

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

**Cultural Competency Committee
LGBTQ UREP Subcommittee**

Minutes

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

Date: September 24, 2014

Present: Aprill Baker, Ike K. Mendoza, Lisa Gallegos; Kim Farnham, Maribel Romero, Marisela Echeverri, Patrice Walz, Mirtala Parada Ward; Sandra Chang-Ptasinski, Dennis Murata, Naga Kasarabada.

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

Agenda Items	Comments/Discussion/Recommendations/ Conclusions	Action Item	Person(s) Responsible
Welcome & Introductions	<ul style="list-style-type: none"> *Introduction by preferred gender pronoun (PGP) *Review and approval of minutes *Agenda distribution for current meeting 		Subcommittee
LGBTQ Survey	<p>*The goal of today meeting is to finalize the survey and glossary list. By having both documents completed we may develop a Capacity Building Project to fund data collection. There is a limit on SurveyMonkey responses, after 100 a fee applies.</p> <p>*History of the survey: A previous member of the workgroup had developed the LGBTQ survey 10 years ago. The survey since then has been edited. Marta added an introduction section to the survey.</p> <p>*Dennis Murata suggested to the subcommittee to add “other: _____” on question 17 “In addition to English, in what other language(s) are you comfortable providing, services”? By adding “other” it would allow respondents to fill in a specific language that is not listed. The subcommittee agreed with the suggestion and will make the edit.</p> <p>*Data options: There is a meeting scheduled with Dr. Naga, Mirtala, two Co-chairs and liaison to review data collection options. The results of the meeting will be presented to the subcommittee and a decision will be made.</p>	Liaison will set up a meeting to review survey data options	Co-chairs

	<p>*Survey Pilot: Kim had previously agreed to pilot the survey in her agency but due to time restrains it may not be possible. Will continue to revisit the option.</p>		
LGBTQ Glossary	<p>*The LGBTQ glossary list derived from LGBTQ center. The subcommittee has edited the list and is open to the idea of modifying as needed. After reviewing the glossary today, the subcommittee agreed to remove Pre-K description on Gay & Lesbian section and keep 9-12 description.</p> <p>*Another purpose the glossary list could serve is training packages for service providers.</p>	Kim will make edits to the glossary list	Co-chair, Kim
Resource Guide	<p>*There is a resource guide that already exists but we don't know how comprehensive it is. Once the resource guide is reviewed, the goal is to have the information centralized so everyone has access and edit can be made as needed.</p> <ul style="list-style-type: none"> • The contact person for resource guide is Sermed Alkass. The subcommittee is waiting for a follow up. • Explore the options of having resource guide available through DMH webpage. Within the link have a hyperlink to other hyperlinks. • Liaison: Provided an example of a Capacity Building Project the AAA UREP Subcommittee used their funds for "Life Links". Life Links is a resource guide for Service Area 6, they contracted out to an agency so the resources could be updated. <p>Dennis Murata: Mentioned with IBIS there is a section on "change of provider request". It would be beneficial to see if a consumer makes a request of another clinician who is more sensitive to LGBTQ community.</p>		Subcommittee
Capacity Building Project and Bylaws of UREP	<p>*Mirtala announced both Co-chairs will be participating with UREP Leadership Team and attend System Leadership Team (SLT).</p> <p>*Mirtala went over UREP bylaws with the subcommittee. A subcommittee member asked what is the process of inviting new members to the group? Mirtala suggested having the community member email the liaison so they could be added to LGBTQ UREP Subcommittee distribution email list.</p> <p>Capacity Building Project (CBP): The subcommittee agreed to have CBP proposals submitted to LGBTQ Liaison. As part of CBP it would include 1) Justification 2) Project Description/Purpose 3) Project Impact 4) Budget (max amount \$50,000).</p> <ul style="list-style-type: none"> • Subcommittee will submit CBP proposals by 10/7/14 • Voting for a CBP begins 10/8/14 to 10/15/14 by 4pm • On 10/29/14, CBP will be announced. Once CBP is selected a Statement of Work (SOW) is developed. By April 2015, funding for the project will granted. 	<p>Liaison will send out California Disparities report and Maxtrix to subcommittee</p> <p>Liaison will email subcommittee a templet of a Capacity Building proposal</p> <p>Liaison will email subcommittee for CBP proposals</p>	Subcommittee

	<p>Voting for Capacity Building Project Proposals: The subcommittee agreed to have the voting opened to all of the members on the LGBTQ UREP Subcommittee distribution list due to having a revolving group.</p> <p>Lisa Gallegos: Shared she was part of LGBTQ peer family advocate group. The group was multigenerational. The group was offered in the evening so the family could participate and have “platicas” which are dialogues regarding LGBTQ. The subcommittee suggested to Lisa to create a Capacity Building Project proposal and submit it for voting.</p> <p>Sandra Chang-Ptasinski: Announced to the subcommittee there is a report called California Reducing Disparities report. Part of the report, it made recommendations on the needs of the LGTBT community. To condense the information the Culturally Competency unit developed a Matrix. The report can assist the process of developing and supporting CBP. A copy of both reports will be provided to the subcommittee.</p>		
LGBTQ UREP Subcommittee	The committee discussed diversifying the group by having the presence of transgender, generational LGBTQ, and consumers.		
LGBTQ UREP Meeting	The committee agreed to meet once a month on 4 th Wednesday, for one hour. The meetings will shift depending on the tasks that are needed for CBP.		
Next meeting	October 29, 2014 from 10 a.m. to 12 p.m. 695 S. Vermont, 5 th Floor, Small Conference Room		

Respectfully Submitted,