS Data)	Percent (2022 ACS Data)	Board Members	Percent	Compliance Status
American Indian/Alaskan Native	20,009	0.9%	0.0	0%	Met
Asian	222,231	9.7%	3.0	16%	Met
Black/African American	140,813	6.1%	1.0	5%	Met
Pacific Islander	3,441	0.1%	0.0	0%	Met
White	1,118,051	48.6%	8.0	42%	Not met
Some other race alone	469,147	20.4%	4.0	21%	Met
Two or more races	325,885	14.2%	3.0	16%	Met
Number of BM with race selected			19.0	100%	

Ethnicity	Population (2022 ACS Data)	Percent (2022 ACS Data)	Board Members	Percent	Compliance Status
Hispanic/Latino	1,033,022	44.9%	9.0	47%	Met
Non-Hispanic/Latino	1,266,553	55.1%	10.0	53%	N/A
Total Board Members			19.0	100%	

Table 3: Board Member Representation

[W&I Code §4622(e)] A minimum of 50 percent of the members of the governing board shall be persons with developmental disabilities or their parents or legal guardians. No less than 25 percent of the members of the governing board shall be persons with developmental disabilities.

Board Member Representation	Count	Percentage	Compliance Status
Individual Served (I)	5	26%	Met
Parent/Legal Guardian (P)	10	53%	Met
Other (O)	3	16%	
Vendor Representative (VR)	1	5%	Not Met
Individual Served (I) and Parent/Legal Guardian (P) Combined	15	79%	Met

Table 4: Disability Represented

[W&I Code §4622(c)] The membership of the governing board shall include representatives of the various categories of disability to be served by the regional center.

Disability Represented	Count	Percentage
Intellectual Disability	8	42%
Cerebral Palsy	5	26%
Epilepsy	2	11%
Autism	11	58%
5th Category	4	21%

**Multiple disabilities may be selected per board member.*

Table 2: Skills/Expertise

[W&I Code §4622(b)] The membership of the governing board shall include persons with legal, management or board governance, financial, and developmental disability program expertise.

Skills/Expertise	Count	Percentage	Compliance Status
Legal (L)	0	0%	Not Met
Management (M)	14	74%	Met
Board Governance (BG)	16	84%	Met
Financial (F)	7	37%	Met
Developmental Disability	9	47%	Met
Program Experience (DD)			

**Multiple skills/expertise may be selected per board member.*

Notes:

Board members who selected more than one race will be categorized as "2 or More Races" ONLY

Table 5: Geographic Representation of Catchment Area

W&I Code §4622(d) The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.

County	Count	Percentage
Los Angeles	19	100%

NLACRC
Nominating Committee
CRITICAL CALENDAR
FY 2024-25

Month	Activity
July	(The committee does not meet in July.)
August	<p>Orientation for new Committee. Committee reviews their Policies & Procedures, Bylaws Statement, Board Audit Section, Action Log or previous fiscal year and Officers Policy.</p> <p>Review committee actions that were taken during the previous fiscal year.</p> <p>Review any recommendations made by the previous Nominating Committee.</p> <p>Elect Committee Chair</p> <p>Sign confidentiality statements.</p> <p>Committee is provided with copies of their approved critical calendar for the new fiscal year.</p> <p>Review of September activities.</p>
September	<p>(The committee does not meet in September.)</p> <p><u>Staff activity:</u> Board and VAC members with expiring terms are sent applications to indicate interest in serving another term (responses due by September 30th).</p> <p><u>Staff activity:</u> Mail out recruitment notices.</p> <p>Conduct an educational session for potential board applicants (optional)</p>
October	<p>Review and make any needed changes to Board and Vendor Advisory Committee (VAC) recruitment notices to be mailed out in October.</p> <p>Conduct an educational session for potential board applicants (optional)</p>

NLACRC
Nominating Committee
CRITICAL CALENDAR
FY 2024-25

<i>Month</i>	<i>Activity</i>
November	(The committee does not meet in November.)
December	(The committee does not meet in December.) The deadline for submitting applications for the Board and VAC is December 15th.
January	Human resources director provides training on how to interview applicants. Copies of the interview questions and applicant rating sheets are provided to the committee. The committee will review board member applications with special focus on identifying any possible conflicts of interest. If the number of applicants is high, consider scheduling group orientations later this month. Executive Committee Information Session to be scheduled in January. (With Nominating Committee and Executive Committee Officers) Announce at the January Board meeting the Board Self-Evaluation will be sent out this month. Review applications received and determine who to interview. Identify interview dates and times in February and March. <u>At the Board Meeting:</u> Discussion to be held about board officers for next fiscal year. Recommendations for officers are made and interest for serving as an officer is solicited.
February	Conduct interviews with New Board applicants and Returning Board Applicants. Begin discussion about slate of officers for next fiscal year.

NLACRC
Nominating Committee
CRITICAL CALENDAR
FY 2024-25

Month	Activity
	Deadline for Executive Committee Candidates Statements.
March	<p>Conduct interviews with VAC applicants.</p> <p>Discuss slate of officers for next fiscal year and Nominating Committee chair will ensure all potential officers' willingness to serve.</p>
April	<p>Wrap up committee business. Make any recommendations for next year's committee.</p> <p>Finalize recommended slate of officers, nominees and re-nominees for next fiscal year and present them at the Executive Committee's April meeting.</p> <p>Review and approve draft critical calendar for next fiscal year.</p>
May	<p>(The committee does not meet in May.)</p> <p>At the May Board meeting: The recommended slate of officers and nominees for Board, Board Interns, and VAC are presented.</p>
June	<p>(The committee does not meet in June.)</p> <p><u>At the June Board meeting:</u> The slate of officers and nominees for Board, board interns, and VAC are elected.</p>

[ccal.2024-25] Approved:

Approved 05/08/2024



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Nominating Committee Meeting Schedule

FY 2024-25

~ No meeting in July 2024 ~

Wednesday, August 7, 2024

(Orientation meeting)

5:30 p.m.

~ No meeting in September 2024 ~

Wednesday, October 2, 2024

5:30 p.m.

~ No meeting in November 2024 and December 2024 ~

Thursday, January 2, 2025

5:30 p.m.

Wednesday, February 5, 2025

5:30 p.m.

Wednesday, March 5, 2025

5:30 p.m.

Wednesday, April 2, 2025

5:30 p.m.

~ No meeting in May 2025 and June 2025 ~

FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total	Total
Nominating Committee	Dark		Dark	Dark	Dark	Dark					Dark	Dark	Absences	Hours
Curtis Wang, Chair		P											0	1.00
Sharmila Brunjes		P											0	1.00
Lety Garcia		P											0	1.00
Brian Gatus		P											0	1.00
Juan Hernandez		Ab											1	
Alex Kopilevich		Ab											1	
Ana Quiles		P											0	1.00
Rocio Sigala		P											0	1.00

Meeting Time 1.00
P = Present Ab = Absent

Attendance Policy: In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee’s absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 2-10-99)