

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
PROGRAM SUPPORT BUREAU
QUALITY IMPROVEMENT DIVISION**

Cultural Competency Committee
LGBTQ Workgroup

Minutes

10:00 a.m. – 12:00 p.m.
695 S. Vermont Ave., 15th Floor, Small Conference Room
Los Angeles, CA 90005

Date: June 25, 2014

Present: America Blas; Andrea Fleetham; April Baker; Eugenis Rodriguez; Kathy Chantraprabhavaj; Kim Farnham; Leslie Harad; Lisa Gallegos; Marc Borkheim; Maricela Echeverri; Mark Parra; Marta Alquijay; Riku Matsuda; Sandra Chang-Plasinski; Sermed Alkass; Trudy Washington; William Tanner; Yolanda Whittington

Callers: Mike Mendoza; Rafael Montoya

Co-chairs: Kim Farnham, M.A. & Marta Alquijay, Ph.D.

Agenda Items	Comments/Discussion/Recommendations/Conclusions	Action Item	Person(s) Responsible
Welcome & Introductions	<ul style="list-style-type: none"> • Attendee introductions • Review and approval of minutes • Agenda distribution for the current meeting 		Co-chairs
Workgroup Goals and Objectives	<ul style="list-style-type: none"> 1. Mission statement “Enhance service delivery for LGBTQ communities.” • Reviewed progress toward workgroup goals and objectives • Reviewed and expounded upon workgroup mission 		Workgroup Members

2. LGBTQ Survey

- The purpose of the survey was clarified and a decision was made to change the wording to move the focus from agency administration to agency staff. For example, rewrite survey items to change the wording from "Does your agency...?" to "Do you...?"
- Ms. Kim Farnham and Dr. Marta Alquijay will write a paragraph introducing the survey and explaining its purpose
- Survey questions need to be translated into Spanish
- The survey needs to be sent to the Wellness Centers to gather information on LGBTQ services provided at those sites
- Discussed the need for updating and expanding the current LGBTQ acronym in an effort to become more inclusive. For example, add: (Q)2S indicating Q/Queer; I/intersexual and 2S/two spirited. Inclusion of "gender non-conforming" was also debated
- Make a glossary of terms to be included as an attachment. The glossary could also be submitted to eNews for publication in the Cultural Competency Column
- To allow time for survey items to be edited, previously predicted timelines for completion will need to be extended
- Ms. Kim Farnham suggested utilizing the services of SurveyMonkey. Dr. Marta Alquijay concurred that this would create an easier way to categorize and scale collected data
- Data needs to be collected regarding the agency environment
 - a. Does the intake process include a question about sexual orientation or gender identity?
- Discussed next steps for disseminating the survey and collecting data. The need for data collection persons continues to be a topic of discussion

Co-chairs

- Dr. Marta Alquijay will provide survey translation into Spanish.
- Dr. Sandra Chang Ptasinski will review the survey translation
- Dr. Sandra Chang Ptasinski will also consult with Dr. Kasarabada, PSB-QID District Chief, re: authorizations needed for distributing the survey
- Workgroup to explore SurveyMonkey capabilities

	<p>3. Resource Collection</p> <ul style="list-style-type: none"> • Template was shown to group by Mr. Sermed Alkass. Fields include agency, address, contact information, service provider, length of stay, community served, age, and requirement • Developing a resource guide was suggested. Procedures for resource collection were discussed. The group was requested to send existing resource guides and new resources to Mr. Sermed Alkass • The questionnaire needs further review prior to distributing • Ms. Kim Farnham suggested sending the surveys directly to staff instead of to the agencies • Increased access to training for staff was suggested 	<p>Pending discussion to determine the most effective methodology, Mr. Sermed Alkass will compile, update, organize and maintain the resource guide</p>	<p>Mr. Sermed Alkass and Ms. Kim Farnham</p>
<p>Frequency of meetings</p>	<ul style="list-style-type: none"> • A suggestion was made for the LGBTQ workgroup to begin meeting each month vs every other month • Monthly meetings will start September 2014 onward 		<p>Workgroup Members</p>
<p>Announcements</p>	<ul style="list-style-type: none"> • Upcoming events were discussed: <ul style="list-style-type: none"> ○ Project Q flyers were distributed ○ On Saturday, 6/28/14, The Red Circle Project, sponsored by County Public Health, will hold its 4th annual "Celebrating All Life and Creation" Pow Wow ○ On Thursday, June 26 at 5:30 P.M., a DMH staff mixer will be held at Rockwell Restaurant in Los Feliz 		<p>Workgroup Members</p>
<p>Next meeting date and time</p>	<p>August 27, 2014 from 10 a.m. to 12 p.m. 695 S. Vermont, 15th Floor, Small Conference Room</p>		

Respectfully Submitted
Sandra A. Farnham: RD

