



# 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: March 4, 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, March 4, 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/83145709557?pwd=muwfaFnV70GiHw2eO8TZKZBcoyLOzg.1>

**Meeting ID: 831 4570 9557**  
**Passcode: 007129**

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

March 4, 2026

## Table of Contents

<b>Memorandum</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>2</b>
<b>Agenda</b> .....	<b>3</b>
<b>Agenda Item IV. Approval of Meeting Minutes</b>	
February 4, 2025, Meeting Minutes .....	<b>5</b>
<b>Agenda Item V. A. Nominating Committee Guidelines and Procedures Redlined Draft</b> .....	<b>14</b>
<b>Agenda Item V. B. Nicholas Abrahms Renewal</b> .....	<b>20</b>
<b>Agenda Item V. C. Lety Garcia Renewal</b> .....	<b>21</b>
<b>Agenda Item V. D. Jacquie Colton Renewal</b> .....	<b>22</b>
<b>Agenda Item V. E. Jeremy Sunderland Renewal</b> .....	<b>23</b>
<b>Agenda Item V. F. Jason Taketa Renewal</b> .....	<b>24</b>
<b>Agenda Item V. G. Curtis Wang Renewal</b> .....	<b>25</b>
<b>Agenda Item VI. D. Applicant Rating Sheet</b> .....	<b>26</b>
<b>Agenda Item VI. E. Board Recruitment Plan Policy</b> .....	<b>29</b>
<b>Agenda Item IX. B. Committee Attendance</b> .....	<b>35</b>



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## NOMINATING COMMITTEE

Wednesday, March 4, 2026, at 5:30 p.m.

~ AGENDA ~

### Members:

Committee Co-Chairs: Curtis Wang and Lety Garcia

Nominating Committee Members: Sharmila Brunjes,  
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 February 4, 2026, Meeting
- V. **Action Items**
  - A. Review and Approve Updated Nominating Committee Guidelines and Procedures – Lindsay Granger (*10 min*)
  - B. Approval of Renewal of Board Membership for Nicholas Abrahms for a One-Year Term Beginning July 1, 2026 and Ending January 15, 2027 – Curtis Wang (*1 min*)
  - C. Approval of Renewal of Board Membership for Lety Garcia for a One-Year Term Beginning July 1, 2026 and Ending January 15, 2027 – Curtis Wang (*1 min*)
  - D. Approval of Renewal of Board Membership for Jacquie Colton for a Three-Year Term Beginning July 1, 2026 and Ending June 30, 2029 – Curtis Wang (*1 min*)
  - E. Approval of Renewal of Board Membership for Jeremy Sunderland for a Three-Year Term Beginning July 1, 2026 and Ending June 30, 2029 – Lety Garcia (*1 min*)
  - F. Approval of Renewal of Board Membership for Jason Taketa for a Three-Year Term Beginning July 1, 2026 and Ending June 30, 2029 – Lety Garcia (*1 min*)
  - G. Approval of Renewal of Board Membership for Curtis Wang for a Three-Year Term Beginning July 1, 2026 and Ending June 30, 2029 – Lety Garcia (*1 min*)
  - H. Review Board of Trustees Applicant Interviews – Curtis Wang (*10 min*)
    1. Applicant 4

2. Applicant 5
3. Applicant 6
4. Applicant 9
5. Applicant 11
6. Applicant 12

I. Approval to Close the Board Application Period for FY 2025-26 – Curtis Wang  
(2 min)

**VI. Committee Business**

- A. Update on Board Recruitment Marketing Plan – Chris Whitlock (3 min)
- B. Discuss Slate of Officers for next fiscal year – Curtis Wang (5 min)
- C. Discuss Slate of Additional Executive Finance Committee Members – Curtis Wang (3 min)
- D. Discuss Applicant Rating Sheets – Lety Garcia (5 min)
- E. Update on Board Recruitment Plan Policy – Evelyn McOmie (2 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, April 1, 2026, at 5:30 p.m.
- B. Committee Attendance

**X. Adjournment**

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

February 4, 2026

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

Angela Pao-Johnson, Evelyn McOmie, Lindsay Granger – **Staff Members**

**Absent:**

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**I. Call to Order**

Board Secretary and Committee Chair Curtis Wang called the meeting to order at 5:33 pm.

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

**M/S/C** (Lety Garcia/Alex Kopilevich) To approve the agenda. Motion carried.

**III. Public Input**

Board President **Sharmila Brunjes** shared information regarding a proposed trailer bill distributed to the Board. The bill is not yet finalized and, if approved, would take effect January 2027 with anticipated passage in June or July.

Sharmila Brunjes explained that the proposal introduces expertise expectations for governing boards, including legal, management, governance, fiscal and financial, and developmental disability program experience. The Board as a whole would also need to reflect the geographic, disability, and ethnic characteristics of the regional center's service area. The proposal would limit board size to 10–15 members and require at least two members to be consumers selected from the Consumer Advisory Committee. The new requirements would supersede certain Lanterman provisions, and DDS may place a regional center on notice if the requirements are not met.

Sharmila Brunjes noted that not every individual member must meet all expertise criteria, but the Board collectively must satisfy them. Sharmila Brunjes emphasized the potential impact on future recruitment and retention, including the possibility that membership adjustments could be required if the Board exceeds the size cap.

Lety Garcia clarified that the legislation is expected to pass mid-year and would become effective January 2027, providing time for planning and compliance preparation.

There was no additional public comment.

**IV. Consent Items**

A. Approval of Minutes from the January 7, 2026 Meeting

**M/S/C** (Sharmila Brunjes/Juan Hernandez) to approve the minutes of the January 7, 2026 meeting. Motion carried.

**V. Action Items**

A. Review and Discuss Updated Nominating Committee Procedures and Guidelines

Curtis Wang introduced the agenda item to review and discuss updates to the Nominating Committee procedures and guidance.

Lindsay Granger presented the redlined document and outlined the proposed revisions. Documents previously labeled as policies, but not functioning as formal Board policies, were renamed to guidelines or procedures. The content was updated to align with the revised bylaws, including removal of language assigning Nominating Committee responsibilities to the Vendor Advisory Committee and general formatting adjustments for clarity and consistency.

Discussion focused on voting procedures. Lindsay Granger initially suggested removing the sentence stating voting shall be by voice vote because electronic ballots can be created quickly and floor nominations can be added during meetings. Lety Garcia clarified that the existing language distinguishes between situations: when a slate is presented and there are no nominations from the floor, the Board approves the slate by voice vote; when nominations are made from the floor, voting occurs by secret ballot. Sharmila Brunjes confirmed this reflects current Board practice, and the committee agreed to retain the language. Lindsay Granger confirmed the provision would remain.

Additional revisions aligned officer titles with the bylaws. The positions of First Vice President and Second Vice President were removed and replaced with a single Vice President position. The ARCA Alternate was also removed as an officer position, leaving President, Vice President, Secretary, Treasurer, and ARCA Delegate as the officer slate.

Further discussion addressed Vendor Advisory Committee content removed from the Nominating Committee document. Lety Garcia recommended transferring the VAC selection procedures into the Vendor Advisory Committee bylaws so the process would be formally documented. Alex Kopilevich agreed the material should be provided to the VAC for review and inclusion, and Lindsay Granger confirmed the content would be moved rather than deleted.

The committee also discussed how the Nominating Committee presents the slate to the Board. Clarification was made that officer elections and the selection of the three additional Executive Finance Committee members would occur during the same election cycle but through different methods. Sharmila Brunjes and Juan Hernandez supported electing the three additional Executive Finance Committee members by ballot to ensure fairness since those positions are not officer roles. The group agreed a separate section should be added describing procedures for selection of additional Executive Finance Committee members and specifying election by ballot.

Lindsay Granger confirmed the document will be updated to include the new section, retain the voice vote language, align officer titles, and remove VAC references. The revised document will return to the Nominating Committee at the March meeting for final review and approval.

ACTION: Lindsay Granger will present another red-lined draft of the Nominating Committee Guidelines and Procedures to present for review and approval at the March meeting.

ACTION: Lindsay Granger will add this to the March Nominating Committee agenda.

B. Review New Applicant for Board of Trustees

a. Applicant 7

Curtis Wang opened the review of new Board of Trustees applicants, beginning with Applicant 7.

Lety Garcia recommended the committee consider each applicant individually by motion, allowing the committee to either move an applicant forward to interview, retain the application for future consideration, or close the application. The committee agreed this approach would prevent scheduling unnecessary interviews and allow case-by-case evaluation.

No motion was made to advance Applicant 7 to the interview stage. Lindsay Granger clarified prior practice, explaining applicants may be moved forward, retained for future openings, or closed with a notification letter inviting reapplication.

Sharmila Brunjes made a motion to table Applicant 7 for consideration at a later date, which was seconded by Juan Hernandez. The motion carried with Lety Garcia abstaining. Applicant 7 was retained for future consideration.

**M/S/C** (Sharmila Brunjes/Juan Hernandez) to save Applicant 7 for consideration at a later date. Lety Garcia abstained. Applicant 7 was saved for future consideration. Motion carried.

b. Applicant 8

Curtis Wang introduced review of Applicant 8 and requested a motion regarding whether to move the applicant forward for interview.

Sharmila Brunjes made a motion to advance Applicant 8 to the interview stage, seconded by Juan Hernandez. During discussion, Sharmila Brunjes noted the applicant's experience supporting an older family member with disabilities and familiarity with regional center services.

Lety Garcia raised concern that the applicant works in home care and is pursuing licensure for a care service, which may create a conflict of interest and make the applicant more appropriate for the Vendor Advisory Committee rather than the Board.

Alex Kopilevich confirmed that individuals working for or operating a vendor agency typically serve on the Vendor Advisory Committee rather than the Board. Additional discussion acknowledged the distinction between disability experience and vendor involvement.

Following discussion, the motion to move Applicant 8 forward for interview did not carry.

**M/S/C** (Sharmila Brunjes/Juan Hernandez) to move Applicant 8 forward for interview. Motion failed.

**M/S/C** (Juan Hernandez/Sharmila Brunjes) to refer Applicant 8 to the Vendor Advisory Committee. Motion carried.

c. Applicant 9

Curtis Wang opened discussion on Applicant 9 and requested a motion regarding advancement to the interview stage.

The committee discussed whether the applicant's consulting business created a vendor conflict. Lety Garcia clarified the applicant is a regional center consumer with a consulting business providing independent facilitator services and is not a vendor. Members agreed additional information would be helpful and could be obtained through an interview.

**M/S/C** (Sharmila Brunjes/Alex Kopilevich) to move Applicant 9 forward for interview. Motion carried.

d. Applicant 10

Curtis Wang called for consideration of Applicant 10 and requested a motion to move the applicant forward for interview. No motion was made to advance Applicant 10. Sharmila Brunjes recommended closing the application, noting the committee's current needs and that similar expertise is already represented on the Board.

**M/S/C** (Sharmila Brunjes/Juan Hernandez) to close Applicant 10 and not move forward. Motion carried.

e. Applicant 11

Members identified Applicant 11 as a physician and professor who resides in the catchment area. Juan Hernandez made a motion to move Applicant 11 forward for interview, seconded by Sharmila Brunjes. Lety Garcia raised a concern regarding the time commitment given the candidate's professional responsibilities and noted prior estimates of board time requirements. Members agreed the committee could not assess availability without an interview.

**M/S/C** (Juan Hernandez/Sharmila Brunjes) to move forward with Applicant 11 to interview. Motion carried.

f. Applicant 12

Curtis Wang called for consideration of Applicant 12 and requested a motion regarding advancement to interview.

During discussion, Sharmila Brunjes noted the applicant's leadership experience in nonprofit and Head Start programs and the value of the applicant's community representation. Lety Garcia added the applicant also has recruitment, enrollment, and management experience.

**M/S/C** (Sharmila Brunjes/Lety Garcia) to move Applicant 12 forward for interview. Motion carried.

g. Applicant 13

Curtis Wang opened consideration of Applicant 13.

Sharmila Brunjes noted the applicant is a co-owner of an Adult Residential Facility and appears closely connected to service provision. Lety Garcia confirmed the applicant

would be more appropriate for the Vendor Advisory Committee.

**M/S/C** (Alex Kopilevich/Juan Hernandez) to move Applicant 13 to the Vendor Advisory Committee. Motion carried.

ACTION: Board Support will schedule interviews for Applicant # with the Nominating Committee.

- C. Review Board of Trustees Applicant Interviews
- a. Applicant 4
  - b. Applicant 5
  - c. Applicant 6

Curtis Wang introduced discussion regarding previously conducted Board of Trustees applicant interviews.

Sharmila Brunjes recommended postponing consideration of interviewed applicants until interviews for Applicants 7 through 13 are completed, to ensure all candidates are evaluated consistently. Alex Kopilevich, Lety Garcia, and Juan Hernandez agreed. Decisions on interviewed applicants were tabled pending completion of all interviews.

**M/S/C** (Sharmila Brunjes/Juan Hernandez) to table decisions on the previously interviewed applicants until all remaining interviews are conducted. was approved unanimously. Motion carried.

## V. **Committee Business**

### A. Update on Board Recruitment Marketing Plan

Curtis Wang introduced the update on the Board recruitment marketing plan. Chris Whitlock reported that the current campaign has generated 23 completed interest forms and 5 completed applications, which were reviewed during the meeting. The committee discussed whether to continue the existing approach or modify the strategy.

Chris Whitlock described updates to the recruitment process, including a mobile-friendly online interest form and a digitized application. Individuals complete a Microsoft interest form and are then directed to a JotForm application, allowing staff to track how many interested individuals convert into applicants and enabling follow-up contact using collected information.

The committee reviewed outreach effectiveness and targeting. Chris Whitlock confirmed geo-targeted marketing is being requested to specifically reach the Santa Clarita area. Alex Kopilevich recommended reducing print advertising with low engagement and prioritizing digital outreach. Unique QR codes are being used to identify which channels generate responses. Early results show social media platforms are producing the strongest engagement and most submissions.

Sharmila Brunjes suggested creating recruitment support materials and guidance so Board members can responsibly share outreach through their personal networks, as well as scheduling optional recruitment videos coordinated by the communications team.

Lety Garcia requested that staff provide a more comprehensive report at the next meeting, including performance data by outreach source and how funds previously used

for print advertising will be reallocated toward higher-performing digital strategies.

ACTION: Chris Whitlock will report out at the next Nominating Committee meeting with an update on the Board Marketing Plan.

B. Review Board Members' Terms and Upcoming Renewals

Curtis Wang introduced the review of upcoming Board member term renewals. Lindsay Granger confirmed that renewal applications and signed renewal notices have been received for all listed members and noted which individuals are approaching completion of their first year of service.

Lety Garcia explained that the Nominating Committee must formally recommend renewals to the Board at the next meeting as an action item. The recommendation will specify whether each member is being renewed for a one-year or three-year term. The committee discussed presenting each renewal as a separate line item so members may either vote individually or approve the renewals as a slate, depending on consensus at that meeting.

The committee clarified term lengths. Certain members will receive standard three-year renewals, while others will receive a shorter renewal period extending to January 2027 based on a prior Nominating Committee decision aligning terms with the Board's election cycle. Lindsay Granger will update the renewal list to clearly indicate the recommended term length next to each member's name and reflect the adjusted end dates.

ACTION: Lindsay Granger will update the Board Members Terms Tracker before the next Nominating Committee meeting.

ACTION: Membership renewals will be added to the March Nominating Committee agenda to be voted on at the next meeting.

C. Review DDS Board Composition

Curtis Wang opened the agenda item to review the Board composition Excel and confirmed Lindsay Granger would walk the committee through the updated worksheet.

Lindsay Granger explained the composition worksheet was the same tool reviewed previously, updated to show scenarios up to 22 total Board representatives. Lindsay Granger stated the calculations were based on current consumer distribution statistics by region and noted that 5.84 percent of consumers are not assigned to a specific region. Lindsay Granger kept that percentage as a separate variance category so the totals remain at 100 percent.

Lindsay Granger reviewed how the worksheet translates regional consumer percentages into target counts of Board members needed from each area to align representation with the consumer population. Lety Garcia confirmed that at a total Board size of 14, the 25 percent consumer threshold equates to four consumer members and noted the Board currently has five consumers, which remains compliant.

Lety Garcia asked whether the representation section should show an even split under a 14-member Board and sought clarification on how "individuals served" and "parent or legal guardian" categories are calculated. Lindsay Granger explained that the DDS form combines those categories and counts "individuals served" within multiple requirements,

consistent with DDS reporting rules. Lindsay Granger also clarified that disability categories are counted across each applicable category when someone identifies with more than one, which affects totals.

Sharmila Brunjes thanked Lindsay Granger for the updated sheet and asked the committee to confirm whether the previously stated Board recruitment goal of reaching 18 total members remains appropriate given the current Board size. Lety Garcia stated the committee's prior decision was to target a total Board size of 18, not a fixed number of additions, and noted that when two members rotate off in January 2027, the Board will drop by two seats. The committee discussed how future compliance could be affected depending on whether proposed trailer bill language is adopted and acknowledged the possibility that maintaining a higher total now could require non-renewal decisions later if membership limits change.

Lety Garcia highlighted additional elements referenced in the trailer bill language, including plain-language requirements for materials provided to Board members and an expectation that recruitment materials encourage parents and consumers to apply. Sharmila Brunjes noted these changes could require adjustments to how the Nominating Committee manages renewals and recruitment over time.

Lindsay Granger pointed out that the DDS composition survey was included in the packet as a reference. Juan Hernandez asked for clarification about "fifth category." Evelyn McOmie explained that fifth category generally refers to developmental delay with cognitive deficits that are below the threshold for intellectual disability and is used as a classification when individuals are accepted into the system. Evelyn McOmie clarified that conditions such as ADHD or dyslexia alone do not qualify for Regional Center services and that fifth category is often interpreted as more consistent with certain learning disability profiles, though not equivalent to an intellectual disability classification.

## **VI. Review of Meeting Action Items and Board Agenda Items**

Curtis Wang transitioned the committee to a review of meeting action items. Lety Garcia initially noted there were two interviews pending, and Lindsay Granger requested confirmation of the applicant dispositions to ensure the action item list was accurate. The committee confirmed the outcomes as follows: Applicants 9, 11, and 12 were approved to move forward to interviews; Applicant 10 was closed; Applicant 7 was tabled for future consideration; and Applicants 8 and 13 were referred to the Vendor Advisory Committee. Sharmila Brunjes corrected that the previously interviewed applicants to be tabled pending completion of the new interviews were Applicants 4, 5, and 6.

Lindsay Granger confirmed next steps and assignments. Lindsay Granger will send official letters to all new applicants reviewed at the meeting and begin scheduling interviews for Applicants 9, 11, and 12, with the intent to complete interviews prior to the next Nominating Committee meeting. Lindsay Granger will also contact Applicants 4, 5, and 6 to provide an update that the applications will be revisited at the next Nominating Committee meeting after the additional interviews are completed.

The committee discussed managing the open application period. Sharmila Brunjes raised the question of when to close nominations for the year, noting the committee was approaching a point where there could be more candidates than available slots. Lety Garcia agreed the committee needs a formal stopping point and noted that applications can also be retained for future cycles if strong candidates continue to apply. Sharmila Brunjes suggested treating the current pool as a "Phase 1" group that would be closed to new applicants, with a potential "Phase 2" later. Because the item was not on the agenda, the committee agreed to revisit and take

formal action at the next meeting. Lety Garcia asked Lindsay Granger to include an agenda item for the next meeting to formally close nominations and/or finalize the candidates to recommend to the Board.

Alex Kopilevich requested coordination with Lindsay Granger on scheduling, noting the Vendor Advisory Committee also has interviews and a meeting the following week. Alex Kopilevich requested connecting within the next one to two weeks so interview schedules for Board applicants and Vendor Advisory Committee applicants can be coordinated and avoid conflicts. Lindsay Granger agreed.

Additional action item updates were confirmed. Lindsay Granger stated renewal materials have been prepared and renewal recommendations will include the requested term language, including a one-year term noted with a specific end date for Lety Garcia and Nicholas, and three-year renewals for the remaining members. Lindsay Granger will also update the term tracker to correct Sharmila Brunjes's date. Lindsay Granger confirmed revised Nominating Committee procedures and guidelines will be brought back at the next meeting, including the added section previously requested, retention of the voice vote provision, and removal of Vendor Advisory Committee references as reflected in the redline. Lindsay Granger will also separate the Vendor Advisory Committee selection procedure content into a standalone document for Vendor Advisory Committee review.

Sharmila Brunjes requested clarification on the renewal process, and Lety Garcia confirmed the committee discusses renewals and makes recommendations to the Board, the renewals are presented to the Board in May, and the Board votes in June. The committee noted that as requirements and board composition targets evolve, renewal decisions may not always be as straightforward in future years.

The committee briefly discussed Board meeting agenda items and agreed Curtis Wang could provide a short update at the Board meeting indicating the Nominating Committee will continue with interviews.

**ACTIONS:**

- Lindsay Granger summarized follow-up items and next steps, including reaching out to all applicants with an update on their application and to schedule interviews with applicants selected before the next Nominating Committee meeting.
- An email would be sent to Applicants 4, 5, and 6 to inform them that their applications would be reviewed again at the March meeting.
- An action item will be added to the March agenda to close phase 1 of board applications.

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

Curtis Wang opened the floor for public input and announcements.

Alex Kopilevich shared information regarding pending state legislation proposing a mileage-based tax intended to offset declining gas tax revenue due to increased electric vehicle usage. Alex noted the proposal could significantly affect service providers and direct support professionals who regularly travel to individuals' homes, potentially creating additional financial burden and negatively impacting workforce recruitment and retention. The tracking method and possible replacement of the gas tax remain unclear as the proposal moves to the State Senate.

Lety Garcia acknowledged the importance of the issue and indicated it may be appropriate to monitor whether ARCA takes a formal position. Committee members thanked Alex Kopilevich for bringing the matter to the group's attention.

The next meeting is Wednesday, March 4, 2026 at 5:30 p.m.

**VIII. Adjournment**

Curtis Wang adjourned the meeting at 7:07 p.m.

Submitted by:  
Lindsay Granger  
Executive Administrative Assistant – Board Relations Liaison



DRAFT

North Los Angeles County Regional Center  
**Nominating Committee**  
~~Policies & Procedures~~Guidelines & 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 ~~Additional Members of the Executive Finance Committee~~VAC Members

At regular Board of Trustees meetings, the new trustees, additional members of the Executive Finance Committee~~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>+</sup>board liaison shall keep a current list of committee members, indicating the name of each member, date appointed to 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~~board liaison.

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~~board liaison 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~~board liaison 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~~board liaison 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

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<sup>+</sup>Whenever there is reference to the "secretary," it is meant to refer to the secretary of the executive director.

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-board liaison~~ 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-board liaison~~ 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.

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For any such members who are absent from the November meeting, the ~~secretary-board liaison~~ 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-board liaison~~ 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.

~~The Nominating Committee will present a separate slate to the Board of Trustees at its meeting in May for up to three additional members of the Executive Finance Committee. The election takes place at the June meeting.~~

### ~~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 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.~~

~~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.~~

[~~polproguidepro.nom~~] ~~Adopted 9-12-18 (Revised 10.06.2021)~~Adopted



# 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)

## APPLICATION TO SERVE AN ADDITIONAL TERM ON THE BOARD OF TRUSTEES

This is to advise the Nominating Committee of my interest in serving another term on the Board of Trustees.

In expressing this interest, I understand that my application to serve an additional term will be considered by the Nominating Committee along with all other applications, with careful attention paid to the needs of the Board of Trustees, my potential to fill those needs, and my previous contributions to the Board.

Nicholas Abrahms  
Printed Name

  
Signature (Name)

10/10/2025  
Date



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Leticia Garcia

Printed Name

[Handwritten Signature]

Signature (Name)

10 / 13 / 25

Date



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Jacquie Colton

\_\_\_\_\_  
Printed Name

*Jacquie Colton*  
\_\_\_\_\_  
Signature (Name)

10/10/2025  
\_\_\_\_\_  
Date



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Jeremy Sunderland

\_\_\_\_\_  
Printed Name

*Jeremy Sunderland*

Jeremy Sunderland (Jan 12, 2026 18:18:27 EST)

\_\_\_\_\_  
Signature (Name)

01/12/2026

\_\_\_\_\_  
Date



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Jason Taketa

\_\_\_\_\_  
Printed Name

*Jason Taketa*

\_\_\_\_\_  
Signature (Name)

01/30/2026

\_\_\_\_\_  
Date



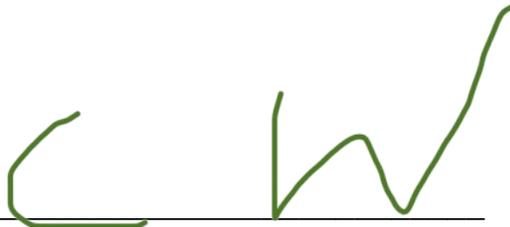
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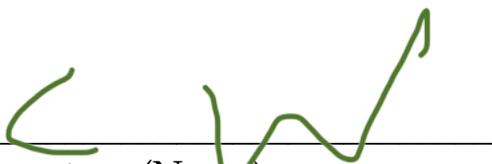
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Printed Name



Signature (Name)



Date

# Qualifications Appraisal Rating Sheet

## Board Member Candidate

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Rater: \_\_\_\_\_

Consumer       Family Member       Other \_\_\_\_\_

**Disability:**  Autism     Cerebral Palsy     Intellectual Disability       Other

**Location:**  San Fernando Valley     Antelope Valley     Santa Clarita Valley

**Expertise:**  Legal                       Management                       Public Relations  
 Developmental Disability Program Skills     Other \_\_\_\_\_

### **Please rate the applicant according to the following rating system:**

- A rating of: 5 - indicates outstanding performance/qualifications  
4 – indicates excellent performance/qualifications  
3 – indicates average performance/qualifications  
2 – indicates below average performance/qualifications  
1 – indicates unacceptable/qualifications

1. **Background – Personal**

**RATING:** \_\_\_\_\_

- Please give us a brief overview about yourself including your affiliation with the North Los Angeles County Regional Center.

\_\_\_\_\_

- Why do you want to volunteer to serve on our board?

\_\_\_\_\_

- Can you make the commitment to attend the monthly board meeting and at least one monthly committee meeting?

\_\_\_\_\_

- Would you also be willing to participate in our annual legislative events and meetings?
- 

2. **Background - Professional/Board Experience**      **RATING:** \_\_\_\_\_

- What personal, professional, or volunteer experience will the applicant bring to the board?
- 

- Have you attended any of our board or committee meetings at NLACRC or any other Regional Center?
- 

- Are you familiar with Robert's Rules of Order?
- 

3. **Communication/Interpersonal Relationships**      **RATING:** \_\_\_\_\_

- Please tell us about your experience working with groups or committees.
- 

- Are you able to speak up and share your thoughts with others who may have a difference of opinion?
- 

- What experience do you have working as a team member and finding common ground with others?
-

3. Commitment / Work Management

**RATING:** \_\_\_\_\_

- If you were elected to serve on our board, can you see yourself in the future assuming increased responsibilities, for instance becoming a committee chairperson or board officer?

\_\_\_\_\_

- One week prior to each meeting, you will be sent the agenda and meeting materials. Are you willing to take time to review these materials prior to coming to the meeting so you are prepared to discuss the issues at hand?

\_\_\_\_\_

- In the future, is the applicant willing to become a committee chair or board officer?

\_\_\_\_\_

5. Matches the Needs of the Center

**RATING:** \_\_\_\_\_

**Sub-Total:** \_\_\_\_\_

**TOTAL** (Divide the subtotal by 5): \_\_\_\_\_

**Additional Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **NLACRC Board Recruitment plan**

### **Board Recruitment 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' first term shall be for one (1) year and any potential successive terms shall be for three (3) years up to 7 years within an 8-year period. Election to the board is by a majority vote of Trustees then eligible to 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.

#### **Desirable Characteristics / Board Composition Survey**

- Individuals with interest in, or knowledge of, developmental disabilities.
- Interested people with legal, management, public relations, and developmental disability program skills.
- Representatives of the categories of disability served by the regional center.
- Members who reflect the geographic and ethnic characteristics of the area served by the regional center.
- At least 50 percent are persons with developmental disabilities or their parents or legal guardians.
- At least 25 percent are persons with developmental disabilities.

#### **The Board Composition:**

W&I Code §4622 – The state shall contract only with agencies, the governing boards of which conform to all of the following criteria:

- The governing board shall be composed of individuals with demonstrated interest in, or knowledge of, developmental disabilities.
- The membership of the governing board shall include persons with legal, management or board governance, financial, and developmental disability program expertise. Board governance expertise may not be acquired solely by serving on a regional center board.
- The membership of the governing board shall include representatives of the various categories of disability to be served by the regional center.
- The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.
- 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.
- Members of the governing board shall not be permitted to serve more than seven years within each eight-year period.

- The Vendor advisory committee shall designate one of its members to serve as a member of the regional center board.

#### **Procedures for Recruiting and Nominating Trustees**

- The secretary sends out information to individuals in the NLACRC area who specialize in the provision, coordination, or funding of services to individuals with developmental disabilities and produce individuals whose skill sets or qualifications have been identified and being lacking in the current board composition according to Lanterman Act requirements throughout the year to maintain board composition requirements. 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 new (1-year appointments) or returning (3-year appointments). 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.
- The committee is to present the names of nominees to the board with a brief statement regarding each individual nominated, including whether the candidate has any special knowledge or characteristics detailed in Welfare and Institutions Code Section 4622.
- ~~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 and recommendation on their meeting with the individual nominated from the floor based on their subsequent interview.

- 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 a Board member(s) requests that the vote be conducted by written ballot, the requesting Board member(s) must make that clear during the nomination phase to enable the Secretary to prepare the ballots for the election.
- Board member candidates receiving the most votes will be seated.
- The board secretary and Board Support shall tally the ballots. They will present the results to the board president. The president will then announce the results of the vote to the board.
- 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.
- Board Support 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**.

Currently, NLACRC does not meet the required composition make up in the areas of:

- ~~Skills and Expertise – Legal~~
- ~~Race – White~~

### **Board Recruitment Strategies**

~~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 that includes weekly announcements through all social media platforms used by the Center, such as the Newsletter, e-mail blast announcements, Instagram, and Facebook. Additional search strategies will include, and not be limited to, LinkedIn, the bar association, and other networks to help attract recruits. The Nominating Committee will review applicants that meet the requirements needed to fulfil the NLACRC’s Composition Requirements. 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.

### **Interview and Vetting Process:**

#### **Timeline of Interview**

Below is the timeline to be adhered to with regards to the Interview process for Board of Trustees applicants.

#### **December 15<sup>th</sup> Deadline for Applications for the Following Board Election Cycle**

Approved 11/13/2024

- Applicants will receive confirmation receipt of their application within 10 working days
- The Nominating committee will review applicants at their next meeting, following receipt of the application

**Pipeline Applications**

- Applicants that are not chosen to proceed, but could fulfill a position in the future, will be kept on file.

- These are Pipeline Applicants.
- Applicants will receive confirmation receipt of their application within 10 working days

### **Meeting Board Composition Needs or Vacant Seat**

- In the event that there is an emergency need to fill a vacancy on the board and for immediate seating of a new Board member:
  - The Nominating Committee will hold additional meetings, if necessary, to move forward with new applicants or pipeline applicants
- In the event that the Board Composition requirements are not being met:
  - The Nominating Committee will hold additional meetings, if necessary, to move forward with new applicants or pipeline applicants.
  - Additional marketing platforms, including NLACRC Website, Facebook, LinkedIn, and other social media, will be utilized to promote the request for applicants.

### **Interview Questions**

#### **1. Background – Personal**

- **Question:** Please give us a brief overview about yourself
- **Question:** Why do you want to volunteer to serve on our board?

#### **2. Background – Professional/Board Experience**

- **Question:** What personal, professional, or volunteer experience do you think you could bring to the board?
- **Question:** Have you attended any of our board or committee meetings at NLACRC or any other Regional Center?
- **Question:** Are you familiar with Robert’s Rules of Order?

#### **3. Communication/Inter-personal Relationships**

- **Question:** Please tell us about your experience working with groups or committees.
- **Question:** Are you able to speak up and share your thoughts with others who may have a difference of opinion?
- **Question:** What experience do you have working as a team member and finding common ground with others?

#### **4. Commitment**

- **Question:** There are 5 committees that Board Members can participate in (including the Vendor Advisory Committee). Can you make the commitment to attend the monthly board meeting and additional monthly committee meeting to support the Board in this role, if selected?
- **Question:** Would you also be willing to participate in our annual legislative events and meetings?
- **Question:** If you were elected to serve on our board, can you see yourself in the future assuming increased responsibilities, for instance becoming a committee chairperson or board officer?

5. **Work Management**

- **Question:** Prior to each meeting, within 7 days, you will be sent the agenda and meeting materials. Are you willing to take some time to review these materials prior to coming to the meeting so you are prepared to discuss the issues at hand?

6. **Final Question:** Do you have any questions for us?

**Interview Scoring Sheet**

Each Interviewer must complete the scoring sheet at the time of the interview and return it to Board Support.

*See Scoring Sheet Attached*

**Applicant Decisions**

Nominating Committee will meet to determine which applicants will move forward to the Board of Trustees for final approval taking into consideration all factors including, but not limited to, the need to fulfill the requirements of Welfare and Institutions Code 4622.

**Conflict of Interest**

It is important that board members avoid conflicts of interest. Conflicts arise when members (or their employers) may benefit from issues a board votes on. That can include making money as a result of a board decision. To prevent conflicts of interest board members should abide by state law, and no member of the board shall be any of the following:

- An employee of the Department of Developmental Services or any state or local agency that provides services to a regional center consumer.
- An employee or a member of the State Council or Area Board.
- Any person who has a financial interest in Regional Center operations, except as a consumer of Regional Center services.
- Every new board applicant shall complete the conflict-of-interest statement **and submit with their application.**

Special note: A person with a developmental disability who receives employment through a provider is not excluded from serving on the board based solely upon employment services.

Attachments:

*NLACRC's Board of Trustees Interview Scoring Sheet*

## Committee Attendance

FY 2025-6 Nominating Committee	Jul-25 Dark	Aug-25	Aug-25 Special	Sep-25	Oct-25 Dark	Nov-25 Dark	Dec-25 Dark	Jan-26	Feb-26	Mar-26	Apr-26	May-26 Dark	Jun-26 Dark	Total Absences	Total Hours
Curtis Wang, Co-Chair		P	P	P				P	P						6.25
Sharmila Brunjes		P	P	P				P	P						6.25
Lety Garcia, Co-Chair		P	P	P				P	P						6.25
Juan Hernandez		P	P	P				P	P						6.25
Alex Kopilevich		P	P	P				P	P						6.25
Meeting Time		2.00	0.25	1.50				1.50	1.00						6.25

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)