North Los Angeles County Regional Center
Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

MEMORANDUM

Date: September 2, 2026

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

From: Lindsay Granger, Executive Administrative Assistant

Re: Information and materials for the next Nominating Committee meeting on **Wednesday, September 2, 2026**

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 Webinar as an attendee:

https://us06web.zoom.us/j/86178515634

Meeting ID: 861 7851 5634

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

Attachments

c: Evelyn McOmie, Deputy Director

Nominating Committee Meeting

September 2, 2026

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NOMINATING COMMITTEE

Wednesday, September 2, 2026, at 5:30 p.m.

~ AGENDA ~

Members:
Committee Chair: Curtis Wang
Nominating Committee Members: Sharmila Brunjes, Lety Garcia, Juan Hernandez, Jaklen Keshishyan – VAC Rep.
Staff: Evelyn McOmie and Lindsay Granger

I. **Call to Order/Attendance –** Curtis Wang *(1 min)*

II. **Agenda** *(1 min)*
   A. Approval of the Agenda

III. **Public Input –** Agenda Items *(3 min per person, limit 3 comments)*

IV. **Consent Items** *(1 min)*
   A. Approval of Minutes from the August 5, 2026, Meeting

V. **Action Items**
   A. Nominating Committee Co-Chair for FY 2026-27 Election – Evelyn McOmie *(2 min.)*

VI. **Committee Business**
   A. Orientation – Evelyn McOmie *(15 min.)*
      1. Bylaws
      2. Guidelines & Procedures
      3. Review Committee Planning Calendar 2026-2027
      4. Review Meeting Schedule for FY 2026-27
   B. Update on Board Marketing and Recruitment Notices – Chris Whitlock *(2 min)*
   C. Review 90-day Recruitment Goal – Chris Whitlock *(3 min)*

VII. **Review of Meeting Action Items** *(2 min)*

VIII. **Board Meeting Agenda Items** *(3 min)*

IX. **Announcements / Public Input / Information** *(3 min per person)*
   A. Next meeting: January 6, 2026, at 5:30 p.m.
   B. Committee Attendance

X. **Adjournment**

North Los Angeles County Regional Center

Nominating Committee Meeting Minutes

August 5, 2026

Present: Curtis Wang, Sharmila Brunjes, Juan Hernandez **– Committee Members**

Evelyn McOmie, Arezo Abedi, Chris Whitlock – **Staff Members**

Absent: Lety Garcia

I. Call to Order

Board Secretary and Committee Co-Chair Curtis Wang read NLACRC'S mission statement and called the meeting to order at 5:38 pm.

II. Review of the Agenda and Approval of Agenda

M/S/C (Sharmila Brunjes/Juan Hernandez) To approve the agenda. Motion carried.

III. Public Input

There was no additional public input.

IV. Consent Items

A. Approval of Minutes from the April 1, 2026 Meeting

M/S/C (Sharmila Brunjes/Juan Hernandez) to approve the minutes of the April 1, 2026 meeting. Motion carried.

V. Action Items

A. Elect Nominating Committee Chair(s) for FY 2026-27

Evelyn McOmie facilitated the election of the Nominating Committee Chair for FY 2026–2027. Curtis Wang expressed interest in serving as Chair, with no other members expressing interest. The Committee agreed to conduct a verbal vote and confirmed that Curtis was permitted to vote in the election.

Curtis Wang was elected Nominating Committee Chair for FY 2026–2027. The selection of a Co-Chair was tabled until the next Nominating Committee meeting.

ACTION: Lindsay Granger will add the election of Committee co-chair to the September agenda.

B. Review and Approve 2026 Board Composition Survey and Plan of Correction to Submit to DDS

Evelyn McOmie presented the draft FY 2026–2027 Board Composition Plan for the Committee's review and input. Evelyn McOmie explained that, while the Board currently meets several statutory composition requirements, one additional Hispanic/Latino trustee is needed to meet the current Board composition requirement. The Nominating Committee will therefore need to re-engage recruitment efforts and submit a plan to DDS outlining how the Board intends to achieve compliance as expeditiously as possible.

Evelyn McOmie reviewed the recruitment approach previously established under the Juntos en la Mesa – Where Every Voice Builds the Future campaign. The strategy included outreach to Hispanic/Latino networks, Chambers of Commerce, community-based organizations, culturally relevant media outlets, and social media platforms, including LinkedIn, Instagram, and Facebook. Recruitment progress would continue to be measured through key performance indicators, including candidate outreach, partnerships formed, and Board applications received.

Sharmila Brunjes raised the recent legislative changes under SB 163 and the potential impact on the Board's recruitment strategy. Evelyn McOmie reviewed the updated requirements under Welfare and Institutions Code Section 4622, which become effective January 1, 2028. The changes provide that regional center governing boards may have no more than 17 members and must include individuals with expertise in California law, management, board governance, fiscal or financial matters, and administration of developmental disability programs. The Committee discussed proactively considering these areas of expertise when recruiting prospective candidates while recognizing that the immediate composition need is one additional Hispanic/Latino trustee.

Chris Whitlock discussed the effectiveness of the previous recruitment campaign and reported that digital and social media outreach had been more successful than print advertising. Chris Whitlock recommended focusing recruitment resources on digital outreach and continuing engagement with Hispanic/Latino Chambers of Commerce.

Sharmila Brunjes recommended more intentional outreach to organizations and professional networks that could help identify Hispanic/Latino candidates who also possess areas of expertise identified in the new statutory requirements. Juan Hernandez agreed that identifying a candidate who meets multiple desired criteria could be challenging and recommended continuing Chamber of Commerce outreach and exploring additional community-based and geographically targeted networks. The Committee also discussed outreach through schools, hospitals, professional organizations, support groups, and other community networks.

The Committee supported expanding targeted digital outreach, including greater use of LinkedIn to reach prospective candidates with relevant professional backgrounds. Members also discussed geographically targeted social media outreach and the possibility of engaging disability-related organizations and influencers through NLACRC's existing social media platforms. The Committee favored prioritizing targeted, lower-cost digital strategies before committing significant resources to a broader paid recruitment campaign.

Evelyn McOmie incorporated the Committee's recommendations into the draft plan during the meeting. The revised strategy included continued use of the Juntos en la Mesa campaign; engagement with established Hispanic/Latino networks, Chambers of Commerce, support groups, schools, and community-based organizations; and increased use of social media and digital platforms to identify prospective Board members who meet established qualifications and criteria. The Committee also discussed potentially using WhatsApp as an additional outreach platform. Evelyn McOmie noted that further review would be necessary because WhatsApp is not currently an NLACRC platform and its use could involve Board budget considerations.

The Committee agreed to continue tracking recruitment progress through key performance indicators, including candidate outreach, partnerships formed, and Board applications received, while maintaining a consistent posting schedule and appropriate budget to maximize reach and impact.

Evelyn McOmie asked the Committee to establish a timeline for filling the current composition vacancy. The Committee agreed on a 90-day goal to recruit and onboard a qualified candidate. Evelyn McOmie clarified that a qualified candidate identified during this period could move forward through the interview and election process without waiting for the regular annual recruitment cycle because the vacancy is necessary to address the current Board composition deficiency.

Sharmila Brunjes noted that additional Board vacancies are anticipated when current trustee terms expire and discussed the importance of continuing recruitment beyond the immediate vacancy. The Committee discussed beginning interviews earlier, potentially fast-tracking qualified candidates when appropriate, and maintaining other prospective candidates for consideration through the regular Board recruitment and election process.

Evelyn McOmie also proposed language recognizing the significant progress the Nominating Committee has made toward achieving Board composition compliance. The revised plan would state that the Committee remains actively engaged in recruitment efforts and that, as qualified applicants are identified, the Committee will determine whether to proceed with interviews. If qualified applicants are not identified, NLACRC will continue active recruitment efforts until suitable candidates are secured. Evelyn McOmie explained that, following Committee approval, the revised Board Composition Plan would be finalized, routed for the appropriate signatures, and presented to the Board of Trustees for approval before submission to DDS.

M/S/C (Sharmila Brunjes/Juan Hernandez) to recommend the revised FY 2026–2027 Board Composition Plan to the full Board of Trustees for approval and subsequent submission to DDS. Motion carried.

V. Committee Business

A. <u>Orientation</u>

a. <u>Bylaws</u>
b. <u>Guidelines & Procedures</u>
c. <u>Review Committee Planning Calendar for FY 2026-2027</u>
d. <u>Review Meeting Schedule for FY 2026-27</u>

Evelyn McOmie noted that the Nominating Committee meeting was taking place before the upcoming Board Orientation, when new Board members would receive information about the various committees and have an opportunity to express interest in committee participation. Evelyn McOmie explained that the Nominating Committee orientation, including review of the bylaws, Guidelines & Procedures, and meeting schedule, is typically conducted after committee membership has been established.

Evelyn McOmie recommended either proceeding with the orientation or postponing the discussion until the September meeting, when additional members may have joined the Committee. Evelyn McOmie clarified that, under the bylaws, the Nominating Committee must consist of no fewer than three trustees and one representative from the Vendor Advisory Committee (VAC). The VAC representative does not necessarily need to be the VAC Chair.

The Committee agreed that postponing the orientation would allow newly appointed Committee members and the VAC representative to participate in the full orientation and review. Committee Business Items 6A.1–6A.4, including the orientation, bylaws, Guidelines & Procedures, and meeting schedule, were therefore tabled until the September Nominating Committee meeting.

M/S/C (Sharmila Brunjes/Juan Hernandez) to table Committee Business Items 6A.1–6A.4 until the September Nominating Committee meeting. Motion carried.

B. Confidentiality Statements for Nominating Committee Members FY 2026-2027

Evelyn McOmie provided an update regarding the FY 2026–2027 Confidential Statements required for Nominating Committee members. Evelyn McOmie confirmed that all Committee members currently listed on the agenda have submitted their required Confidential Statements and thanked the members for completing the requirement.

Evelyn McOmie noted that reminders and follow-up will be provided to any additional members who join the Nominating Committee and need to complete the required statement.

C. Review Members Terms for Fiscal Year 2026-2027

Evelyn McOmie reviewed the Board member terms for FY 2026–2027 with the Committee. Evelyn McOmie noted that Nicholas Abrahms and Lety Garcia have terms ending January 15, 2027, representing the next upcoming term expirations.

The Committee reviewed the distribution of future term expiration dates to ensure that Board membership remains appropriately staggered. Evelyn McOmie emphasized the importance of avoiding multiple members terming out simultaneously in order to maintain continuity and experienced membership on the Board and its committees.

The Committee also reviewed upcoming term expirations in future years. Evelyn McOmie noted that the largest concentration of term expirations is currently anticipated in 2030, with four members reaching the end of their terms, while other expiration dates are more evenly distributed. The Committee acknowledged the importance of monitoring these dates to anticipate future recruitment needs.

D. Review Committee Actions for FY 2025-2026

Evelyn McOmie provided a year-end review of the Nominating Committee’s actions during FY 2025–2026, noting that the Committee had a particularly active year, largely due to Board recruitment and composition efforts.

Evelyn McOmie highlighted the Committee’s work throughout the fiscal year, including Board membership renewals, review of Board member terms, Board composition and corrective action planning, review of Board applicants and applicant interviews, and ongoing development of the Board recruitment campaign. A special meeting was held during the year to review five applicants as recruitment activity increased.

The Committee also reviewed and updated its Guidelines & Procedures, established the practice of having a Committee Co-Chair, and regularly reviewed DDS Board composition requirements. Recruitment remained a significant focus, with the Committee reviewing numerous applicants and conducting multiple candidate interviews. Evelyn McOmie noted that approximately 13 applicants were under consideration during a particularly active period of recruitment.

Additional actions during the year included reviewing and approving Board membership terms, continuing applicant interviews, closing the Board application period as candidates were identified, discussing the applicant rating process, and reviewing updates to the Board Recruitment Plan.

Evelyn McOmie noted that the Committee met monthly during portions of FY 2025–2026 due to the significant recruitment workload. Later actions included reviewing the Nominating Committee critical calendar, developing and approving the proposed slate of officers, and reviewing Committee actions and items requiring placement on the Board agenda.

Sharmila Brunjes recognized the Committee's significant work during the prior fiscal year and noted that the Committee was beginning FY 2026–2027 in a strong position. Evelyn McOmie noted that the Committee's recruitment progress was also recognized in the FY 2026–2027 Board Composition Plan.

VI. Review of Meeting Action Items and Board Agenda Items

Evelyn McOmie reviewed the actions taken by the Nominating Committee during the meeting. The Committee's action items included forwarding the FY 2026–2027 Board Composition Plan/Plan of Correction to the Board of Trustees for approval, tabling the Committee orientation, bylaws, Guidelines & Procedures, and meeting schedule until the September meeting, and tabling the Co-Chair nomination and election until the next Nominating Committee meeting.

Sharmila Brunjes requested that the Committee receive an update on the Board recruitment and marketing strategy at the September 2 meeting, particularly regarding the increased focus on social media and targeted outreach. Evelyn McOmie confirmed that Chris Whitlock would be invited to provide an update on recruitment efforts and progress at the September meeting.

The Committee also discussed the 90-day recruitment goal and the potential need to conduct candidate interviews in late September, October, or early November. Evelyn McOmie noted that the existing recruitment campaign is already established and can be reactivated immediately, with recruitment now focused on filling the one remaining position needed to meet Board composition requirements. An update on recruitment progress and implementation of the Committee's outreach recommendations will be provided in September.

For the upcoming Board meeting, Evelyn McOmie confirmed that the Board Composition Plan/Plan of Correction and current Board Composition Report will be presented to the Board of Trustees for review and approval. The Board Composition Report will be included as an enclosure with the plan.

- Board Composition Plan: Present the revised FY 2026–2027 Board Composition Plan/Plan of Correction and Board Composition Report to the Board of Trustees for review and approval.
- Recruitment & Marketing Update: Invite Chris Whitlock to the September 2, 2026 Nominating Committee meeting to provide an update on recruitment and marketing efforts, including targeted social media outreach.
- Recruitment Timeline: Review progress toward the Committee's 90-day recruitment goal at the September meeting.
- Candidate Interviews: Discuss the potential scheduling of candidate interviews in late September, October, or early November, depending on recruitment progress.

- Committee Orientation: Conduct the Nominating Committee orientation and review of the bylaws, Guidelines & Procedures, and meeting schedule at the September meeting.
- Co-Chair Election: Revisit the nomination and election of the Nominating Committee Co-Chair at the next meeting.

VII. Announcements/Public Input/Information

The next meeting is Wednesday, September 2, 2026 at 5:30 p.m.

VIII. Adjournment

Curtis Wang adjourned the meeting at 6:41 p.m.

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

consumer services ("Business Provider").

(d) Any person who has a financial interest in Regional Center operations, as defined in California Government Code Section 87103, except as a consumer of Regional Center services.

In the event that the Board President has cause to believe that a Trustee is no longer qualified under this Section 7 of the Bylaws, or if any Trustee alleges to the President in writing, that another Trustee, including the Trustee who serves as the President, is no longer qualified under this Section 7 of the Bylaws, the President shall schedule the matter on the agenda of the next regular Board meeting. The Secretary shall mail, or hand deliver specific written notice of this hearing to the Trustee in question at least seven (7) calendar days in advance of the hearing. The Board shall consider the matter at this hearing, which may be continued to the next consecutive regular meeting but shall not be continued thereafter. Once the President closes the hearing, the Board, excluding the Trustee whose qualifications are the subject of the hearing, shall immediately vote on a finding as to the Trustee's continuing qualification. If a majority present and voting finds that the Trustee is no longer qualified, that Trustee shall be automatically removed for cause, effective upon the Board's vote.

Section 8. Election and Term of Office. Except as otherwise provided herein, the Trustees shall be elected by the Board and shall serve for a term as hereinafter provided:

(a) Except for Trustees who are elected to fill a vacancy, each Trustee's first term shall be for one (1) year and any potential successive terms shall be for three (3) years, with each term commencing on the first day of July of the year in which the Trustee is elected to office; provided in no event shall a Trustee serve in such capacity for a period longer than seven years within an eight-year period.

(b) Each year, during which the term of one or more Trustees is due to expire, the Nominating Committee shall submit to the Board, at the regularly-scheduled meeting held in May, a list of candidates it recommends for election to membership to the Board. At the May meeting in which the Nominating Committee submits its recommended candidates to the Board, any member of the Board may nominate from the floor other candidates for membership to the Board, provided the individual nominated is a person who has submitted an application to serve as a Trustee to the Nominating Committee, and provided further that the nomination is both joined by at least four (4) other members of the Board and is consented to by the individual nominated. If one or more candidates for membership to the Board are nominated by a Trustee from the floor at the regularly-scheduled May meeting, the Nominating Committee shall, prior to the election, meet and interview those candidates who have

Except as provided in Article IV, Section 6, each Trustee who is present at a meeting, including those participating virtually as set forth in Section 10, Subsection (j), shall be entitled to one vote on each matter submitted to a vote of the Trustees. Voting by proxy is prohibited. Voting by email, facsimile, mail or other means by a Trustee who is not present at a meeting is also prohibited. Once a vote it cast, it may not be changed.

Section 12. Freedom from Liability. No Trustee who performs the duties of a Trustee in good faith and in the best interests of the Corporation, as set forth in Corporations Code section 5231, shall be personally liable for the debts, liabilities, or obligations of the Regional Center, except as provided in Corporations Code section 5233, relating to self-dealing transactions.

Section 13. Compensation. The Trustees of the Corporation shall serve without compensation for any services rendered by them to the Corporation as such Trustee. However, this shall not operate to preclude any Trustee from receiving reimbursement from the Corporation for reasonable expenses incurred by Trustee. There shall be no reimbursement for non-business-related travel companions. Neither shall there be loans to Trustees, except as might be permitted for matters relating to indemnity under Article XI of these Bylaws.

ARTICLE V

OFFICERS

Section 1. Number and Title. The officers of the Regional Center shall be members of the Board and shall consist of a President, Vice President, Treasurer, ARCA delegate, and Secretary, and such other officers as may be provided for by Board resolution. The same person may not serve concurrently in more than one office except as is needed to fill vacancies as that term is defined in Section 4 hereinbelow.

Section 2. Election. Except as otherwise stated in the Bylaws, the officers of the Regional Center shall be elected by the Board at the regularly-scheduled June meeting of the Board. A slate of nominees shall be submitted by the Nominating Committee to the Board at the regularly-scheduled May meeting immediately prior to the Board's regularly-scheduled June meeting. Nominations may be made from the floor by Trustees at the meeting in which the election is held or at any time prior to the election for that office. In the event that there is more than one (1) nominee for an office or should any Board member request it, the vote shall be by secret ballot. The candidate receiving the highest number of votes shall be elected to the office provided that he or she has received a majority vote of those Trustees in attendance in favor of election. In

Finance Committee. Members of the Board are invited to express their opinions to the Executive Finance Committee and to attend any meetings of the Executive Finance Committee.

Section 5. Nominating Committee.

(a) Composition. The membership of the Nominating Committee shall consist of not less than three (3) Trustees and a member of the Vendor Advisory Committee as one of its four (4) members. The Nominating Committee members will elect their own chairperson. A quorum shall consist of a majority of the members of the Nominating Committee.

(b) Term of Members. The term of members shall be set at two (2) years, with not more than two (2) members of the Nominating Committee being replaced annually to provide for continuity.

(c) Duties. The duties of the Nominating Committee shall be to collect, categorize, screen, and keep on file at the Principal Executive Office of the Corporation all applications and application-related materials submitted to the Regional Center by Trustee candidates for the Board positions. These applications and application-related materials shall be kept confidential; only the Board President, Executive Director, Board Secretary, and members of the Nominating Committee (including the representative of the Vendor Advisory Committee) may have access to them.

(1) Selection of Board Members. The Nominating Committee shall have the responsibility to seek out and select qualified candidates for presentation and election as Trustees, as provided for at Section 8 of Article IV of these Bylaws. In the event of a vacancy on the Board before the end of a term, the Nominating Committee shall present to the Board its recommendation for a person or persons to fill the vacancy.

(2) Selection of Officers. The Nominating Committee shall present a slate to the Board for the office of President, Vice President, Secretary, Treasurer, and ARCA delegate, as provided for at Section 2 of Article V of these Bylaws. In the event of a vacancy occurring in any office during a term of office, the Nominating Committee shall present to the Board its recommendation for a person or persons to fill the vacancy.

(3) Selection of Consumer Advisory Committee Members. The Consumer Advisory Committee shall be composed of adult consumers who reside in the regional center's catchment area and participate in five (5) Consumer Advisory Committee meetings during any 12-month period The Nominating

North Los Angeles County Regional Center

Nominating Committee

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. 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. Finally, the committee is responsible for ensuring that the make-up of the board 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**

At regular Board of Trustees meetings, the new trustees, additional members of the Executive Finance Committee, 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.

Operating Processes for the Nominating Committee

To assure appropriate membership on the Nominating Committee, the staff 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 staff 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 staff 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 staff 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 staff 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 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 staff 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 staff 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.

<u>Nominations of Board members to a Second Term of Office</u>

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

For any such members who are absent from the November meeting, the staff 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) vice president; 3) secretary; 4) treasurer; 5) ARCA delegate. 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 staff 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.

[guidepro.nom] Adopted 03.04.2026

NLACRC Nominating Committee PLANNING CALENDAR: KEY DATES & ACTIVITIES FY 2026-27	
Month	**Activity**
July	(The committee does not meet in July.)
August	Orientation for new Committee. Committee reviews their Guidelines & Procedures, Bylaws Statement, Action Log for previous fiscal year and Officers Policy. Review committee actions that were taken during the previous fiscal year. Review any recommendations made by the previous Nominating Committee. Elect Committee Chair Sign confidentiality statements. Committee is provided with copies of their approved critical calendar for the new fiscal year. Review of September activities.
September	Review and make any needed changes to Board recruitment notices to be emailed out in October. Conduct an educational session for potential board applicants (optional) Staff activity: Board members with expiring terms are sent renewal notices to indicate interest in serving another term (responses due by December 15th). ✓ Staff activity: Email out recruitment notices.
October	(The committee does not meet in October.)
November	(The committee does not meet in November.)

[Updated 04/01/2026, Approved 04/01/2026]

NLACRC Nominating Committee PLANNING CALENDAR: KEY DATES & ACTIVITIES FY 2026-27	
Month	**Activity**
December	(The committee does not meet in December.) The deadline for submitting applications and renewals for the Board is December 15th.
January	Executive Staff member provides training on how to interview applicants. Copies of the interview questions and applicant rating sheets are provided to the committee. The committee will review board member applications with special focus on identifying any possible conflicts of interest or any DDS board composition requirements. If the number of applicants is high, consider scheduling group orientations later this month as needed. Review applications received and determine who to interview. Identify interview dates and times in February and March. <u>At the Board Meeting</u>: Discussion to be held about board officers for next fiscal year. Recommendations for officers are made and interest for serving as an officer is solicited.
February	Conduct interviews with Board applicants. Begin discussion about slate of officers for next fiscal year. Deadline for Executive Finance Committee Candidates Statements.
March	Discuss slate of officers for next fiscal year and Nominating Committee chair will ensure all potential officers' willingness to serve.
April	Wrap up committee business. Make recommendations for next year's committee.

[Updated 04/01/2026, Approved 04/01/2026]

NLACRC Nominating Committee PLANNING CALENDAR: KEY DATES & ACTIVITIES FY 2026-27	
Month	**Activity**
	Finalize recommended slate of officers, Executive Finance Committee members, nominees and re-nominees for next fiscal year and present them at the Executive Finance Committee's April meeting. Review and approve draft planning calendar for next fiscal year.
May	(The committee does not meet in May.) <u>At the May Board meeting</u>: The recommended slate of officers, nominees for Board, and Executive Finance Committee members are presented.
June	(The committee does not meet in June.) <u>At the June Board meeting</u>: The slate of officers, Executive Finance Committee members, and nominees for Board are elected.

[Updated 04/01/2026, Approved 04/01/2026]

North Los Angeles County Regional Center
Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

Nominating Committee Meeting Schedule

FY 2026-27

~ No meeting in July 2026 ~

Wednesday, August 5, 2026
(Orientation meeting)
5:30 p.m.

Wednesday, September 2, 2026
5:30 p.m.

~ No meeting in October 2026 ~

~ No meeting in November 2026 ~

~ No meeting in December 2026 ~

Wednesday, January 6, 2027
5:30 p.m.

Wednesday, February 3, 2027
5:30 p.m.

Wednesday, March 3, 2027
5:30 p.m.

Wednesday, April 7, 2027
5:30 p.m.

~ No meeting in May 2027 and June 2027 ~

Supporting people with developmental disabilities in the San Fernando, Santa Clarita, and Antelope Valleys since 1974.

Updated: 07/29/2026

North Los Angeles County Regional Center

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

August 13, 2026

Via Electronic Mail

Elizabeth Tom
RC Liaison Team Supervisor
Community Operations Branch
Department of Developmental Services

Subject: **North Los Angeles County Regional Center**
Board Composition Plan FY: 2026-27

Dear Ms. Tom,

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

Attached is the Center's completed Composition Survey, which demonstrates compliance with multiple composition requirements. However, the Board currently has a need to recruit one additional trustee to ensure representation of members from our Hispanic/Latino community.

It is the intent of the board to recruit and onboard trustee(s) to meet the statutory composition requirement as expeditiously as possible for the committee positions yet to be filled in the next 90 days. The Nominating Committee will continue to move forward with the recruitment campaign "Juntos en la Mesa: Where Every Voice Builds the Future" to create awareness and inspire action. NLACRC will engage established Hispanic/Latino networks, with particular emphasis on Hispanic/Latino chambers of commerce, support groups, schools and community-based organizations. Additionally, social media and digital platforms have proven to be highly effective outreach channels and will be leveraged to identify and recruit prospective board members who meet the established qualifications and criteria. We will track progress using key performance indicators "KPIs" via candidate outreach, partnerships formed, and board applications received, while maintaining a consistent posting schedule and budget to maximize reach and impact.

NLACRC
Board Composition Plan FY: 26/27
Page 2 of 2

The Nominating Committee has made significant progress in its recruitment efforts, reducing the number of vacancies needed to achieve compliance with board composition requirements. The Nominating Committee is actively engaged in recruitment efforts to fill the one remaining vacancy. As qualified applicants are identified and determined to meet the established requirements, the Committee will vote on whether to proceed with interviews. If no qualified applicants are identified, NLACRC will continue its active recruitment efforts until suitable candidates are secured.

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

Sincerely,

Sharmila Brunjes (Aug 14, 2026 16:22:45 PDT)

Angela Pao-Johnson

Sharmila Brunjes
Board President

Angela Pao-Johnson
Executive Director

c: Jacqueline Gaytan, Southern Region Branch Manager, DDS Office of Community Operations
Amy Westling, Association of Regional Center Agencies

Encl: Composition Survey

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

Catchment Area Population: **2,304,064** | ***Seated Members:*** ***17*** | ***Full Board:*** ***14-22***

[WIC Section 4622(d)] The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.

Race	Population (2024 ACS Data)	Percent (2024 ACS Data)	Board Members	Percent	Compliance Status
American Indian/Alaskan Native	24,611	1.1%	0.0	0%	Met
Asian	229,543	10.0%	3.0	18%	Met
Black/African American	139,792	6.1%	1.0	6%	Met
Pacific Islander	3,734	0.2%	0.0	0%	Met
White	920,455	39.9%	10.0	59%	Met
Some other race alone	503,343	21.8%	2.0	12%	
Two or more races	482,586	20.9%	1.0	6%	
Number of BM with race selected			17.0	100%	

Ethnicity	Population (2024 ACS Data)	Percent (2024 ACS Data)	Board Members	Percent	Compliance Status
Hispanic/Latino	1,034,834	44.9%	5.0	29%	Not met
Non-Hispanic/Latino	1,269,231	55.1%	12.0	71%	N/A
Total Board Members			17.0	100%	

Table 2: Skills/Expertise

[WIC Section 4622(b)] The membership of the governing board shall include persons with legal, management or board governance, financial, and developmental disability program expertise.

Skills/Expertise	Count	Percentage	Compliance Status
Legal (L)	2	12%	Met
Management (M)	8	47%	Met
Board Governance (BG)	13	76%	Met
Financial (F)	6	35%	Met
Developmental Disability Program Experience (DD)	10	59%	Met

**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

[WIC Section 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.

Board Member Representation	Count	Percentage	Compliance Status
Individual Served (I)	5	29%	Met
Parent/Legal Guardian (P)	10	59%	
Other (O)	1	6%	
Vendor Representative (VR)	1	6%	Met
Individual Served (I) and Parent/Legal Guardian (P) Combined	15	88%	Met

Table 4: Disability Represented

[WIC Section 4622(c)] The membership of the governing board shall include representatives of the various categories of disability to be served by the regional center.

Disability Represented	Count	Percentage
Intellectual Disability	8	47%
Cerebral Palsy	4	24%
Epilepsy	3	18%
Autism	8	47%
5th Category	3	18%

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

Table 5: Geographic Representation of Catchment Area

WIC Section 4622(d) The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.

County	Count	Percentage
Los Angeles	17	100%

Last Updated: 7/29/2026

Nominating Committee Attendance

FY 2026-2027 Nominating Committee	Jul-26 Dark	Aug-26	Sep-26	Oct-26 Dark	Nov-26 Dark	Dec-26 Dark	Jan-27	Feb-27	Mar-27	Apr-27	May-27 Dark	Jun-27 Dark	Total Absences	Total Hours
Curtis Wang, Chair		P												1.25
Sharmila Brunjes		P												1.25
Lety Garcia		Ab												0.00
Juan Hernandez		P												
Jaklen Keshishyan VAC Rep														1.25
Meeting Time		1.25												1.25

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)