



# 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: January 7, 2026

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, January 7, 2026**

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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 as an attendee.

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/83417399017?pwd=JnlZqreKjPJhEkFt3PaRyAHBZ3OoqS.1>

**Meeting ID: 854 1739 9017**  
**Passcode: 182277**

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

January 7, 2026

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## NOMINATING COMMITTEE

Wednesday, January 7, 2026, 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 September 3, 2025, Meeting
- V. **Action Items**
  - A. Vote on Committee Co-Chairs – Evelyn McOmie (5 min)
  - B. Review New Applicant for Board of Trustees – Curtis Wang (10 min)
    1. Applicant 6
  - C. Review Interviews for Applicants for Board of Trustees – Curtis Wang (10 min)
    1. Applicant 4
    2. Applicant 5
- VI. **Committee Business**
  - A. Update on Board Recruitment Marketing Plan – Chris Whitlock (5 min)
  - B. Review Board Members' Terms and Upcoming Renewals – Curtis Wang and Lindsay Granger (10 min)
  - C. Review DDS Board Composition – Curtis Wang and Lindsay Granger (10 min)
- VII. **Review of Meeting Action Items** (2 min)
- VIII. **Board Meeting Agenda Items** (2 min)
- IX. **Announcements / Public Input / Information** (3 min per person, limit 3 people)
  - A. Next meeting: Wednesday, February 4, 2025 at 5:30 p.m.
  - B. Committee Attendance
- X. **Adjournment**

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

September 17, 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 5:34 pm

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

**M/S/C** (Lety Garcia/Alex Kopilevich) To approve the agenda with the update to the number of applicants being reviewed to 5 instead of 4. Motion carried.

Sharmila Brunjes reminded the committee that the decision on appointing a chair had been postponed from the previous meeting to allow time for additional members to express interest. As no new interest had been received, she suggested the committee move forward with a decision.

Lety Garcia volunteered to serve as co-chair alongside Curtis Wang, and both expressed agreement on sharing the role collaboratively. It was decided that the formal election of co-chair(s) would be placed on the November meeting agenda for official action.

**III. Public Input**

There was no public input.

**IV. Consent Items**

A. Approval of Minutes from the August 6, 2025 Meeting

B. Approval of Minutes from the August 20, 2025 Special Meeting

Alex Kopilevich moved to approve the minutes of the August 6, 2025 meeting. Lety Garcia requested an amendment to include the committee chair discussion that occurred during the August 6 meeting but was omitted from the draft minutes. The committee agreed to incorporate this correction. The motion to approve the amended August 6, 2025 minutes passed unanimously.

**M/S/C** (Alex Kopilevich/Lety Garica) to approve the minutes of the August 6, 2025 Meeting with the additional information on the Committee Chair discussion. Motion carried.

Sharmila Brunjes moved to approve the minutes of the August 20, 2026 Special Meeting, and Alex Kopilevich seconded. There was no further discussion. The motion to approve the August 20, 2025 special meeting minutes carried unanimously.

**M/S/C** (Sharmila Brunjes/Alex Kopilevich) to approve the minutes of the August 20, 2025 Special Meeting. Motion carried.

**V. Action Items**

**A. Review 5 Applicants for Board of Trustees**

Chair Curtis Wang opened the agenda item to review five applicants for potential appointment to the Board of Trustees. Lindsay Granger confirmed that the packet contained five applicants, consistent with the encrypted materials previously distributed to the committee. The agenda had been updated to include the fifth applicant for review.

Sharmila Brunjes raised planning considerations related to board term limits and ideal board size. Lety Garcia clarified that under the seven-year limit, both she and Nicholas Kopilevich began service in early 2020 and will term out in January 2027, not June 2026 as previously thought. The committee discussed that maintaining a 22-member board would result in too many simultaneous term expirations in future years, which could destabilize continuity.

The committee reached consensus that 18 board members is a more sustainable target (current total: 15). Members reaffirmed requirements under the Lanterman Act and DDS composition standards: at least 25% of the Board must be consumers, and 50% must be consumers or family members. Based on current membership, the committee determined that to meet DDS compliance at a total of 18 members, the Board needs to add two Latino members and one additional member representing another demographic.

Lety Garcia also recommended the continued use of a pre-approved alternate candidate, noting past success with this approach (e.g., when Cathy Blin was seated seamlessly after a vacancy). The committee agreed this would provide flexibility for future transitions.

**M/S/C** (Sharmila Brunjes/Lety Garcia) to expand to 18 members via the standard annual calendar with onboarding in June (no accelerated mid-year additions). Motion carried.

**M/S/C** (Sharmila Brunjes/Lety Garcia) to set meeting DDS composition requirements as a formal goal of the Nominating Committee's work this cycle. Motion carried.

Applicant #1: The committee decided not to advance the applicant. Sharmila Brunjes noted that the application lacked sufficient detail and did not clarify whether the applicant was a consumer or family member. Alex Kopilevich added that, since current consumer representation requirements are already met, the limited information made it difficult to assess fit.

**M/S/C** (Sharmila Brunjes/Juan Hernandez) to not move forward with Applicant 1. Motion carried.

Applicant #2: The applicant, identified as the owner of Monarch Behavior Services and currently in the process of becoming a vendor, was determined to be ineligible for Board service due to conflict-of-interest rules. Sharmila Brunjes, Alex Kopilevich, and Lety Garcia agreed that while the applicant could not serve on the Board, they could be a valuable addition to the Vendor Advisory Committee (VAC).

**M/S/C** (Sharmila Brunjes/Juan Hernandez) to not move forward with Applicant 2 to the Board, but to refer this applicant to the VAC. Motion carried.

Applicant #3: The committee voted not to advance the applicant. While the individual's

background reflected relevant experience as a parent and healthcare professional, members cited attendance and availability concerns. Alex Kopilevich noted a history of meeting cancellations and scheduling conflicts due to family commitments, and Lety Garcia confirmed similar observations from her review.

**M/S/C** (Lety Garcia/Juan Hernandez) to not move forward with Applicant 3. Motion carried.

Applicant #4: The committee voted to advance the applicant to the interview stage. Alex Kopilevich highlighted the applicant's strong Antelope Valley representation, real estate and business background, and active involvement with the local Chamber of Commerce. Juan Hernandez agreed, emphasizing the applicant's community engagement, while Sharmila Brunjes noted that adding Antelope Valley representation would enhance the Board's regional balance. Lety Garcia abstained from voting due to limited access to her notes while driving. The motion to move forward was approved by majority vote (Sharmila Brunjes, Alex Kopilevich, and Juan Hernandez in favor).

**M/S/C** (Sharmila Brunjes/Juan Hernandez) to move forward with Applicant 4 to an interview. Motion carried.  
Lety Garcia abstained.

Applicant #5: The committee voted unanimously to advance the applicant to the interview stage. Lety Garcia and Juan Hernandez expressed strong support, noting the applicant's strong overall fit and that they were referred by Blanca. A motion to move forward was made by Lety Garcia, seconded by Alex Kopilevich, and approved unanimously.

**M/S/C** (Lety Garcia/Alex Kopilevich) to move forward with Applicant 5 to interview. Motion carried.

**ACTION:** Board Support will schedule interviews for Applicants #4 and #5, notify Applicant #2 of the VAC referral and provide instructions to apply, and send courteous declinations to Applicants #1 and #3. The committee will continue recruitment toward 18 members with selections prioritized to fulfill DDS composition requirements (two Latino members and one additional seat) and maintain attendance/engagement expectations.

**ACTION:** The committee will continue recruitment with the goal of reaching 18 total members, prioritizing DDS composition compliance by filling two Latino positions and one additional "other" category seat. Attendance expectations and regional representation balance will remain key criteria in future applicant evaluations.

**B. Approval To Update Nominating Committee Policies and Procedures**

Chair Curtis Wang opened the item on approval to update the Nominating Committee policies and procedures.

Sharmila Brunjes asked for clarification on whether this was a new update or a continuation of prior work. Curtis Wang confirmed the item was to approve an update to the existing document.

Lety Garcia provided background, noting that this discussion originated from the Board Retreat, where the committee discussed aligning recruitment materials with board

composition needs. The intent is for the Nominating Committee's policies or procedures to explicitly reflect targeted recruitment strategies based on board deficiencies—such as professional background, ethnicity, consumer or family status—to ensure ongoing compliance with DDS and Lanterman Act composition requirements. This approach would move away from general recruitment announcements and help advance the Board's diversity and compliance goals.

Curtis Wang, Sharmila Brunjes, and Lindsay Granger discussed whether the document should remain titled Policies and Procedures or be renamed simply Procedures (or Procedures and Guidelines). Lindsay Granger explained that labeling it as a "policy" requires the document to be posted publicly online and approved by the Board and DDS, while procedures serve as internal operational guidance that can be adjusted by the committee as needed.

Lindsay Granger provided definitions to clarify:

- Policy: Defines the *what* and *why*—establishes governing principles and must comply with statutory and ethical standards.
- Procedure: Defines the *how*—outlines step-by-step operational guidance to implement policy.

Sharmila Brunjes suggested retitling the document to *Procedures and Guidelines*, since most of its content (e.g., committee responsibilities, recruitment process, and seating of members) is already addressed within the Bylaws, and any remaining content functions as procedural guidance rather than policy.

Lindsay Granger confirmed that the sections referencing the Nominating Committee and Vendor Advisory Committee are not up to date with the most recent Bylaws draft and would need revision. Lety Garcia added that because the current version contains outdated information—such as processes no longer used for appointing Vendor Advisory Committee representatives—it would be premature to determine whether the content qualifies as policy or procedure.

Sharmila Brunjes noted that tabling the item could delay its review by the Board Policy Workgroup, which will not reconvene until January due to the November meeting's cancellation and the committee's dark months in October and December. Lety Garcia responded that the committee could schedule an additional meeting if needed, but emphasized the importance of reviewing an accurate document before making structural or classification decisions.

Lety Garcia made a motion to table the discussion until the next Nominating Committee meeting, allowing time for the document to be reviewed, corrected, and aligned with the most current bylaws and DDS requirements. Sharmila Brunjes seconded the motion for the purpose of formal discussion.

After further discussion, Sharmila Brunjes stated she opposed tabling the item, expressing that the document largely functions as internal guidance and should remain under committee control. The motion carried with Lety Garcia, Alex Kopilevich, and Curtis Wang voting *yes* to table, and Sharmila Brunjes voting *no*.

The Nominating Committee voted to table the update and classification of the document until the January 2026 meeting, pending corrections and updates to reflect the current bylaws and DDS requirements.

**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.

## **V. Committee Business**

### **A. Term Letter (Update)**

Lindsay Granger provided an update on the board member term letters discussed at the previous Nominating Committee meeting. She confirmed that all current board members received letters outlining their respective term dates, with redacted copies shared with the committee for reference.

Additionally, new board members were sent letters confirming the start of their initial one-year term, with clarification that any subsequent terms would be for three years. These communications followed the special Nominating Committee meeting and ensured consistent documentation of board term start and end dates.

### **B. Review Board Members' Terms**

Curtis Wang requested a review of the current Board Term Matrix. Lindsay Granger presented the updated table, noting corrections to the "years served" column and clarifying each member's term end date based on the seven-year maximum allowed by the bylaws.

#### **Key Term Updates:**

- Alex Kopilevich will be the first board member to term off in 2026.
- Nicholas Abrahms and Lety Garcia are scheduled to term off in January 2027, consistent with their January 2020 start dates.
- The bylaws specify that no member may serve more than seven total years, confirming that term end dates should align with the anniversary month of each member's initial appointment rather than the June fiscal cycle.

Sharmila Brunjes requested that the matrix explicitly list the exact term end dates (e.g., "January 14, 2027") to avoid confusion. Lindsay Granger agreed to revise the document accordingly and email the corrected version to the committee.

Committee members discussed whether all terms should conclude in June or in the member's anniversary month. Lety Garcia noted that the standard practice across regional centers is to end terms in the month of the member's original appointment, allowing individuals to serve their full seven-year term.

Lety Garcia made a motion for NLACRC to follow the practice of concluding board member terms in the month of their original appointment. Sharmila Brunjes seconded the motion.



During discussion, Sharmila Brunjes expressed a minor concern regarding administrative oversight, cautioning that accurate tracking must continue to ensure compliance. Lety Garcia affirmed that this system has functioned well during her tenure and that board members remain aware of their term limits.

The motion passed unanimously.

Next Steps:

- Lindsay Granger will distribute the updated term tracker with corrected term end dates.
- The approved anniversary-based term completion practice will be documented in the Nominating Committee Procedures and Guidelines for consistency in future term management.

C. Board Composition and Corrective Action Plan (Update)

Evelyn McOmie reported that the Board Composition and Corrective Action Plan was submitted to DDS. The letter (included in the packet) outlines composition gaps and the active recruitment campaign (including Juntos and La Mesa) targeting the Hispanic/Latino community. The letter noted the committee's September 17 applicant review; two applicants are advancing to interviews and may help meet composition needs. Current board size remains 15 members.

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.

Lety Garcia asked that committee actions explicitly include promoting current composition deficiencies (e.g., Latino representation, legal expertise) in outreach. After discussion referencing the previously board-approved marketing plan and its 3-month evaluation window,

Lety Garcia moved to:

- Maintain the existing, board-approved marketing campaign as is; and
- Effective immediately, add targeted language about current needs (e.g., "seeking two Latino members and one other") wherever feasible in new or easily editable channels (newsletter, email blasts, web), while remaining open to all applicants.

Sharmila Brunjes seconded. Vote: Yes — Curtis Wang, Sharmila Brunjes, Lety Garcia (3); No — Alex Kopilevich, Juan Hernandez (2). Motion passed (3–2).

Staff to continue the existing campaign unchanged, and add targeted language in new/editable outreach immediately.

The committee's action will be forwarded to the full Board as a recommendation (to be placed under Action Items) for discussion and confirmation, with Curtis Wang and Lety Garcia prepared to present.

**VI. Board Meeting Agenda Items and Action Items**

- Lindsay Granger will notify all five applicants of outcomes: advance Applicant #4 and Applicant #5 to interviews; contact Applicant #2 about interest in the Vendor Advisory Committee (VAC) and send the VAC application; provide status updates to all applicants.
- Nominating Committee Policies and Procedures item is tabled until a later meeting.
- Lindsay Granger will add the committee's targeted marketing recommendation to the next Board meeting agenda and email a recap of today's discussion (through 5:50 PM) to the committee by week's end. Curtis Wang confirmed Board agenda items were covered.
- Lindsay Granger will update the August minutes to reflect discussion on the Committee Chair prior to posting.

**VIII. Adjournment**

Curtis Wang adjourned the meeting at 7:05 p.m.

Submitted by:  
Lindsay Granger  
Executive Administrative Assistant

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

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

## Board Composition

Region	Actual Board Members
SFV	10
SCV	1
AV	3
<b>Total</b>	<b>14</b>

Board Member Representation	
Consumers	5
Parent/Legal Guardian	7
Other	1
Vendor Representative	1
Individual Served and Parent/Legal Guardian Combined	12

Diagnosis	
I/D	6
Autism	3
Epilepsy	2
CP	8
5th Category	3
<b>Total</b>	<b>22</b>

Ethnicity					
Total Number of Members	14	15	16	17	18
American Indian/Alaskan Native	0	0	0	0	0
Asian	2	2	2	2	2
Black/African American	1	1	1	1	1
Hispanic/Latino	6 (4)	7	7	7	7
White	10	10	10	10	10
Other	2	3	4	5	6

## 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>Seated Members:</b>		<b>Full Board:</b>		
<b>2,307,493</b>	<b>14</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	64%	Met
Some other race alone	476,300	20.6%	2.0	14%	
Two or more races	402,102	17.4%	1.0	7%	
Number of BM with race selected			14.0	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%	4.0	29%	Not met
Non-Hispanic/Latino	1,283,505	55.6%	10.0	71%	N/A
<b>Total Board Members</b>			<b>14.0</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	14%	Met
Management (M)	6	43%	Met
Board Governance (BG)	12	86%	Met
Financial (F)	4	29%	Met
Developmental Disability	7	50%	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	36%	Met
Parent/Legal Guardian (P)	7	50%	
Other (O)	1	7%	
Vendor Representative (VR)	1	7%	Met
<b>Individual Served (I) and Parent/Legal Guardian (P) Combined</b>	<b>12</b>	<b>86%</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	43%
Cerebral Palsy	3	21%
Epilepsy	2	14%
Autism	8	57%
5th Category	3	21%

*\*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	14	100%

FY 2025-6	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	P											3.75
Sharmila Brunjes		P	P	P											3.75
Lety Garcia		P	P	P											3.75
Juan Hernandez		P	P	P											3.75
Alex Kopilevich		P	P	P											2.75

Meeting Time

2.00

0.25

1.50

3.75

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)