



North Los Angeles County Regional Center

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

Thanks so much for your interest in joining NLACRC's Vendor Advisory Committee

To provide the Nominating Committee with additional information regarding you and your current interest in joining NLACRC's Vendor Advisory Committee (VAC), please complete the enclosed application and return via email or mailing to the address listed below by January 2, 2026.

North Los Angeles County Regional Center
Attention: Board Support
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311

Email: **Boardsupport@nlacrc.org**

Also attached is a copy of the Committee's Policies & Procedures and VAC's meeting schedule for your reference. Please note that all VAC meetings are currently being held via Zoom and may resume to in-person in the near future, additional information will be provided.

VAC meetings are generally held on the first Thursday of each month at 9:30 am. The meetings are open to the public and you are more than welcome to attend as a guest. If you wish to be added to our VAC e-mailing list, please let us know by sending an email to Boardsupport@nlacrc.org.

Should you have any questions, please send us an email to Boardsupport@nlacrc.org. Thank you again for your interest in serving NLACRC's VAC. We look forward to receiving the information requested!

Sincerely,

NLACRC Board Support

Enclosures (3)

North Los Angeles County Regional Center
APPLICATION: **VENDOR ADVISORY COMMITTEE**

Name: _____ **Address:** _____
City: _____ **CA:** _____ **Zip:** _____
Home Phone: (____) _____

Employer/Vendor Affiliation: _____
Occupation: _____ **Address:** _____
Job Responsibilities: _____ **City:** _____ **CA:** _____ **Zip:** _____

Work Phone: (____) _____
Cell Number: (____) _____
E-mail: _____

I am a member of the following developmental disability, health or other community organizations:

1. _____ 3. _____
2. _____ 4. _____

Role: Individual _____ Agency Staff Member _____ Agency Board Member _____

Categories of Service (please check all that apply):

Living Arrangements:

Community Care Facility _____ Health Licensed Facility _____ Other: _____

Skill Development Program:

Infant/Early Intervention _____ Adult Day Training _____ Supported Employment _____
Supported/Independent Living _____ Habilitation _____ Other: _____

Support Services:

Respite/Home Health _____ Behavior Consultation _____ Transportation _____
Day Care/After-School/Saturday Program _____ Mobility Training _____
Other: _____

Service Delivery Location(s):

San Fernando Valley _____ Santa Clarita Valley _____ Antelope Valley _____

How were you referred to the Vendor Advisory Committee? _____

I am hereby applying to serve on the VENDOR ADVISORY COMMITTEE of North Los Angeles County Regional Center. I agree to keep the Board of Trustees advised, in writing, if there is any change in provider status, my board status with a provider and/or my employment with a provider. If selected, I agree to meet the conflict of interest requirements as outlined in the Welfare and Institution Code, Section 4622 and 4626 and the Government Code, Section 87103.

Signature: _____ **Date:** _____

Please attach a personal resume or summary of

your professional background and experiences.

Please mail this application to:

North Los Angeles County Regional Center
Attention: Board Support
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311

or e-mail it to: **Boardsupport@nlacrc.org**

North Los Angeles County Regional Center
Vendor Advisory Committee

Policies & Procedures

Bylaws

The Vendor Advisory Committee is established as a standing committee in Article VII, Section 9, of the bylaws of the Board of Trustees of the NLACRC pursuant to Welfare and Institutions Code Sections 4622 and 4626. As required in the bylaws, the committee is limited to a membership of not more than eighteen (18) vendors. The Board of Trustees appoints committee members from a slate developed by the Nominating Committee. The Vendor Advisory Committee is responsible for designating a committee member to serve as a member of the Board of Trustees; this person also serves as chairperson of the Vendor Advisory Committee. It is also responsible for providing advice, guidance, recommendations, and technical assistance to the board in carrying out its mandated duties. A quorum must consist of 50% of the members of the committee. Members are appointed for three (3) year terms with approximately one-third of the committee being replaced annually to provide for continuity. Members may not serve more than two (2) consecutive terms.

Appointment of Vendor Advisory Committee

The Nominating Committee is responsible for assuring that qualified and interested persons are nominated for membership on the committee. (Note: For more specific procedures, see Nominating Committee Policies and Procedures.)

Membership

In order to be a Vendor Advisory Committee member in good standing, a person must be a vendor, or a board member or employee of a NLACRC vendored program. A change in board membership, employment status or vendor status may affect the person's eligibility or representation. Any such change must be reported in writing immediately to the Board of Trustees for its consideration. If a member misses three consecutive meetings, or five meetings in a one-year period, he/she shall be considered to have resigned from the Vendor Advisory Committee.

Meeting Frequency

The Vendor Advisory Committee shall meet at least quarterly. The quarterly meetings shall be scheduled for a full year following seating of the members each year. A copy of the

scheduled meetings will be provided to the Board of Trustees. Other meetings may be scheduled and called by the chairperson of the committee.

Relationship to the Board of Trustees

- Selection of chairperson/designee to the Board of Trustees:

The committee shall follow the written procedures developed by the committee for selection of the chairperson/designee to the Board of Trustees. This person should be a member in good standing. The committee shall determine the financial interest of each member considered for selection prior to the final selection to assure compliance with Government Code Section 87103. The financial information is to be submitted to the Board of Trustees for its review and final determination prior to the seating of the designee on the Board.

The designee shall be selected for a one-year term.

The designee shall not serve as a voting member of the Consumer Services Committee of the Board of Trustees.

- Submission of Advice:

The Vendor Advisory Committee, as a standing committee of the Board of Trustees, shall submit advice through reports submitted by its chairperson/designee to the board.

- Nominations:

Upon request by the Nominating Committee, the Vendor Advisory Committee will assist the Nominating Committee in screening potential nominees to the Vendor Advisory Committee.

- Training:

The Vendor Advisory Committee shall schedule a background and training session for its members annually after new members are seated.

- Staff Support:

Staff support shall be provided through the executive director of the regional center.

Voting by the Designee Member

As per Welfare and Institutions Code Section 4622 (9), the designee member of the Board of Trustees shall not do any of the following:

- Serve as an officer of the Board of Trustees.
- Vote on any fiscal matter affecting the purchase of services from any regional center provider.
- Vote on any issue other than as described in subparagraph (B), in which the member has a financial interest, as defined in Section 87103 of the Government Code, and determined by the regional center board. The member shall provide a list of his or her financial interests, as defined in Section 87103, to the regional center board.



North Los Angeles County Regional Center

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

Vendor Advisory Committee Meeting Schedule

FY 2025-26

~ No meeting in July 2025 ~

Thursday, August 14, 2025

Hybrid – Santa Clarita NLACRC

9:30 a.m.

Thursday, September 11, 2025

Hybrid – Chatsworth NLACRC

9:30 a.m.

~ No meeting in October 2025 ~

Thursday, November 13, 2025

Hybrid – Antelope Valley NLACRC

9:30 a.m.

~ No meeting in December 2025 ~

Thursday, January 8, 2026

Hybrid – Chatsworth NLACRC

9:30 a.m.

Thursday, February 12, 2026

Hybrid – Santa Clarita NLACRC

9:30 a.m.

Thursday, March 12, 2026

Hybrid – Antelope Valley NLACRC

9:30 a.m.

Thursday, April 9, 2026

Hybrid – Chatsworth NLACRC

9:30 a.m.

Thursday, May 14, 2026

Hybrid – Santa Clarita NLACRC

9:30 a.m.

Thursday, June 11, 2026

Hybrid – Antelope Valley NLACRC

9:30 a.m.