WESTSIDE REGIONAL CENTER

WESTSIDE REGIONAL CENTER CONTINGENCY RECRUITMENT PLAN

Westside Regional Center (WRC) has created this policy as a plan to conduct extraordinary recruitment measures in the event that the Board composition and number of Board members do not meet Department of Developmental Services (DDS) requirements. This plan is important to ensure the Board complies with its governance standards, reflects necessary diversity and expertise, and can effectively fulfill its duties.

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:

   - Local Chambers of Commerce
   - Local Universities
   - Publications
   - Local WRC Support Groups
   - Board Member Contacts
   - Community Contacts
   - Social Media Channels

b. Develop a "Board Member Recruitment Notification" and post it on WRC's website, along with an application and Conflict of Interest questionnaire.

c. Review prospective Board member applications and Conflict of Interest questionnaires.

d. Create an initial list of potential Board member candidates with input from the entire Board and the Executive Director. The Executive Director is encouraged to search for and bring qualified candidates forward for Board consideration. These candidates will possess the required knowledge and skills, and have the ability to collaborate with Board members and officers, and the Executive Director. 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.

g. Review and prioritize prospective Board member applicants based on their ability to meet the identified needs of WRC.

h. Determine if prospective Board members 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 the search for prospective Board members shall be considered confidential and only used for the selection of qualified applicants.

j. The Board Development Committee will provide the list of candidates' names and qualifications of prospective 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.

After the Board of Directors selects its new members, the Board President or the Board President's 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 should receive notification from the Board Development Committee Chair thanking them for their application and informing them of the Board Development Committee's decision.