



# North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | [www.nlacrc.org](http://www.nlacrc.org)

## MEMORANDUM

Date: September 17, 2025

To: **Nominating Committee:** Curtis Wang, Sharmila Brunjes, Lety Garcia, Juan Hernandez, Alex Kopilevich

From: Lindsay Granger, Executive Administrative Assistant

Re: Information and materials for the next Nominating Committee meeting on **Wednesday, September 17, 2025**

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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/85446527754?pwd=aQGGaz1YLbSeb3EAystAMvlObyA0Bn.1>

**Meeting ID: 854 4652 7754**  
**Passcode: 564439**

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

### Attachments

c: Evelyn McOmie, Deputy Director

# Nominating Committee Meeting 09.17.25

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## NOMINATING COMMITTEE

Wednesday, September 17, 2025, at 5:30 p.m.

~ AGENDA ~

### Members:

Committee Chair: Curtis Wang

Nominating Committee Members: Sharmila Brunjes, Lety Garcia,  
Juan Hernandez

VAC Representative: Alex Kopilevich

Staff: Evelyn McOmie and Lindsay Granger

- I. **Call to Order/ Attendance** – Curtis Wang (*1 min*)
- II. **Agenda** (*1 min*)
  - A. Approval of the Agenda
- III. **Public Input** – Agenda Items (*3 min per person, limit 3 comments*)
- IV. **Consent Items** (*1 min*)
  - A. Approval of Minutes from the August 6, 2025, Meeting
  - B. Approval of Minutes from August 20, 2025, Special Meeting
- V. **Action Items**
  - A. Review 4 Applicants for Board of Trustees – Curtis Wang (*10 min*)
    1. Applicant 1
    2. Applicant 2
    3. Applicant 3
    4. Applicant 4
  - B. Approval To Update Nominating Committee Policies and Procedures – Curtis Wang (*10 min*)
- VI. **Committee Business**
  - A. Term Letters (Update)
  - B. Review Board Members' Terms
  - C. Board Composition and Corrective Action Plan (Update)
- VII. **Review of Meeting Action Items** (*2 min*)
- VIII. **Board Meeting Agenda Items** (*3 min*)

**IX. Announcements / Public Input / Information** *(3 min per person, limit 3 people)*

- A. Next meeting: January 7, 2025
- B. Committee Attendance

**X. Adjournment**

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

August 6, 2025

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

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

**Absent:**

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**I. Call to Order**

Curtis Wang called the meeting to order at 5:51 pm

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

**M/S/C** (Alex Kopilevich/Juan Hernandez) To approve the agenda as presented. Motion carried.

**III. Public Input**

There was no public input.

**IV. Consent Items**

**A. Approval of Minutes from the May 7, 2025 Meeting**

**M/S/C** (Alex Kopilevich/Juan Hernandez) to approve the minutes of the May 7, 2025 meeting with the correction to the date in the corner of the page to reflect May 7, 2025. Motion carried.

**V. Action Items**

**A. Review and Approve Proposed Changes to Critical Calendar**

The committee reviewed and discussed proposed changes to the critical calendar. Since October is a dark month, all October items will be moved to November. During the discussion, questions arose about the timing of recruitment notices, which had previously been listed as going out in October. It was clarified that the notices will be mailed in November, and that they consist of two parts: letters to members whose terms are ending with instructions on how to request renewal, and a general public recruitment notice distributed through established forums and marketing channels.

Several members expressed concern that sending the notices in November with a December 15 deadline created too short a turnaround. It was agreed that reminders should begin earlier, starting in September or October, to give members and potential applicants more time.

To address ongoing recruitment needs and to allow time to review applications already received, the committee decided to add a September meeting. After discussion about scheduling conflicts, the committee agreed to meet on Wednesday, September 17, 2025, at 5:30 p.m. This addition eliminates the need for a November meeting.

**M/S/C** (Lety Garcia/Juan Hernandez) motion that the committee meets in September.

**M/S/C** (Sharmila Brunjes/Alex Kopilevich) made a friendly amendment to set the September meeting date to Wednesday, September 17, 2025 at 5:30 p.m. Motion carried.

**M/S/C** (Alex Kopilevich/ Lety Garcia) motion to approve the critical calendar with the change to add a September meeting on September 17<sup>th</sup> at 5:30 p.m. Motion carried.

B. Review and Approve Meeting Schedule for FY 2025-26

**M/S/C** (Lety Garcia/Sharmila Brunjes) to approve the meeting schedule with the change discussed earlier with a meeting on September 17<sup>th</sup> at 5:30pm. Motion carried.

ACTION: Board Support will make the updates to the meeting schedule.

ACTION: Board Support will make changes to the online links to turn the committee meetings into webinars.

**VI. Orientation**

A. Review Bylaws Adopted on June 11

B. Confidentiality Statements

C. Review Members' Terms

**M/S/C** (Lety Garcia/Sharmila Brunjes) to approve the renewal of Anna Hurst's board membership for a three-year term beginning July 1, 2025 and ending June 30, 2028. Motion carried.

C. Approval of Renewal of Board Membership for Alex Kopilevich for a One-Year Term Beginning July 1, 2025 and Ending June 30, 2026

**M/S/C** (Lety Garcia/Sharmila Brunjes) to approve the renewal of Alex Kopilevich's board membership for a one-year term beginning July 1, 2025 and ending June 30, 2026. Motion carried.

D. Approval of Renewal of Board Membership for Jennifer Koster for a Three-Year Term Beginning July 1, 2025 and Ending June 30, 2028

**M/S/C** (Lety Garcia/Sharmila Brunjes) to approve the renewal Jennifer Koster's board membership for a three-year term beginning July 1, 2025 and ending June 30, 2028. Motion carried.

E. Approval of Renewal of Board Membership for Laura Monge for a Three-Year Term Beginning July 1, 2025 and Ending June 30, 2028

**M/S/C** (Lety Garcia/Sharmila Brunjes) to approve the renewal Laura Monge's board membership for a three-year term beginning July 1, 2025 and ending June 30, 2028. Motion carried.

**V. Committee Business**

A. Orientation

The committee moved on to Orientation, beginning with a review of the bylaws adopted on June 11, 2025. Evelyn McOmie, Deputy Director, presented Article 7, Section 5 of the bylaws pertaining to the Nominating Committee. Evelyn McOmie outlined the committee's composition, quorum requirements, member terms, and the limitation that a chairperson may only serve as chair for one committee at a time. Evelyn McOmie also reviewed the duties of the committee, including managing trustee applications, seeking and recommending candidates, and presenting officer slates.

Evelyn McOmie noted that while the bylaws have been updated, the related policies are still pending Department approval. These will be tabled until approved and then brought back to the committee for review. Lety Garcia raised concerns that until new policies are adopted, the committee should continue to operate under existing policies. After discussion, Evelyn McOmie agreed to bring current policies to the next meeting and to consult with legal counsel Erin for clarification.

Additional discussion focused on the new process for electing three Board members to the Executive Finance Committee. Sharmila Brunjes and Lety Garcia asked how these members would be selected and emphasized the need for a formal policy. It was noted that this policy should be developed and reviewed as soon as possible.

B. Confidentiality Statements

All committee members had submitted their completed confidentiality statements prior to this meeting.

C. Review Members Terms

The committee reviewed the member terms list. Lindsay Granger reported no members terming out at the end of the fiscal year. Sharmila Brunjes raised a bylaws question regarding first-year trustees serving a one-year initial term with renewal interest due by December 15. Lety Garcia noted that appointment letters should specify each trustee's term length and requested confirmation of what was sent. Lindsay Granger stated term lengths are set by the Nominating Committee and acknowledged that specific term assignments were not finalized last year.

Alex Kopilevich stated that the current term ends based on a 2020 start with the VAC and requested a correction to the tracking sheet. Discussion confirmed that trustee terms should align to June 30 per the bylaws and that the 7-years-within-8-years cap applies. Evelyn McOmie recommended adding a footnote on the term grid to clarify that out-of-sequence starts still end at the fiscal year-end.

Lindsay Granger agreed to locate renewal letters, verify language sent to new trustees, prepare an updated term matrix (including start/ end dates and current "year of term"), and draft notices to new trustees confirming the one-year initial term with December 15 renewal-of-interest.

D. Update on Board Recruitment Marketing Effective September

Chris Whitlock reported ongoing board-recruitment outreach through News You Can Use, Facebook, Instagram, and LinkedIn boosts. Publications are scheduled for September in VICA

newsletters. Outreach is underway with the AV Hispanic Chamber of Commerce and the LA Hispanic Chamber of Commerce to include flyers in their email blasts. Flyers were distributed at the legislative breakfast, and Senator Menjivar's office agreed to help disseminate them. The flyer directs applicants to the online application via a QR code and also provides a phone number and website.

Lety Garcia asked whether recruitment materials should explicitly state a need for Latino board members to meet DDS composition requirements. Sharmila Brunjes supported clarifying language while keeping materials inclusive. Evelyn McOmie clarified that, with a current board size of 15, DDS compliance would be met by adding two Latino members, bringing the total to 17. Lindsay Granger explained that the DDS tool auto-calculates compliance and confirmed the scenario requiring two additional Latino members for compliance at 17.

The Board composition will be reviewed again at the next meeting in September.

**VI. Board Meeting Agenda Items**

**VII. Announcements / Information / Public Input**

**VIII. Adjournment**

Curtis Wang adjourned the meeting at 7:21 p.m.

Submitted by:  
Lindsay Granger  
Executive Administrative Assistant





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

August 20, 2025

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

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

**Absent:**

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**I. Call to Order**

Curtis Wang called the meeting to order at 4:35 pm

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

**M/S/C** (Sharmila Brunjes/Lety Garcia) To approve the agenda as presented. Motion carried.

**III. Public Input**

There was no public input.

**IV. Action Items**

**A. Approval of Renewal of Board Membership for Cathy Blin for a Three-Year Term Beginning July 1, 2025 and Ending June 30, 2028**

**M/S/C** (Lety Garcia/Curtis Wang) to approve the renewal Cathy Blin's board membership for a three-year term beginning July 1, 2025 and ending June 30, 2028. Motion carried.

**B. Approval of Renewal of Board Membership for Sharmila Brunjes for a Three-Year Term Beginning July 1, 2025 and Ending June 30, 2028 – Curtis Wang**

**M/S/C** (Lety Garcia/Alex Kopilevich) to approve the renewal Sharmila Brunjes's board membership for a three-year term beginning July 1, 2025 and ending June 30, 2028. Motion carried.

**C. Approval of Renewal of Board Membership for Anna Hurst for a Three-Year Term Beginning July 1, 2025 and Ending June 30, 2028– Curtis Wang**

**M/S/C** (Lety Garcia/Sharmila Brunjes) to approve the renewal of Anna Hurst's board membership for a three-year term beginning July 1, 2025 and ending June 30, 2028. Motion carried.

**D. Approval of Renewal of Board Membership for Alex Kopilevich for a One-Year Term Beginning July 1, 2025 and Ending June 30, 2026**

**M/S/C** (Lety Garcia/Sharmila Brunjes) to approve the renewal of Alex Kopilevich's board membership for a one-year term beginning July 1, 2025 and ending June 30, 2026. Motion carried.

- E. Approval of Renewal of Board Membership for Jennifer Koster for a Three-Year Term Beginning July 1, 2025 and Ending June 30, 2028

**M/S/C** (Lety Garcia/Sharmila Brunjes) to approve the renewal Jennifer Koster's board membership for a three-year term beginning July 1, 2025 and ending June 30, 2028. Motion carried.

- F. Approval of Renewal of Board Membership for Laura Monge for a Three-Year Term Beginning July 1, 2025 and Ending June 30, 2028

**M/S/C** (Lety Garcia/Sharmila Brunjes) to approve the renewal Laura Monge's board membership for a three-year term beginning July 1, 2025 and ending June 30, 2028. Motion carried.

## V. Committee Business

- A. Discuss and Review Election Process for Executive Finance Committee Board Members – Sharmila Brunjes

Sharmila Brunjes reviewed the bylaws regarding the appointment of members to the Executive Finance Committee. Sharmila Brunjes explained that while the bylaws technically allow the appointment of up to three additional trustees by the board at any time, a more formal and transparent process was needed rather than selecting names randomly. Sharmila Brunjes presented a draft outline of guidelines, which had been discussed with legal counsel, Aaron, and noted that the final version would be revised and prepared by him.

Sharmila Brunjes proposed that eligible candidates must be current trustees in good standing and may nominate themselves, be nominated from the floor, or be nominated by another trustee. Voting would take place during officer elections and follow the same procedures, with ballots provided either in written or digital form. Each trustee would be able to vote for up to three candidates, and any left blank would not count as votes. In the event of a tie, an additional round of voting would be held. Sharmila Brunjes emphasized that the guidelines would help ensure fairness, transparency, and consistency going forward.

During discussion, Lety Garcia noted that the bylaws distinguish between the election of officers and the appointment of trustees, the latter requiring a two-thirds vote. Lety Garcia recommended that the process align with the guidelines used for officer elections. Sharmila Brunjes agreed and confirmed this adjustment would be included in the final draft.

Next steps include having legal counsel finalize the guidelines and revisiting the matter at the next meeting for confirmation. In addition, Curtis Wang will present at the upcoming full board meeting to report on committee approvals and member renewals.

Before concluding, members confirmed that the next meeting will take place on September 17 at 5:30 p.m. Attendance was noted, with all members present at both this meeting and the previous one. Logistics for the following special board meeting were also clarified, with members reminded that it will be a short, 15-minute session held on a separate Zoom link.

NLACRC Nominating Committee Meeting Minutes  
August 20, 2025

**VI. Board Meeting Agenda Items**

**VII. Announcements / Information / Public Input**

**VIII. Adjournment**

Curtis Wang adjourned the meeting at 4:48 pm.

Submitted by:

Lindsay Granger

Executive Administrative Assistant



North Los Angeles County Regional Center  
**Nominating Committee**  
**Policies & Procedures**

## **Bylaws**

### Composition and Membership of the Committee

The Nominating Committee is established as a standing committee in Article VII, Section 5 of the bylaws of the North Los Angeles County Regional Center (NLACRC). As required in the bylaws, the committee has a membership of not less than four, all of whom shall be board members. The committee is responsible for electing its own chairperson. A quorum consists of 50% of the committee. Members serve for two years, with not more than two members of the Nominating Committee being replaced annually to provide for continuity.

### Responsibilities of the Committee

The Nominating Committee is responsible for collecting, categorizing, screening and keeping on file all applications for membership on the Board of Trustees, and Vendor Advisory Committee (VAC). The applications are to be kept confidential. Only committee members, the board president, and executive director may have access to the applications. The committee is responsible for ensuring that qualified and interested persons are nominated for positions on the Board of Trustees and VAC. Finally, the committee is responsible for ensuring that the make-up of the board and VAC complies with the Lanterman Developmental Disabilities Services Act.

## **Process**

### Presentation and Seating of New Board Members, Board Officers, and VAC Members

At regular Board of Trustees meetings, the new trustees, new VAC members, and, as necessary, new board officers are elected. They are seated as determined by the needs of the board consistent with NLACRC board bylaws and policies. Members of the Board of Trustees may serve consecutive 1-year, 2-year, or 3-year terms up to 7 years within an 8-year period. Election to the board is by a majority vote. Although the board may choose to leave seats on the board vacant temporarily for specific reasons, no more than seven seats may be kept vacant at any one time. Members of the VAC may serve no more than six years and no more than two members from an agency may serve on the VAC at the same time.

### Operating Processes for the Nominating Committee

To assure appropriate membership on the Nominating Committee, the secretary<sup>1</sup> shall keep a current list of committee members, indicating the name of each member, date appointed to

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<sup>1</sup> Whenever there is reference to the “secretary,” it is meant to refer to the secretary of the executive director.

the committee, and date of termination on the committee. This list shall be kept with the board files and a copy will be provided to the chairperson of the Nominating Committee.

### Confidentiality of the Nominating Committee

By its very nature, the Nominating Committee engages in issues involving individuals and, at times, may be faced with considering actions affecting members of the committee and other members of the board.

Each member of the Nominating Committee shall sign a Confidentiality Statement at the first meeting of the committee each year. The statement shall be filed in the board member's NLACRC file that is maintained by the secretary.

To avoid any appearance of conflict of interest, if any member of the Nominating Committee has applied to serve an additional term on the board or is being considered for nomination to an office, he/she shall absent himself/herself from the meeting room for the duration of the discussion concerning his/her application/nomination. His/her absence shall be noted in the minutes of the meeting.

### Procedures for Recruiting and Nominating Trustees

- The secretary sends out information to organizations in the NLACRC area during the annual recruitment period to solicit new board members. An information packet is sent to each prospective board applicant.
- The secretary tracks and follows-up on applications sent to prospective board members. This includes contacting the prospective board member to ascertain if assistance is needed to complete the application or if there is a desire to speak with a current board member. The secretary will submit all completed applications to the committee, arrange required interviews with the committee and executive director, as well as record any action on the application the committee takes.
- The Nominating Committee should consider the various positions to be filled if there are any one-year or two-year positions vacant in addition to the three-year positions. In nominating new board members, the committee shall give due consideration to the need for continuity of the board, both in the short term and the long term; however, nothing in the section should be construed to mandate that three-year positions cannot be filled by an individual not eligible to serve the full three years.
- The committee is to present the names of nominees to the board with a brief statement regarding each individual nominated, including characteristics important for complying

with board composition. The board will be informed of applicants who were interviewed but not nominated. Formal nomination may take place at regular board meetings.

- Nominations may also be made from the floor. Nominations from the floor may only be of individuals who have submitted an application to serve on the board and shall be in writing (signed by four members of the board in addition to the person making the nomination), with the consent of the person being nominated.
- In the event of a nomination from the floor, the Nominating Committee shall meet and interview any individuals so nominated who have not previously been interviewed. The Nominating Committee shall provide a report to the board at the next meeting.
- The Board of Trustees elects new members at the meeting subsequent to the meeting at which nominations are made with a ballot prepared by the Nominating Committee. If there have been no nominations from the floor for board members, and nominees to be voted on do not exceed vacancies, voting shall be by voice vote. If nominations have been made from the floor, voting shall be by secret ballot. Board member candidates receiving the most votes will be seated regardless of how this would affect the composition of the board as a whole. The board secretary and secretary shall tally the ballots. They will present the results to the board president.
- Letters advising of election to the board are sent to the newly elected members within five working days following the meeting; a copy of the Conflict of Interest Statement and a Board Responsibility/Commitment Statement are sent with the letter. The secretary prepares an electronic file for each of the newly-elected members of the board that is to be maintained and kept by the center.
- Letters advising persons that were not elected are sent to the other applicants within five working days following the meeting.

#### Nominations of Board members to a Second Term of Office

At the November meeting of the Board of Trustees, each member of the board whose term of office expires in June of the next year and who is eligible to serve another term, will be given the Application to Serve an Additional Term with a cover letter. The application must be signed and returned to the Nominating Committee by **December 15th**.

For any such members who are absent from the November meeting, the secretary is to send the Application to Serve an Additional Term to each person within two days following the November board meeting. Those individuals indicating an interest in serving an additional

term on the board will be considered by the Nominating Committee based upon their activity on the board during their previous term of office.

### Nomination of Officers

The Nominating Committee is responsible for presenting a slate to the Board of Trustees at its meeting in May for the following offices: 1) president; 2) first vice president; 3) second vice president; 4) secretary; 5) treasurer; 6) ARCA delegate; 7) ARCA alternate. The election takes place at the June meeting and the officers are seated on July 1st.

If there have been no nominations from the floor for officers and the nominees to be voted on do not exceed vacancies, voting shall be by voice vote. If nominations have been made from the floor, voting shall be by secret ballot. Candidates receiving the most votes will be elected. The secretary and board secretary shall tally the ballots and present the results to the board president. The Nominating Committee must consider many factors in developing the slate. Among the criteria to be considered are active committee and board participation and any special expertise of individuals.

Should a vacancy for an office occur during the year, the Nominating Committee is responsible for presenting candidates(s) for the office at the following board meeting. Additional nominations may be made from the floor. The election takes place at the same board meeting and the officer is seated immediately.

### Procedures for Selection of VAC Members

The Nominating Committee is responsible for assuring that qualified and interested persons are nominated for membership on the VAC. The following timetable has been developed to assure timely action by the committee and the board:

- A mailing is to be sent out during the annual recruitment period to all providers serving consumers in the NLACRC catchment area to solicit applications for committee membership.
- In addition, board and staff recommendations may be made for persons to serve on the committee.
- A description of the VAC and application will be sent upon request.
- The secretary tracks and follows-up on applications sent to prospective VAC members. This includes contacting the prospective VAC member to ascertain if assistance is needed to complete the application or if there is a desire to speak with a current VAC member.

The secretary will submit all completed applications to the committee, arrange required interviews with the committee, as well as record any action on the application the committee takes.

- The Nominating Committee is responsible for screening the applicants, obtaining consultation from the VAC chairperson and may request that the VAC chairperson assist in screening potential nominees. The VAC chairperson shall also be invited to participate in interviewing applicants to the committee.
- In ~~November~~ December of each year, an Application to Serve an Additional Term on the VAC is sent with a cover letter by the secretary to each member of the VAC whose term of office expires in June of the next year and who is eligible to serve another term. The application should be signed and returned to the Nominating Committee by December 15th January 5th.

Persons serving on the committee serve as individuals and not as representatives of their agencies. They are selected for their own expertise based upon their individual credentials. Members of the committee may be individual providers or employees of provider agencies serving NLACRC consumers. In order to provide wide representation on the VAC, attempts should be made to avoid more than one member from an agency; in no instance may there be more than two members elected from one agency.

The Nominating Committee and Board of Trustees should assure a wide range of representation on the VAC. In doing this, the following must be considered:

Categories to be represented:

- Living Arrangements - Large and small (agency and individual) providers of various community living (residential) services, including: community care licensed residences (owner operated and staff operated); health licensed facilities (ICF/DD-H, ICF/DD-N); and alternative living services (such as supported living services, adult family home agencies, foster home agencies for children, etc.).
- Skill Development - Infant and early intervention programs, adult day training programs, independent living programs, etc.
- Support Services - Respite and home health agencies, behavior consultation, day care and after school programs, Saturday programs, transportation, mobility training, etc.





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Wednesday, August 20, 2025

*Sent Via E-mail & Mail*



Dear Cathy,

As you know, the Board of Trustees re-elected you to serve another term on the Board of Trustees at the Special Board of Trustees meeting on August 20, 2025. Your new term will expire June 30, 2028. Your full 7-year term will also end June 30, 2028.

Congratulations on your re-appointment and thank you for your continued participation on the Board of Trustees!

We appreciate the time you give and the unique contributions you make as a board member. Thank you.

Sincerely,

Board Support



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Wednesday, August 20, 2025

*Sent Via E-mail & Mail*



Dear Sharmila,

As you know, the Board of Trustees re-elected you to serve another term on the Board of Trustees at the Special Board of Trustees meeting on August 20, 2025. Your new term will expire June 30, 2028. Your full 7-year term will also end June 30, 2029.

Congratulations on your re-appointment and thank you for your continued participation on the Board of Trustees!

We appreciate the time you give and the unique contributions you make as a board member. Thank you.

Sincerely,

Board Support



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Wednesday, August 20, 2025

*Sent Via E-mail & Mail*



Dear Anna,

As you know, the Board of Trustees re-elected you to serve another term on the Board of Trustees at the Special Board of Trustees meeting on August 20, 2025. Your new term will expire June 30, 2028. Your full 7-year term will also end June 30, 2030.

Congratulations on your re-appointment and thank you for your continued participation on the Board of Trustees!

We appreciate the time you give and the unique contributions you make as a board member. Thank you.

Sincerely,

Board Support



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Wednesday, August 20, 2025

*Sent Via E-mail & Mail*



Dear Alex,

As you know, the Board of Trustees re-elected you to serve another term on the Board of Trustees at the Special Board of Trustees meeting on August 20, 2025. Your new term will expire June 30, 2026.

Congratulations on your re-appointment and thank you for your continued participation on the Board of Trustees!

We appreciate the time you give and the unique contributions you make as a board member. Thank you.

Sincerely,

Board Support



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Wednesday, August 20, 2025

*Sent Via E-mail & Mail*



Dear Jennifer,

As you know, the Board of Trustees re-elected you to serve another term on the Board of Trustees at the Special Board of Trustees meeting on August 20, 2025. Your new term will expire June 30, 2028. Your full 7-year term will not end until June 30, 2030.

Congratulations on your re-appointment and thank you for your continued participation on the Board of Trustees!

We appreciate the time you give and the unique contributions you make as a board member. Thank you.

Sincerely,

Board Support



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Wednesday, August 20, 2025

*Sent Via E-mail & Mail*



Dear Laura,

As you know, the Board of Trustees re-elected you to serve another term on the Board of Trustees at the Special Board of Trustees meeting on August 20, 2025. Your new term will expire June 30, 2028. Your full 7-year term will not end until June 30, 2031.

Congratulations on your re-appointment and thank you for your continued participation on the Board of Trustees!

We appreciate the time you give and the unique contributions you make as a board member. Thank you.

Sincerely,

Board Support



# North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | [www.nlacrc.org](http://www.nlacrc.org)

August 08, 2025



Dear Mrs. Chavez,

As a new member on NLACRC Board of Trustees, the Bylaws state each Trustee's first term shall be for one (1) year and any potential successive terms shall be for three (3) years. Since you were elected to fill a vacancy your first term will end on June 30, 2026.

Thank you for joining our Board. We look forward to working with you!

Sincerely,

On behalf of the Nominating Committee



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August 08, 2025



Dear Mrs. Colton,

As a new member on NLACRC Board of Trustees, the Bylaws state each Trustee's first term shall be for one (1) year and any potential successive terms shall be for three (3) years. Since you were elected to fill a vacancy your first term will end on June 30, 2026.

Thank you for joining our Board. We look forward to working with you!

Sincerely,

On behalf of the Nominating Committee





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August 08, 2025



Dear Mr. Sunderland,

As a new member on NLACRC Board of Trustees, the Bylaws state each Trustee's first term shall be for one (1) year and any potential successive terms shall be for three (3) years. Since you were elected to fill a vacancy your first term will end on June 30, 2026.

Thank you for joining our Board. We look forward to working with you!

Sincerely,

On behalf of the Nominating Committee



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August 08, 2025



Dear Mr. Taketa,

As a new member on NLACRC Board of Trustees, the Bylaws state each Trustee's first term shall be for one (1) year and any potential successive terms shall be for three (3) years. Since you were elected to fill a vacancy your first term will end on June 30, 2026.

Thank you for joining our Board. We look forward to working with you!

Sincerely,

On behalf of the Nominating Committee

* Board Members	NLACRC Board of Trustees FY 2025-26		Date Elected	Upcoming Renewal	Current Term Start	Term End		7 Years End	# of Years Served
	Last Name	First name							
1	Abrahms	Nicholas	1/15/2020	6/30/2026	7/1/2024	6/30/2025		6/30/2027	5
2	Alvarado	George	9/1/2022	6/30/2027	6/30/2024	6/30/2025		6/30/2029	3
3	Blin	Cathy	7/1/2021	6/30/2025	7/1/2025	6/30/2028		6/30/2028	4
4	Brunjes	Sharmila	6/8/2022	6/30/2025	7/1/2025	6/30/2028		6/30/2029	3
5	Chavez	Blanca	5/14/2025	6/30/2026	7/1/2025	6/30/2026		6/30/2032	0
6	Colton	Jacquie	2/12/2025	6/30/2026	7/1/2025	6/30/2026		6/30/2032	0
7	Garcia	Leticia	1/15/2020	6/30/2026	7/1/2023	6/30/2026		6/30/2027	5
8	Hernandez	Juan	9/13/2023	6/30/2026	7/1/2025	6/30/2026		6/30/2030	2
9	Hurst	Anna	6/30/2023	6/30/2025	7/1/2025	6/30/2028		6/30/2030	2
10	Kopilevich	Alex	6/30/2024	6/30/2025	7/1/2025	6/30/2026		6/30/2026	1
11	Koster	Jennifer	9/13/2023	6/30/2025	7/1/2025	6/30/2030		6/30/2030	2
12	Monge	Laura	6/30/2024	6/30/2025	7/1/2025	6/30/2026		6/30/2031	1
13	Sunderland	Jeremy	2/12/2025	6/30/2026	7/1/2025	6/30/2026		6/30/2032	0
14	Taketa	Jason	2/12/2025	6/30/2026	7/1/2025	6/30/2026		6/30/2032	0
15	Wang	Curtis	6/30/2023	6/30/2026	7/1/2025	6/30/2030		6/30/2030	2
16									
17									
18									
19									
20									

\* The authorized numbers of Trustees shall be not less than fourteen (14) or more than twenty-two (22).

## 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**

<b>Catchment Area Population:</b> <b>2,307,493</b>	<b>Seated Members:</b> <b>15</b>		<b>Full Board:</b> <b>14-22</b>		
<i>[W&amp;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>					
<b>Race</b>	<b>Population (2023 ACS Data)</b>	<b>Percent (2023 ACS Data)</b>	<b>Board Members</b>	<b>Percent</b>	<b>Compliance Status</b>
American Indian/Alaskan Native	22,756	1.0%	0.0	0%	Met
Asian	225,351	9.8%	1.0	7%	Met
Black/African American	143,810	6.2%	1.0	7%	Met
Pacific Islander	3,914	0.2%	0.0	0%	Met
White	1,033,259	44.8%	9.0	60%	Met
Some other race alone	476,300	20.6%	3.0	20%	
Two or more races	402,102	17.4%	1.0	7%	
Number of BM with race selected			15.0	100%	

<b>Ethnicity</b>	<b>Population (2023 ACS Data)</b>	<b>Percent (2023 ACS Data)</b>	<b>Board Members</b>	<b>Percent</b>	<b>Compliance Status</b>
Hispanic/Latino	1,023,988	44.4%	5.0	33%	Not met
Non-Hispanic/Latino	1,283,505	55.6%	10.0	67%	N/A
<b>Total Board Members</b>			<b>15.0</b>	<b>100%</b>	

**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.*

<b>Skills/Expertise</b>	<b>Count</b>	<b>Percentage</b>	<b>Compliance Status</b>
Legal (L)	2	13%	Met
Management (M)	7	47%	Met
Board Governance (BG)	12	80%	Met
Financial (F)	4	27%	Met
Developmental Disability	7	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 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.*

<b>Board Member Representation</b>	<b>Count</b>	<b>Percentage</b>	<b>Compliance Status</b>
Individual Served (I)	5	33%	Met
Parent/Legal Guardian (P)	8	53%	
Other (O)	1	7%	
Vendor Representative (VR)	1	7%	Met
<b>Individual Served (I) and Parent/Legal Guardian (P) Combined</b>	<b>13</b>	<b>87%</b>	<b>Met</b>

**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.*

<b>Disability Represented</b>	<b>Count</b>	<b>Percentage</b>
Intellectual Disability	6	40%
Cerebral Palsy	3	20%
Epilepsy	2	13%
Autism	8	53%
5th Category	3	20%

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

**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.*

<b>County</b>	<b>Count</b>	<b>Percentage</b>
Los Angeles	15	100%



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August 15, 2025

Xochitl Gonzalez, Primary Regional Center Liaison Department  
of Developmental Services  
Office of Community Operations, Southern Region Office 2501  
Harbor Boulevard  
Costa Mesa, CA 92626

Subject: **North Los Angeles County Regional Center Board Composition Plan FY: 25/26**

Dear Xochitl,

North Los Angeles County Regional Center “NLACRC” is submitting to the Department a plan of correction regarding the Center’s composition of the Board of Trustees, and the steps being taken to bring the board into compliance with the statutory requirements for composition as per WIC Section 4622, *“the governing board shall submit plan to the department with its board composition documentation setting forth how and, in as expeditious a manner as possible, when the board will come into compliance, in part or in whole”*.

Attached you will find the Center’s completed composition survey, demonstrating compliance in multiple areas of composition. That said, the board does need to recruit for two trustees to represent members of our Hispanic/Latino community.

It is the intent of the board to recruit and onboard trustee(s) to meet the statutory composition requirement as expeditiously as possible for the committee positions yet to be filled in the next 120 days. The Nominating Committee has established a recruitment campaign by launching “Juntos en la Mesa: Where Every Voice Builds the Future” to create awareness and inspire action. Next, engage trusted Hispanic/Latino networks, including chambers of commerce and community-based organizations, and place targeted ads in culturally relevant media outlets. Simultaneously, share compelling messaging across LinkedIn, Instagram, and Facebook, featuring testimonials and short-form videos that highlight the value of Hispanic/Latino voices on the board. We will track progress using key performance indicators “KPIs” via candidate outreach, partnerships formed, and board applications received, while maintaining a consistent posting schedule and budget to maximize reach and impact.

The Nominating Committee will meet on September 17, 2025, to review applications received. If applicants meet requirements needed, the committee will vote to interview. If the current applications on file do not produce candidates for nomination to the board, NLACRC will promptly reengage in active recruitment of additional applicants, and the board may consider a paid platform such as BoardSource (a nonprofit board resource) to identify board recruits specific to the composition needs of the board.



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If you have any questions, please contact Angela Pao Johnson, at (818) 756-6423 or via e-mail at [apjohnson@nlacrc.org](mailto:apjohnson@nlacrc.org).

Sincerely,

Angela Pao Johnson,  
Executive Director

c: Ernie Cruz, Assistant Deputy Director – DDS Office of Community Operations  
Amy Westling, Association of Regional Center Agencies

Encl: Composition Survey

FY 2024-25	Jul-25	Aug-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total	Total
Nominating Committee	Dark		Special	Dark	Dark		Dark					Dark	Dark	Absences	Hours
Curtis Wang, Chair		P	P												2.25
Sharmila Brunjes		P	P												2.25
Lety Garcia		P	P												2.25
Juan Hernandez		P	P												2.25
Alex Kopilevich		P	P												1.25

Meeting Time

2.00

0.25

2.25

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)