



**MEMBERSHIP COMMITTEE MEETING MINUTES
December 9, 2014**

Members Present

April Lopez (chair)
Sandra Smith
Linda Landry
David Forderer

Members Absent

Others Attending

Mike Clark
Chief Deputy Director
Bob Phillips
Thomas Johnson
Wayne Glusker

1. CALL TO ORDER/ESTABLISHMENT OF QUORUM

Chairperson April Lopez called the meeting to order at 1:05 p.m. A quorum was established.

2. WELCOME AND INTRODUCTIONS

Everyone present introduced themselves.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF OCTOBER 8, 2014 MINUTES

It was moved/seconded (Smith/Landry) and carried to approve the October 8, 2014 Membership Committee minutes as presented. David Forderer abstained

5. APPOINTMENT AND VACANCIES MATRIX

Executive Director Mike Clark reviewed the appointment and vacancies matrix with Committee members. SCDD Manager Bob Phillips suggested that the matrix should include a single box for the agency name and then a box for the name of the person holding the position. Committee member Linda Landry also suggested that the matrix provide

a listing of counties served by each agency, regional office, and at-large members.

6. DEMOGRAPHIC ANALYSIS

Executive Director Clark and Chief Deputy Director Carruthers reviewed the demographic analysis chart of Council Members. There was then a brief discussion regarding data collection and validity. This document can be accessed on page 11 of the Membership Committee Packet:

<http://scdd.ca.gov/res/docs/pdf/Membership%20Committee/Membership%20Packet%2012%209%202014.pdf>

7. BI-MONTHLY COUNCIL MEMBERSHIP REPORT

Chief Deputy Carruthers informed the committee that statute and agreements with AIDD give this committee the information and tools it needs to make thoughtful decisions about who to recruit and who to forward to the Governor's office for consideration for appointment. For these purposes, the Membership committee has to make reports to the Council in order to show them which vacancies need to be filled based upon the vacancies matrix and demographic map. As a result, council staff requests that Membership committee members complete the "Bi-Monthly Council Membership Report".

Chief Deputy Carruthers then requested members to review the proposed worksheet and advise him of any suggestions or changes. A suggestion was made to promote demographic and geographic diversity in recruitment efforts.

It was moved/seconded (Forderer/Smith) and carried to request that the Council direct regional advisory committees/regional offices to provide a pool of at least three interested individuals within three months of a known vacancy This motion is related just to nominations from regional offices and that the committee expects to illicit recruitment through all means possible.

Discussion then moved into a brief conversation regarding the creation of a "recruitment flyer". Members agreed that a recruitment flyer is

something that they should develop. It was suggested that this flyer contain information regarding the substantive requirements and duties expected of a council member to ensure that interested applicants are aware of the workload and responsibilities. Members also agreed that this flyer should be distributed to all regional offices, headquarters, and other applicable agencies.

8. APPLICATION FORM

Members discussed the Governor's office application process. Members were informed by Chief Deputy Carruthers that candidates must fill out a Governor's application. However, Council can alert the Governor's office regarding potential candidates.

Members then asked about the possibility to retrieving application information from the Governor's office in order to help the council vet candidates. Chief Deputy Carruthers then asked members to consider whether they would want to know confidential information due to legal risks, especially about financial or personal history. Councilmember Smith suggested that the Committee develop a recruitment application that asks questions specifically targeting experience regarding Council membership duties and responsibilities.

The legality of obtaining applications from the Governor's office was of interest to the Committee:

It was moved/seconded (Forderer/ Smith) and carried to request that legal counsel inform this committee about the legality of obtaining information contained within the Governor's application at the next meeting.

Members then briefly summarized the tasks that need to be completed.

It was moved/seconded (Forderer/Smith) and carried to request that staff complete all remaining tasks [e.g. revisions to matrixes, tracking form, demographic form, Membership Committee report, recruitment flyer, and outreach application by the next meeting.

The vetting process will also be discussed at the next meeting.

9. **QUESTIONS FOR APPLICANTS**

Chair April Lopez is still working with the Governor's office on this matter

10. **NEXT MEETING DATES**

The next meeting will be held January 20, 2015, from 1:00 p.m. to 3:00 p.m.

11. **ADJOURNMENT**

The meeting was adjourned at 2:40 p.m.

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