

## **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 eight (8) 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.
- 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**.

### **Board Recruitment Strategies**

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 fulfill 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**

- 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*