



**WESTSIDE REGIONAL CENTER  
BOARD RECRUITMENT POLICY**

Westside Regional Center (WRC) continuously strives to identify qualified and interested persons as potential members of the Board of Directors. In order to achieve needed expertise, balance and diversity on the Board, the Board shall appoint a Board Development Committee, comprised of the Executive Director as a non-voting member and a minimum of four (4) Directors, including the Board President, to assess the composition of the Board and the membership required to meet the requirements of the Lanterman Developmental Disabilities Services Act (Lanterman Act), Title 17 of the California Code of Regulations (Title 17), and WRC's Bylaws. It is the Board Development Committee's responsibility to recruit, screen, interview, and select qualified candidates for presentation to the Board for election as Directors of the Corporation.

Board Composition

Under the Lanterman Act and WRC's Bylaws, the WRC Board Development Committee must consider applicants who conform to the following criteria:

- 1) Individuals who have demonstrated interest in, or knowledge of, developmental disabilities.
- 2) Individuals with legal, finance and accounting, management, nonprofit management, board governance, and developmental disabilities program expertise.
- 3) Representatives of each of the various categories of disability served by WRC and their family members.
- 4) Individuals who reflect the geographic and ethnic characteristics of the area served by WRC.

The Board Development Committee may also consider for membership individuals with real estate, public relations, and information technology expertise and others as appropriate to the needs of the Corporation.

With the exception of the Director who is designated as a member of the Board by the Service Provider Advisory Committee, the Lanterman Act and Title 17 prohibit service providers, from whom WRC purchases, obtains, or secures goods or services to conduct its operations, from serving on the Board of Directors because it would constitute a conflict of interest.

In addition, under the Lanterman Act and Title 17, the following categories of individuals may not be considered for Board membership:

- 1) An individual who serves as a current employee of the State Department of Developmental Services or any state or local agency which provides services to a



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regional center consumer if employed in a capacity which includes administrative or policymaking responsibility, or responsibility for the regulation of the corporation.

- 2) An employee or a member of the State Council on Developmental Disabilities.
- 3) An individual who has a “financial interest,” as that term is defined in Section 87103 of the California Government Code, in the Corporation’s operations, except as a consumer of its services or as the Director designated by the Service Provider Advisory Committee.
- 4) Except as otherwise provided for the one member of the Board of Directors selected by the Service Provider Advisory Committee, an employee or member of the governing board of any entity from which WRC purchases consumer services.
- 5) A person barred from serving on the Board of Directors by law or government regulation, including, but not limited to Section 54500 and following of the California Code of Regulations, which regulate conflicts of interest.
- 6) An individual who has a conflict of interest with an entity that receives regional center funding, including but not limited to a nonprofit housing organization and an organization qualified under Section 501 (c)(3) of the Internal Revenue Code, that actively functions in a supporting relationship to the Regional Center.

“Excluded Individuals,” as that term is defined in Title 17, Section 54302(b)(1), meaning (1) individuals who have been placed on the U.S. Department of Health and Human Services Office of Inspector General (OIG) List of Excluded Individuals/Entities and the Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider list, and (2) individuals who have, within the previous ten years, been convicted of any felony or misdemeanor involving fraud or abuse in any government program, or related to neglect or abuse of an elder or dependent adult or child, or related to the interference with, or obstruction of, any investigation into health care related fraud or abuse, should also not be considered for Board membership.

In order to achieve balance and diversity, and comply with the mandates of the Lanterman Act, WRC’s Bylaws provide that the Board shall consist of between fourteen (14) and twenty-one (21) Directors.

## Board Recruitment

After assessing the Board’s current needs, the Board Development Committee will reach out to local organizations, businesses and other resources, including, but not limited to Chambers of Commerce and local universities, in an effort to recruit potential candidates. The Board Developmental Committee will also reach out to other Board members, members of Board Committees, groups representing individuals with developmental disabilities, and the community in an effort to identify potential Board members. WRC’s search for prospective Board members is ongoing. The Board Development Committee will maintain an up-to-date list



of potential Board candidates and the specific skills and expertise they may be able to bring to the Board.

Once potential Board members are identified, the Board President may elect to invite them to meet to discuss the organization and provide them with relevant materials about the organization. Potential Board members may also be invited to Board meetings to acquaint them with the regional center, members of the Board, and Board processes.

### Application Process

The Board Developmental Committee will reach out to potential members to gauge their interest in applying for Board membership. If an individual is interested in applying for Board membership, the Board Development Committee will instruct the individual that application packets are available at the Principal Executive Office of the Corporation, located at 5901 Green Valley Circle, #320, Culver City, CA 90230, or on the Corporation's website, and will solicit a completed application. It is important for the Board Development Committee to be sensitive to the reaction of prospective Board members. If a prospective Board member clearly indicates that they are unable to take on, or are not interested in taking on, the responsibilities of Board membership, the Committee must acknowledge and accept that.

Completed applications are to be submitted to WRC's Principal Executive Office. Within five business days of the receipt of an application, a written acknowledgment of receipt should be sent to the applicant. Candidate applications, application-related materials and reports, and candidate identifying information shall be kept strictly confidential, with only the members of the Board Development Committee and the Board Secretary having access to them.

### Screening, Interviewing and Selection

The Board Development Committee shall meet periodically throughout the year to review completed application packets for Board membership. The Board Development Committee shall prioritize prospective Board applicants based on their ability to meet the identified needs of the organization under the Lanterman Act and WRC's Bylaws. As appropriate, the Board Development Committee will interview selected applicants. If, upon consideration of an applicant, a majority of the Board Development Committee recommends approval of the candidate, said recommendation shall be forwarded to the full Board of Directors for their vote. Voting on new Board members typically takes place at the Board's Annual Meeting. However,

if the composition of the Board is in jeopardy of being out of compliance with Lanterman Act requirements, or if Board membership is in danger of falling, or falls, below the required minimum number, or the Board is missing individuals with highly desirable skill sets, the Board



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Development Committee should convene immediately to consider current applications to fill vacant positions.

Individuals who are approved by the full Board of Directors will be notified of their approval by the Board President or their respective designee, and will be given notice of the date on which their term will begin. Those selected will receive an information binder to assist them in their service as a WRC Board member. Among the many materials in the binder will be a National Core Indicators survey, which, in part, measures the performance of agencies statewide in their delivery of services to individuals with developmental disabilities and their families.

All newly elected Board members will participate in a Board orientation, regardless of how extensive their previous Board experience is. Every Board has its own unique characteristics, personal dynamics, requirements for involvement, and independent structure.

Individuals who are not selected to serve on the Board of Directors will be given notice of this decision within five (5) business days. If an individual who is not selected to serve as a Director is willing to contribute to the organization in a different capacity and the Board determines that the individual's skills and experience could benefit WRC, the Board President may invite the individual to serve on an appropriate Board Committee.

## Exclusions

This Board Recruitment Policy does not apply to Board members whose terms are due to expire. When a Board member is eligible for, and desires to, be considered for a new term on the Board, the Executive Committee will make a decision as to whether or not to recommend the Board member for a new term and will discuss this recommendation with the members of the full Board prior to the expiration of the member's term.

In addition, this Policy does not apply to Board members designated by the Service Provider Advisory Committee. The Lanterman Act dictates that the Service Provider Advisory Committee designates one of its own members to service as a Director on the Board, and this designation is not subject to Board approval.