



**DRAFT**

**MEMBERSHIP COMMITTEE MEETING MINUTES  
March 3, 2015**

**Members Present**

April Lopez (chair, FA)  
Sandra Smith (FA)  
David Forderer (SA)  
Linda Landry (FA)

**Members Absent**

**Others Attending**

Mike Clark  
Aaron Carruthers  
Bob Phillips  
Natalie Bocanegra  
Thomas Johnson

**1. CALL TO ORDER/ESTABLISHMENT OF QUORUM**

Chairperson April Lopez called the meeting to order at 1:10 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 JUNE 19, 2014 MINUTES**

It was moved/seconded (Smith/Forderer) and carried to approve the January 20, 2015 Membership Committee minutes as presented. Councilmembers Lopez, Smith, Landry, and Forderer voted aye. There were no nays or abstentions.

**5. APPOINTMENT AND VACANCIES TRACKING FORM**

Executive Director Mike Clark reviewed the appointment and vacancies tracking form with committee members. He notes that there are no additional updates to the form, including vacancies, and that the information within the form is current and correct.

## 6. COMMITTEE REPORT TO THE COUNCIL

Chief Deputy Director Aaron Carruthers provided a brief overview of the Membership Committee report that was presented to the full council in January.

## 7. RECRUITMENT FLYER AND APPLICATION

During the committee report to the council, Chief Deputy Director Aaron Carruthers also discussed the solicitation of candidate recommendations for the council. He notes that the recruitment flyer provides adequate information about what the council is about, gives interested candidates an email that sends them to an online survey which collects their basic demographic information, and asks individuals their interest in serving on the council or an advisory committee. This survey will be sent out via e-mail and will be posted online. Once it is filled out and submitted, staff is immediately alerted so the vetting process can begin to determine a future interview or screening.

A copy of this recruitment flyer can be viewed on page 11 at the following hyperlink:

<http://scdd.ca.gov/res/docs/pdf/Membership%20Committee/2015/HQ-%20Membership%20Comm.%20Packet%203.3.15.pdf>

Deputy Director Carruthers also told the committee that the surveys allow staff to create a list of e-mails and names that has been sent to us through the survey process. More importantly, staff are developing a list of the different affiliations and agencies that these potential candidates are representing. Mr. Carruthers then asked the committee for permission to allow staff more time to fill out this list so they can send it to AIDD.

It was moved/seconded (Forderer/Smith) and carried to approve the recommendation that Deputy Director Carruthers and SCDD Staff have permission to keep working on this list. Councilmembers Forderer, Smith, Lopez, and Landry voted 'aye'. There were no 'nays' or abstentions.

## 8. REVIEW CANDIDATES

The committee reviewed the surveys of three potential candidates and wishes to forward their names to the governor's office pending further questions from staff.

It was moved/seconded (Forderer/Smith) and carried to approve the recommendation that the names of the three candidates be forwarded to the governor's office pending further questions from staff.

Finally, staff requests that the committee continue to solicit candidates from specific regions regardless of whether or not those regions currently have submitted applications from interested candidates.

## 9. NEXT MEETING DATES

The next Membership Committee meeting will be held on April 14, 2015, from 3:00 p.m. to 4:30 p.m.