

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

April 2, 2025

**Present:** Curtis Wang, Sharmila Brunjes, Lety Garcia, Juan Hernandez, Alex Kopilevich – **Committee Members**

Evelyn McOmie, Lindsay Granger – **Staff Members**

Tresa Oiveri - DDS Tech Advisor and Mark Wolfe – DDS Tech Advisor

**Absent:**

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**I. Call to Order**

Curtis Wang called the meeting to order at 5:30 pm

**II. Review of the Agenda and Approval of Agenda**

A motion was made to modify the agenda to remove Applicant M.A.

**M/S/C** (Alex Kopilevich/ Juan Hernandez) To approve the agenda with updates.

**III. Public Input**

There was no public input.

**IV. Consent Items**

A. Approval of Minutes of the March 5, 2025 Meeting

**M/S/C** (Alex Kopilevich/Lety Garcia) To approve the minutes as presented.

**V. Action Items**

A. Vote to Put Forward Interviewed Candidates to the Board of Trustees – Curtis Wang  
Applicant I.M. was reviewed and the interview resulted in the conclusion that based on the current board composition, the Nominating Committee would not be moving forward with the applicant to move forward to the Board of Trustees. There was no motion to move forward.

B. Discuss and Vote on New Board of Trustees Applicants – Curtis Wang  
The Nominating Committee discussed Applicant B.C. and determined to move forward with an interview.

Lety Garcia motioned to move forward with B.C. to invite for an interview.

**M/S/C** (Lety Garcia/Alex Kopilevich)

There was no discussion and no votes to move forward with Applicant J.B. and Applicant L.S.

Action: Board Support will reach out to Applicant B.C. and schedule an interview with the Nominating Committee.

Action: Board Support will inform Applicant J.B. and Applicant L.S. that they will not be moving forward to an interview.

Action: Board Support will reach out to Applicant B.C. to obtain a signed conflict of interest form.

- C. Discuss and Vote on Vendor Advisory Committee Applicants – Curtis Wang  
The Committee members discussed the 6 vendor advisory committee applicants.

Alex Kopilevich motioned to move forward with VAC Applicant 1, 2, 3, 5, 6 to invite for an interview.

**M/S/C** (Alex Kopilevich/Lety Garcia)

Action: Board Support will reach out to the VAC candidates that were chosen to move forward and invite them to a Zoom interview with the Nominating Committee.

Action: Board Support will reach out to Applicant 4 asking for a completed VAC application to be submitted.

Action: Board Support will schedule zoom interviews to be conducted prior to the next Nominating Committee meeting.

## **VI. Committee Business**

- A. Review Nominating Committee Policies and Procedures and Discuss Implementation  
The Nominating Committee reviewed the current committee policies and procedures. The issue presented to the Nominating Committee for discussion was the need for new draft template letters to send as a response to applicants as there were currently too many different drafts. Also, the Nominating Committee discussed the general contents of these letters. There was confirmation that these responses were to be sent out to all applicants providing each with an update as stated in the committee's policies and procedures. Suggestions were given to be included in the draft response letters that will be presented at the next committee meeting including ending or closing the letters "on behalf of the nominating committee." Also, responses to these letters are to be saved and dropped into SharePoint. There was discussion on potentially revising the board policy to reflect on how and what the board or nominating committee members would need to respond to.

Action: Board Support will compose draft letters to use at templates to present at the next Nominating Committee meeting.

Action: Board Support will send out these draft templates to the Nominating Committee prior to the next meeting for review.

- B. Recruitment Plan Update  
The current recruitment plan and the board composition review were presented and discussed by the Nominating Committee. Lety Garcia shared that using mailers instead of just using electronic methods might be more inclusive for groups with access or ability to use the internet. Sharmila Brunjes noted that it would be difficult to participate on the Board of Trustees without access or ability to use the internet due to the Zoom meetings. There was discussion on the current Board Composition, and clarification from DDS was requested for the Demographic "Non-Hispanic/Latino" on the Board Composition.

Action: Staff will discuss with Public Information a potential marketing plan to boost recruitment.

Action: At the next nominating committee meeting on the agenda, the recruitment plan will be

an action item.

C. Discuss Slate of Officers

The Committee members discussed the slate of officers for the upcoming fiscal year. It was noted that the Bylaws were currently undergoing revisions, and these revisions would affect which officer positions still needed to be filled.

Action: Board Support will reach out to the Board of Trustees soliciting interest from any board members for an officer position.

Action: Board Support will reach out to the current board officers to inquire if they are still interested in remaining in their position.

Action: This will be added to the Board Agenda for a vote after the next Nominating Committee meeting.

D. Discuss and Review Draft Critical Calendar for next fiscal year – Curtis Wang

The Critical Calendar was reviewed and discussed by the Nominating Committee. Specific changes were requested for the date that the Board Renewals were due to be submitted. In the month of October, September 30<sup>th</sup> would be changed to December 15<sup>th</sup>, and “Mail” will be changed to email for sending out recruitment notices to all vendors. Updated language will be included regarding the renewals and the recruitment notices for both the VAC and the Board of Trustees. Lety Garcia asked if previous recruitment notices were mailed or emailed out to the VAC members.

Action: Board Support will research and provide an update to the Nominating Committee on whether recruitment notices for the VAC were previously mailed or emailed.

Action: Board Support will make the changes to the draft critical calendar to present at the next meeting for approval.

**VII. Review of Meeting Action Items**

- Action: Board Support will reach out to Applicant B.C. and schedule an interview with the Nominating Committee.
- Action: Board Support will inform Applicant J.B. and Applicant L.S. that they will not be moving forward to an interview.
- Action: Board Support will reach out to Applicant B.C. to obtain a signed conflict of interest form.
- Action: Board Support will reach out to the VAC candidates that were chosen to move forward and invite them to a Zoom interview with the Nominating Committee.
- Action: Board Support will reach out to Applicant 4 asking for a completed VAC application to be submitted.
- Action: Board Support will schedule zoom interviews to be conducted prior to the next Nominating Committee meeting.
- Action: Board Support will compose draft letters to use as templates to present at the next Nominating Committee meeting.
- Action: Board Support will send out these draft templates to the Nominating Committee prior to the next meeting for review.
- Action: Staff will discuss with Public Information a potential marketing plan to boost

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recruitment.

- Action: At the next nominating committee meeting on the agenda, the recruitment plan will be an action item.
- Action: Board Support will reach out to the Board of Trustees soliciting interest from any board members for an officer position.
- Action: Board Support will reach out to the current board officers to inquire if they are still interested in remaining in their position.
- Action: This will be added to the Board Agenda for a vote after the next Nominating Committee meeting.
- Action: Board Support will research and provide an update to the Nominating Committee on whether recruitment notices for the VAC were previously mailed or emailed.
- Action: Board Support will make the changes to the draft critical calendar to present at the next meeting for approval.

**VIII. Board Meeting Agenda Items**

**IX. Announcements / Information / Public Input**

A. Next Meeting: May 7, 2025 at 5:30pm.

Curtis Wang called a special meeting of the Nominating Committee for the month of May to finalize the slate of officers, VAC applicants, and Board of Trustees applicant.

**IX. Adjournment**

Curtis Wang adjourned the meeting at 7:45 pm.

Submitted by:  
Lindsay Granger  
Executive Administrative Assistant

