North Los Angeles County Regional Center

Nominating Committee Meeting Minutes

April 1, 2026

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

Evelyn McOmie, Lindsay Granger, John Van de Riet – **Staff Members**

Absent:

I. Call to Order

Board Secretary and Committee Co-Chair Curtis Wang and ARCA Delegate Lety Garcia 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 (Juan Hernandez/Lety Garcia) To approve the agenda as amended. Motion carried.

III. Public Input

There was no additional public input.

IV. Consent Items

A. Approval of Minutes from the March 4, 2026 Meeting

M/S/C (Lety Garcia/Juan Hernandez) to approve the minutes of the March 4, 2026 meeting. Motion carried.

V. Action Items

A. Review and Approve FY 2026-2027 Nominating Committee Critical Calendar

Lindsay Granger presented the proposed FY 2026–2027 Critical Calendar, explaining that the document had been updated to align with the naming convention used for the Board's other annual calendars. Lindsay Granger also noted that references to "Policies and Procedures" had been revised to "Guidelines and Procedures" for consistency. In addition, Lindsay Granger explained that the November committee meeting had been replaced with a September meeting based on the previous year's schedule and asked whether the Committee wished to continue that approach.

The Committee discussed the meeting schedule. Lety Garcia recommended retaining the September meeting rather than moving it back to November, noting that doing so allows work to be completed before the Board's December dark month. The Committee agreed to keep the September meeting. Lindsay Granger also explained that responsibility for one calendar item had been updated from the Human Resources Director to Executive Staff, with Executive Staff providing the information going forward.

Lindsay Granger then requested the Committee's guidance on several longstanding calendar items that had been carried forward from previous years but had not been used in practice. Lindsay Granger explained that both the Board Orientation item and the Executive Information Session had remained on the calendar for at least the past two years despite not being utilized and asked whether the items should remain. Lety Garcia recommended retaining the Board Orientation item because it could become necessary if there were a high number of Board applicants or if changes to trailer bill language required orientations to occur sooner. Lety Garcia noted that the Executive Information Session was unfamiliar, and Juan Hernandez stated that the purpose of the item was also unknown. After discussion, the Committee reached consensus to remove the Executive Information Session from the calendar because Committee members were unable to identify its purpose or recall it being used in recent years. The Committee noted that the item could be added back in the future if needed.

Lety Garcia requested that the description of the Board application review process be revised to specify that the Committee will review applications for potential conflicts of interest and compliance with DDS Board composition requirements. Evelyn McOmie recommended adding the phrase "as needed" to the orientation item to clarify that orientations would only be scheduled when circumstances warranted, such as when applicant volume was high. The Committee agreed to incorporate both revisions into the calendar.

Lindsay Granger also informed the Committee that the Board Self-Evaluation item had been removed from the calendar because neither staff nor Committee members could identify its purpose or recall it being used. Lety Garcia agreed with removing the item. The Committee also reviewed several administrative revisions, including confirming that Board member renewal activities would remain scheduled in December and updating references to reflect the Executive Finance Committee by removing outdated references to Board Interns and revising the description of the slate of nominees. Lindsay Granger noted that a final review of the calendar would be completed to identify any additional minor edits before the document was finalized.

After confirming there were no additional revisions, Lindsay Granger requested a motion to approve the FY 2026–2027 Critical Calendar as amended.

M/S/C (Lety Garcia/Alex Kopilevich) to approve the FY 2026-2027 Critical Calendar with the discussed revisions. Motion carried.

<u>ACTION</u>: Lindsay Granger will make those revisions to the calendar.

B. <u>Approve Slate of Officers for FY 2026-27</u>

Lety Garcia introduced the agenda item regarding the proposed FY 2026–2027 slate of officers. Lindsay Granger reviewed the responses received from current Board officers regarding their interest in serving during the upcoming fiscal year. Lindsay Granger reported that all current officers had expressed interest in continuing in their current roles, with the exception of Lety Garcia, who indicated an interest in serving only if needed. Lindsay Granger also noted that one Board member who was not currently serving as an officer had expressed interest in an officer position. The Committee discussed presenting a proposed slate based on the positions for which members had expressed interest.

Lety Garcia summarized the proposed slate as Sharmila Brunjes for President, Juan Hernandez for Vice President, Curtis Wang for Secretary, and Anna Hurst for Treasurer. Lety Garcia noted that the ARCA Representative position would remain vacant unless an interested candidate had been identified. Lindsay Granger advised that Jennifer Koster had expressed interest in serving as ARCA Representative. Juan Hernandez asked whether Jennifer Koster met the eligibility requirements for the position. Lindsay Granger responded that eligibility would be confirmed. With no other expressions of interest received, the Committee agreed to include Jennifer Koster as the nominee for ARCA Representative on the proposed slate.

M/S/C (Alex Kopilevich/Lety Garcia) to approve the proposed slate of officers for FY 2026-2027, including Jennifer Koster as the nominee for ARCA Delegate to present to the full Board of Trustees. Motion carried.

C. Approve Slate of Additional Executive Finance Committee Members

Lety Garcia introduced the agenda item regarding the proposed slate of additional Executive Finance Committee members. Lindsay Granger reported that no additional expressions of interest had been received beyond the current members, with the exception of Jennifer Koster, who had also expressed interest in serving on the Executive Finance Committee. During discussion, Lety Garcia confirmed that the proposed slate of additional members would consist of Laura Monge, Jacquie Colton, Jason Taketa, and Jennifer Koster. Lindsay Granger explained that the Board would vote to select up to three additional Executive Finance Committee members at the May Board meeting.

Lindsay Granger reviewed the proposed voting process, explaining that Board members would be instructed to select a minimum of one and up to three candidates. Evelyn McOmie recommended adding written instructions to the ballot to clearly explain the voting process. The Committee agreed that including the instructions would help ensure clarity for Board members.

The Committee also discussed Jennifer Koster's eligibility to appear on both the proposed officer slate as the nominee for ARCA Representative and the Executive Finance Committee ballot. Lety Garcia explained that if Jennifer Koster were elected as ARCA Representative, Jennifer Koster would automatically serve on the Executive Finance Committee and would therefore not appear on the ballot for an additional Executive Finance Committee position. Lindsay Granger confirmed that the Executive Finance Committee ballot would be updated accordingly following the election of officers.

Alex Kopilevich provided an update on the Vendor Advisory Committee (VAC) member recruitment process, reporting that twelve applications had been received, seven applicants advanced to interviews, two applicants withdrew, and five applicants were interviewed. The interview panel unanimously recommended two applicants for appointment to the VAC, with the recommendations scheduled for consideration by the Vendor Advisory Committee at its April meeting. Alex Kopilevich also reported that interest in serving as VAC Chair would be solicited, with the goal of identifying the incoming Chair by May to allow for a smooth transition before the new fiscal year.

The Committee discussed the Vendor Advisory Committee election process and whether the bylaws permit nominations from the floor for Vendor Advisory Committee member appointments. Lety Garcia raised the question to ensure the Vendor Advisory Committee would be prepared to respond if the issue arose during its meeting. Lindsay Granger reviewed the bylaws during the meeting and reported that provisions regarding nominations from the floor were identified for Board officers and Board members, but no comparable provision was found for Vendor Advisory Committee member elections. Alex Kopilevich outlined the planned voting process for the Vendor Advisory Committee, explaining that each recommended and non-recommended applicant would be presented individually for consideration by the committee. Lindsay Granger agreed to continue reviewing the bylaws and provide a follow-up regarding whether any additional provisions applied to the Vendor Advisory Committee.

M/S/C (Lety Garcia/Alex Kopilevich) to approve the proposed FY 2026-2027 slate of additional Executive Finance Committee members. Motion carried.

V. Committee Business

A. Review Board Member and Applicant Composition Tracking Sheet

Lety Garcia introduced the Board Member and Applicant Composition Tracking Sheet agenda item. Lindsay Granger presented the newly developed tracking sheets, explaining that they were created in response to the Committee's request at the previous meeting and were modeled after the Vendor Advisory Committee composition tracker. Lindsay Granger explained that the Board Member Composition Tracking Sheet summarizes information provided by current Board members on their applications, including experience, representation, residential geography, living situation, developmental disability categories, and demographic information. Lindsay Granger also noted that percentage summaries had been added to provide an at-a-glance view of the Board's current composition and to assist the Committee in monitoring Board composition requirements and identifying recruitment priorities.

Lindsay Granger also reviewed the Board Applicant Composition Tracking Sheet, which summarizes information provided by Board applicants using the same categories as the Board Member tracker. During the discussion, Lety Garcia recommended revising the title to clarify whether the tracker reflected all applicants or only those who had been interviewed. The Committee reviewed the geographic, demographic, and representation breakdowns of both the current Board and the applicant pool and discussed how the information could be used to evaluate recruitment efforts and support future Board composition planning.

Lety Garcia and Evelyn McOmie recommended distinguishing interviewed applicants from those who were not interviewed by adding color coding and a corresponding legend to the tracking sheet. Lindsay Granger agreed to revise the document by identifying interviewed applicants, adding a key explaining the color coding, and clarifying which applicants had participated in the interview process to improve readability and eliminate confusion.

The Committee recommended revising the Board Applicant Composition Tracking Sheet to clearly distinguish applicants who were interviewed from those who were not interviewed. Lety Garcia and Evelyn McOmie recommended using color coding and adding a corresponding legend to improve readability and eliminate confusion. Lindsay Granger agreed to revise the document by identifying interviewed applicants, adding a key explaining the color coding, and clarifying which applicants had participated in the interview process.

Following the review, Lety Garcia asked whether there were any additional questions. The Committee expressed support for the tracking sheets and agreed that the new format would provide a clearer, more efficient way to monitor Board composition, evaluate applicant demographics, and identify recruitment needs in future years.

VI. Review of Meeting Action Items and Board Agenda Items

Lindsay Granger reviewed the meeting action items and summarized the Committee's recommendations for future Board consideration. Lindsay Granger confirmed that the FY 2026–2027 Critical Calendar had been approved by the Committee, with the agreed-upon revisions to be incorporated before the calendar is presented to the Board of Trustees in August. Lindsay Granger also confirmed that the Committee had approved the proposed FY 2026–2027 slate of officers and the proposed slate of additional Executive Finance Committee members, which will be presented to the Board in May for consideration and voted on in June.

Lindsay Granger also confirmed that staff would continue reviewing the bylaws to determine whether any provisions regarding nominations from the floor apply to Vendor Advisory Committee member elections and would provide a follow-up to the Committee.

Lety Garcia confirmed that there were no additional Board agenda items for the current meeting and that the Committee's recommendations would instead be presented at the May Board meeting. The meeting concluded with confirmation that there was no public input.

VII. Announcements/Public Input/Information

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

VIII. Adjournment

Lety Garcia and Curtis Wang adjourned the meeting at 6:25 p.m.

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