



North Los Angeles County Regional Center

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

Thanks so much for your interest in joining NLACRC's Vendor Advisory Committee

To provide the Nominating Committee with additional information regarding you and your current interest in joining NLACRC's Vendor Advisory Committee (VAC), please complete the enclosed application and return via email or mailing to the address listed below by January 15, 2027.

North Los Angeles County Regional Center
Attention: Board Support
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311

Email: **Boardsupport@nlacrc.org**

Also attached is a copy of the Committee's Policies & Procedures and VAC's meeting schedule for your reference. Please note that all VAC meetings are currently being held via Zoom and may resume to in-person in the near future, additional information will be provided.

VAC meetings are generally held on the first Thursday of each month at 9:30 am. The meetings are open to the public and you are more than welcome to attend as a guest. If you wish to be added to our VAC e-mailing list, please let us know by sending an email to Boardsupport@nlacrc.org.

Should you have any questions, please send us an email to Boardsupport@nlacrc.org. Thank you again for your interest in serving NLACRC's VAC. We look forward to receiving the information requested!

Sincerely,

NLACRC Board Support

Enclosures (3)

North Los Angeles County Regional Center
APPLICATION: **VENDOR ADVISORY COMMITTEE**

Name: _____ **Address:** _____
City: _____ **CA:** _____ **Zip:** _____
Home Phone: (____) _____

Employer/Vendor Affiliation: _____
Occupation: _____ **Address:** _____
Job Responsibilities: _____ **City:** _____ **CA:** _____ **Zip:** _____

Work Phone: (____) _____
Cell Number: (____) _____
E-mail: _____

I am a member of the following developmental disability, health or other community organizations:

1. _____ 3. _____
2. _____ 4. _____

Role: Individual _____ Agency Staff Member _____ Agency Board Member _____

Categories of Service (please check all that apply):

Living Arrangements:

Community Care Facility _____ Health Licensed Facility _____ Other: _____

Skill Development Program:

Infant/Early Intervention _____ Adult Day Training _____ Supported Employment _____
Supported/Independent Living _____ Habilitation _____ Other: _____

Support Services:

Respite/Home Health _____ Behavior Consultation _____ Transportation _____
Day Care/After-School/Saturday Program _____ Mobility Training _____
Other: _____

Service Delivery Location(s):

San Fernando Valley _____ Santa Clarita Valley _____ Antelope Valley _____

How were you referred to the Vendor Advisory Committee? _____

I am hereby applying to serve on the VENDOR ADVISORY COMMITTEE of North Los Angeles County Regional Center. I agree to keep the Board of Trustees advised, in writing, if there is any change in provider status, my board status with a provider and/or my employment with a provider. If selected, I agree to meet the conflict of interest requirements as outlined in the Welfare and Institution Code, Section 4622 and 4626 and the Government Code, Section 87103.

Signature: _____ **Date:** _____

Please attach a personal resume or summary of

your professional background and experiences.

Please mail this application to:

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Attention: Board Support
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Chatsworth, CA 91311

or e-mail it to: **Boardsupport@nlacrc.org**

North Los Angeles County Regional Center
Vendor Advisory Committee
Procedures and Guidelines

Bylaws

The Vendor Advisory Committee is established as a standing committee in Article VII, Section 9, of the bylaws of the Board of Trustees of the NLACRC pursuant to Welfare and Institutions Code Sections 4622 and 4626. The Vendor Advisory Committee is responsible for designating a committee member.

(a) Composition. The membership of the Vendor Advisory Committee shall consist of not more than eighteen (18) members who are either current vendors in good standing of the Corporation or are employed by vendors in good standing of the Corporation.

(b) It shall be composed of persons representing a wide variety of the various categories of providers from which the Regional Center purchases consumer services. The Vendor Advisory Committee shall designate one (1) of its members to serve as a member of the Board (i.e., the Vendor Trustee). The Vendor Trustee shall serve as chairperson. The Vendor Trustee's term shall be one (1) year. A quorum shall consist of a majority of the members of the Vendor Advisory Committee.

(c) Appointment and Term of Members. The members of the Vendor Advisory Committee shall be appointed by the Board from a slate of candidates provided by Vendor Advisory Committee, and shall each serve a term of three (3) years unless an earlier vacancy occurs as provided in the Bylaws. Each member of the Vendor Advisory Committee shall each serve a term of three (3) years unless the member is elected to fill a vacancy in which case the "replacement" member serves the remainder of the term of the member vacating their seat. Such term shall commence on July 1 of the year in which a member is elected unless the member has been elected to fill a vacancy as provided for herein. In the event a member has been elected to fill such vacancy, the term shall commence upon election and shall continue for the balance of the regular term subject to such vacancy. No member shall serve on the Vendor Advisory Committee for more than six (6) consecutive years. An individual who has served six (6) consecutive years shall not be eligible to again serve as a member of the Vendor Advisory Committee for a period of twelve (12) months. If an individual who resigns from the Vendor Advisory Committee prior to the expiration of his or her term is re-appointed to the Vendor Advisory Committee in less than twelve (12) months, his or her prior months/years served on the Vendor Advisory Committee shall be considered part of the person's term.

(d) Duties. The duties of the Vendor Advisory Committee shall be to provide advice, guidance, recommendations, and technical assistance to the Board to assist the Board in carrying out its mandated duties.

Appointment of Vendor Advisory Committee

The Vendor Advisory Committee is responsible for assuring that qualified and interested persons are nominated for membership on the committee.

Membership

In order to be a Vendor Advisory Committee member in good standing, a person must be a vendor, or a board member or employee of a NLACRC vendored program. A change in board membership, employment status or vendor status may affect the person's eligibility or representation. Any such change must be reported in writing immediately to the Board of Trustees for its consideration. If a member misses three consecutive meetings, or five meetings in a one-year period, he/she shall be considered to have resigned from the Vendor Advisory Committee.

Meeting Frequency

The Vendor Advisory Committee shall meet monthly, except for dark months. The meetings shall be scheduled for a full year following seating of the members each year. A copy of the scheduled meetings will be provided to the Vendor Advisory Committee and Board of Trustees. Other meetings may be scheduled and called by the chairperson of the committee.

Relationship to the Board of Trustees

- Selection of chairperson/designee to the Board of Trustees:

The committee shall follow the written procedure by the committee for selection of the chairperson/designee to the Board of Trustees. The person should be a member in good standing. The committee shall determine the financial interest of each member considered for selection prior to the final selection to assure compliance with Government Code Section 87103. The financial information is to be submitted to the Board of Trustees for its review and final determination prior to the seating of the designee on the Board.

The designee shall be selected for a one-year term.

The designee shall not serve as a voting member of the Community Relations Committee of the Board of Trustees.

- Submission of Advice:

The Vendor Advisory Committee, as a standing committee of the Board of Trustees, shall submit advice through reports submitted by its chairperson/designee to the board.

- Training:

The Vendor Advisory Committee shall schedule a background and training session for its members annually after new members are seated.

- Staff Support:

Staff support shall be provided through the Executive Director of the regional center.

Voting by the Designee Member

As per Welfare and Institutions Code Section 4622 (9), the designee member of the Board of Trustees shall not do any of the following:

- Serve as an officer of the Board of Trustees.
- Vote on any fiscal matter affecting the purchase of services from any regional center provider.
- Vote on any issue other than as described in subparagraph (B), in which the member has a financial interest, as defined in Section 87103 of the Government Code, and determined by the regional center board. The member shall provide a list of his or her financial interests, as defined in Section 87103, to the regional center board.

Procedures for Selection of VAC Members

The Vendor Advisory Committee is responsible for assuring that qualified and interested persons are nominated for membership. The following timetable has been developed to assure timely action by the committee and the board:

- An email 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 board liaison 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 board liaison 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.

- All applicants seeking consideration for appointment to the Vendor Advisory Committee must submit a completed application, a current resume, and a personal letter of interest by the established deadline. Only applicants who have submitted all required materials by the deadline will be eligible for review and consideration by the Committee at its scheduled meeting.
- In November of each year, an application to Serve an Additional Term on the VAC is sent with a cover letter by the board liaison 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 Vendor Advisory 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 Vendor Advisory Committee and Board of Trustees should assure a wide range of representation on the VAC.

Examples of 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, supported employment, etc.





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Vendor Advisory Committee Meeting Schedule

FY 2026-27

~ No meeting in July 2027 ~

Thursday, August 13, 2026

Hybrid – Chatsworth NLACRC

9:30 a.m.

Thursday, September 10, 2026

Hybrid – Santa Clarita NLACRC

9:30 a.m.

~ No meeting in October 2026 ~

Thursday, November 12, 2026

Hybrid – Antelope Valley NLACRC

9:30 a.m.

~ No meeting in December 2026 ~

Thursday, January 14, 2027

Hybrid – Chatsworth NLACRC

9:30 a.m.

Thursday, February 11, 2027

Hybrid – Santa Clarita NLACRC

9:30 a.m.

Thursday, March 11, 2027

Hybrid – Antelope Valley NLACRC

9:30 a.m.

Thursday, April 8, 2027

Hybrid – Chatsworth NLACRC

9:30 a.m.



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Thursday, May 13, 2027

Hybrid – Santa Clarita NLACRC

9:30 a.m.

Thursday, June 10, 2027

Hybrid – Antelope Valley NLACRC

9:30 a.m.