

WESTSIDE REGIONAL CENTER EXTRAORDINARY RECRUITMENT PLAN

Westside Regional Center (WRC) faces an immediate need for qualified individuals to fill at least three and possibly four vacant positions on its Board of Directors. WRC's Board Development Committee has been charged with locating individuals with legal, fiscal and management experience to satisfy the requirements of the Welfare and Institutions Code.

The Board Development Committee is responsible for recruiting, screening, interviewing, evaluating, and choosing for nomination prospective Board members to be presented to the full Board for consideration. Once individuals are chosen by the Board, the Board Development Committee is responsible for providing them with the support and training that they will need to become contributing, informed Board members. In addition to the experience requirements, new Board members should be selected on the basis of their ability to work collaboratively with others, their availability to dedicate the time needed to be an effective Board member, and their desire and willingness to support WRC's goals and operations as a regional center. All candidates must be informed that the commitment to the Board requires a minimum of five hours per month.

Working closely with the Executive Director, the Board Development Committee will:

- a. Develop an outreach plan listing resources, organizations, and businesses from which to recruit potential Board member candidates. These may include, but are not limited to:
 - Culver City Chamber of Commerce
 - Inglewood Chamber of Commerce
 - Beverly Hills Chamber of Commerce
 - Hawthorne Chamber of Commerce
 - African American Chamber of Commerce
 - Valley/Los Angeles Economic Alliance
 - VICA
 - LA Business Journal
 - Vistage International/LA Hubs
 - Nat'l Black MBA Association
 - Pepperdine University Graziadio Business School - Executive Programs
 - Pepperdine University School of Law
 - Pepperdine University School of Psychology and Education
 - Saybrook University – Clinicians
 - USC Marshall School of Business
 - UCLA ID/DD Program
 - All WRC Family Support Groups

- b. Develop a “Board Member Recruitment Notification” and post it on WRC's website, along with an application and Conflict of Interest questionnaire. (Copies of these documents are attached.)



- c. Receive and review prospective Board member applications and Conflict of Interest questionnaires.
- d. With input from the Executive Director and the entire Board, create an initial list of potential Board member candidates. The Executive Director is encouraged to search for and bring qualified candidates forward for Board consideration. These candidates will possess the knowledge, skills, specializations and collaboration outlined above. The candidates must also express their willingness to devote the time necessary to fulfill their obligations as Board and Committee members. This will be a minimum of five hours per month.
- e. Identify and assign Board Development Committee members to contact top candidates in an effort to introduce them to the organization and the role of a WRC Board member.
- f. Conduct interviews with prospective Board members. The interviews will present an opportunity to explain more fully the roles and responsibilities of both individual Board members and the Board as a whole. At a minimum, the interview should consist of the following: (a) welcome and introductions; (b) an overview of WRC's mission, vision and goals; (c) an overview of the general roles of the Board and its Committees; (d) a review of the individual Board member's duties and the need for collaboration so that the Board can function as a whole; (e) opportunities for the interviewee to ask questions; (f) opportunities for Board members to ask questions of the interviewee; (g) a declaration of willingness by the interviewee to serve; (h) a statement of specific Committee interest by the interviewee; and (i) an outline of the next steps. If the interviewee expresses interest and time permits conduct a tour of WRC.
- g. Review and prioritize prospective Board member applicants based on their ability to meet the identified needs of the organization.
- h. Conduct checks on all prospective Board members to determine if they are an "excluded individual or entity" as defined in Title 17 of the California Code of Regulations (Title 17) section 54302(b)(1) or if they fall within the prohibition of Title 17 section 54311(a)(6).
- i. All information received in the course of search for prospective Board members shall be considered to be confidential and only released for the purposes of selecting qualified applicants.
- j. Prepare the slate of candidates and present it to the full Board of Directors for consideration and approval. This slate shall be voted upon by the Board Development Committee prior to presentation to the full Board of Directors, but the Executive Director shall not have a vote.
- k. After the Board of Directors selects its new members, the Board President or their respective designee will contact the approved new Board members to congratulate them on their selection and provide them with an effective date for their membership. New



Board members will be notified of the dates of the scheduled Board meetings, trainings, and the New Board Member Orientation.

- Individuals who are not selected to serve on the Board of Directors, but who are willing to contribute to the organization in a different capacity, may be invited to serve on a Board Committee if their skills and experiences would benefit WRC.
- Individuals who are not selected to serve on the Board of Directors or a Board Committee should receive notification from the Board Development Committee Chair thanking them for their application and informing them of the Committee's decision. (A sample letter is attached.)

Westside Regional Center Is Seeking New Board Members



MISSION STATEMENT

It is WRC's mission to support people with developmental disabilities, their families, and communities of choice by facilitating access to person-centered, culturally responsive services and resources.

Westside Regional Center (WRC) is seeking interested and qualified persons as potential new Board Members. Individuals should reside, work, or have a family member who receives services within the WRC catchment area. Time commitment includes attending board meetings, workshops, and committee meetings. This is a volunteer opportunity with an established private, non-profit organization that receives state and federal governmental funding.

The WRC Board Development Committee is asking for your assistance in finding and referring caring, committed individuals who may wish to serve in this volunteer board capacity benefitting over 10,976 individuals with developmental disabilities (autism; intellectual disability; cerebral palsy; epilepsy; similar conditions) and their families.

We welcome and consider diverse and equitable local WRC representation, which is not limited to but can include the following: persons served; parents, legal guardians, or other family members.

We are specifically looking for:

- legislative skills or interest
- prior governance experience from other boards
- legal (Attorney)
- financial (includes accounting)

How to Apply:

A "Nomination Application" must be completed for an eligible candidate to be considered for the Board of Directors. The online application is available in English and Spanish. Select your preferred language in the upper right corner of your screen (once you click on the link below).

- <https://form.jotform.com/230527957718063>

Please contact JaneB@WestsideRC.org with any questions. Applications will be reviewed in the order received.

Selection Process:

After reviewing all applications, selected applicants will be interviewed by members of the Board Development Committee and asked a series of questions. Those recommended will be introduced to the current WRC Board, formally voted in, and be immediately seated. New Board Members will be provided with orientation, training, and mentor support.



5901 Green Valley Circle Suite 320
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WESTSIDE
REGIONAL CENTER

ATTN: Call-Out to the WRC Community

WRC Board of Directors

CALL FOR APPLICANTS TO JOIN THE WRC BOARD

Westside Regional Center (WRC) seeks to identify interested and qualified persons as potential Members of the WRC Board. Board members must reside, work, or have a family member who receives services within the WRC Catchment area. Board Meetings, Trainings, and Committee(s) participation is required.

The Board Development Committee is soliciting your assistance at this time in seeking nominees. There are DDS requirements for Board representation. The Board is currently in greatest need of the following, although others will also be considered:

- Financial expertise
- Legal expertise
- Governance experience
- Legislative advocacy interest/skills

The application form is available online:

- <https://form.jotform.com/230527957718063>

Please contact Jane Borochoff via email at JaneB@WestsideRC.org with any questions.



Nomination Application
Westside Regional Center (WRC) Board of Directors

The Westside Regional Center Board (WRC) of Directors consists of volunteers from the catchment area served by WRC. Board members play an important role in providing oversight for WRC. One purpose of our Board is to keep WRC connected to community members and receptive to their needs.

SECTION I:

A. Name: _____

B. Do you work and/or live within the WRC Catchment Area? Yes No

If yes, what city? (check one)

- Bel Air Beverly Hills Beverlywood Century City Culver City
 El Segundo Gardena Hawthorne Inglewood Lawndale
 Los Angeles Malibu Mar Vista Marina del Rey Pacific Palisades
 Playa del Rey Santa Monica Venice Westwood

C. Home Address: _____

D. Mailing Address (if different): _____

Please indicate with an asterisk () the preferred phone number to reach you.*

E. Daytime Phone Number: _____

F. Evening Phone Number: _____

G. Cell Phone: _____

H. Email Address: _____

I. Employment/Occupational Status (check one)

full time/ part time retired day program not currently working

other (please explain): _____

J. Employer: _____

K. Position: _____

L. Educational Background: _____

M. Professional or Occupational Background: _____



SECTION II:

A. How did you develop an interest in or knowledge of developmental disabilities? (Describe your employment, education, personal circumstances, or other activities which demonstrate your interest or knowledge).

B. Areas of expertise you would bring to the WRC Board: (check all that apply):

- Accounting / Financial Administration / Management Person served by WRC
 Advocacy Developmental Disability Program Skills
 Education Law Public Relations Self-Advocacy
 Other (specify): _____

How might your background and experiences help the WRC Board?

C. Please list all current and recent (last 5 years) memberships in associations, service clubs, social clubs, occupational groups, professional organizations, and developmental disability affiliations.

Please list all offices and other positions of responsibility you have held in the groups or organizations listed above.



SECTION III:

A. Gender Identity: Male Female Non-Binary

B. Ethnicity/Race: (check one) Asian American Indian or Alaska Native
 Black or African American Caucasian Hispanic or Latino Multiracial
 Native Hawaiian or Other Pacific Islander Other (specify): _____

C. Are you a person served by WRC? Yes No

If the answer is yes:

If you become a WRC Board member, will you require transportation?

Yes No

Will you require facilitation (assistance) in preparing for and participating in meetings?

Yes No

D. Are you a relative, conservator or guardian of a person served by WRC?

Yes No

If the answer is yes:

What is the relationship? (please describe) _____

What is the age range of the person served by WRC with whom you have the relationship?

0-3 years 4-18 years 19-22 years 23-39 years 40+ years

E. If you are a person served by WRC or have a relationship to a person served as described above, please check all that apply to the person served by WRC:

Autism Cerebral Palsy Epilepsy Intellectual Disability
 Other (please specify) _____

F. Do you have prior membership on a regional center Board? Yes No

If the answer is yes:

Please provide the name of the regional center: _____

Please provide your years of service and offices held:



G. Are you or is any member of your family an employee or Board member of any business entity that provides services to persons served by any regional center?

Yes No

If the answer is yes, please explain:

H. Are you or is any member of your family an employee or a member of the State Council on Developmental Disabilities? Yes No

If the answer is yes, please explain:

I. Are you or any member of your family employed by the State Department of Developmental Services (DDS) or any state or local agency that provides services to persons served by regional centers? Yes No

If the answer is yes, please explain:

SECTION IV:

A. How did you hear about the WRC Board of Directors?

B. Please describe why you would like to serve on the WRC Board.

Have you had personal experiences with members of the WRC Board or WRC employees?



Is there anything you have seen or experienced that, in your opinion, should be improved or changed at WRC?

Is there anything you would like to favorably comment on regarding WRC?

C. The work of the Board of Directors requires consistent attendance at monthly meetings of the Board of Directors and Board committees. These meetings may be more than two hours.

Are you available for Committee Meetings? Yes No

Which Committees would you be interested in attending? (check all that apply):

Finance Client Services Political Action

Other(s): _____

SECTION V:

Please provide the name, address, and phone number of one reference (personal or professional):

Name: _____

Address: _____

Phone: _____

Please completely answer all of the above questions. You are welcome to submit a resume or additional statement of interest in participating in the WRC Board of Directors.



SECTION VI: CONFLICT OF INTEREST

Welfare and Institutions Code, Section 4626. (a) In order to prevent potential conflicts of interest, no member of the governing board or member of the program policy committee of a regional center shall be any of the following:

- (1) An employee of the State Department of Developmental Services or any state or local agency which provides services to a regional center client, if employed in a capacity which includes administrative or policy making responsibility, or responsibility for the regulation of the regional center.
- (2) An employee or a member of the State Council.
- (3) Except as otherwise provided in subdivision (h) of Section 4622, an employee or member of the governing board of any entity from which the regional center purchases client services.
- (4) Any person who has a financial interest, as defined in Section 87103 of the Government Code, in regional center operations, except as a consumer of regional center services.

Title 17 Section 54520. Conflict of Interest Standards for Regional Center Governing Board Members.

(a) The following constitute conflicts of interest for regional center governing board members:

(1) A conflict of interest exists when a member of the governing board or a family member of such person is a director, officer, owner, partner, shareholder, trustee or employee of any business entity or provider, holds any position of management in any business entity or provider, or has policy-making authority in such an entity or provider, except to the extent permitted by Welfare and Institutions Code, Section 4626(a)(3) and (b). These conflict-of-interest provisions are in addition to those stated in Welfare and Institutions Code, Sections 4622(a)(9) and 4626.

I do not have any of the Conflicts of Interest as stated above.

Signature: _____

Print Name: _____

Date: _____