

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes
January 7, 2015

Present: Craig Girard, Jessica Gould, Dawn Hamilton, and Tavia Wooley– Committee Members
Jonathan Istrin – Vendor Advisory Committee Representative
Liliana Windover and George Stevens – Staff Members

Absent: All Present

I. Call to Order

Dawn Hamilton, chairperson, called the meeting to order at 5:30 p.m.

II. Consent Items

A. Approval of Agenda

A new item III.C. was added to the agenda and the remaining items in that section were re-numbered accordingly. Also, item VI. Executive Session was added.

M/S/C (J. Gould/T. Wooley) To approve the agenda as modified.

B. Approval of Minutes of August 6th Meeting

M/S/C (T. Wooley/C. Girard) To approve the minutes as presented.

III. Committee Business

A. Interview Training (Michele Marra)

Michele Marra, Human Resources Director, provided the committee with their annual interview training.

B. Sign Confidentiality Statement (Craig)

Craig signed his committee confidentiality statement.

C. Board Composition Survey

DDS sent us a board composition survey which we completed back in August.

We just received DDS's response to our completed survey. The letter states that it does not appear that the composition reflects the ethnic characteristics of the community we serve. Specifically, the Asian community appears to be under-represented. Additionally, the Hispanic community appears to be under-represented for the 3rd consecutive year.

George stated that the committee needs to take action and make sure we are in compliance, and advised the committee to take this into consideration when reviewing applications.

D. Review Committee Notebooks

George stated that out of the 52 packets sent out, 32 were returned. He also stated that 2 individuals did not submit applications as they realized they had conflicts of interest (1 of them was the spouse of a regional center staff member and another was a board member for one of our service providers).

1. Identify Board, VAC, and CAC Vacancies

There will be 7 open positions on the Board, 1 open position on the VAC, and 1 open position on the CAC

Board: George stated that we currently we will have 15 board members and our bylaws allow up to 22 members. If the committee decides to add more board members, the 16th and 17th members must be consumers in order to be in compliance with requirement that 25% of the board be primary consumers.

VAC: We need more representation from the Antelope Valley on the VAC. Of the applications submitted, only 1 was from a vendor that provides services in the AV.

Action: Jennifer will be asked to do a targeting mailing to the Antelope Valley providers to seek VAC applicants who provide services in that area. It was also recommended to add a "Location" column on the VAC application log to identify the applicant's primary business location.

2. Additional Term Requests

All current Board, VAC, and CAC members whose terms will expire at the end of June have expressed interest to continue serving.

3. Review Applications Received

32 Board applications, 8 VAC applications, and 4 CAC applications have been submitted.

4. Identify Applicants to be Scheduled for a Group Orientation or Interview

The committee recommended scheduling a group orientation for all of the Board applicants. After the orientation, the committee will meet to review the board's composition needs and identify applicants to be interviewed.

The orientation should be held Wednesday, February 4th, at 6:00 p.m. in the 1st floor conference room. If the room is not available at that time, the orientation will be held on Tuesday, February 3rd. [*The orientation was later scheduled for February 3rd as the room wasn't available on February 4th.*] The DVD called "For the Community" will be shown at the orientation. George and Dawn will explain the board expectations, conflicts of interest, challenges in terms of statutory requirements, and activities of the board. Afterwards, Dawn will ask the applicants to talk about themselves and express why they are interested in serving on the board.

M/S/C (T. Wooley/C. Girard) To extend recruitment for VAC applicants who provide services in the Antelope Valley.

E. Complete Meeting Evaluation Forms

Dawn asked the committee members to please complete evaluation forms after the meeting and submit them to her with any comments.

IV. Board Meeting Agenda Items

The following items were identified for the Nominating Committee's section of the January 14th board meeting agenda:

- A. Minutes of January 7th Meeting
- B. Discussion re: Interest in Serving as a Board Officer in FY 2015-16
- C. Status Report on Recruitment

V. Announcements / Information

- A. Next Meeting: Tuesday, February 3rd, at 5:30 p.m. (4th floor)
- B. New Board Member Orientation: Tuesday, February 3rd, at 6:00 p.m. (1st floor)
- C. George announced that Richard Dier's wife, Linda, passed away last Monday, January 5th. George had very few details, but will pass them along as we learn more.

VI. Executive Session

The committee went into executive session to be updated about current union business.

VII. Adjournment

Dawn adjourned the meeting at 6:25 p.m.

Submitted by,

Liliana Windover

Liliana Windover
Executive Administrative Assistant

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