

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

LGBTQ UREP Subcommittee

Minutes

10 a.m. – 12:00 p.m.

695 S. Vermont Ave., 5th Floor, Small Conference Room
Los Angeles, CA 90005

Date: October 29, 2014

Present: Aprill Baker, Eugenia Rodriguez (via phone), Kathy Chantraprabhavej, Lisa Gallegos, Kim Farnham, Laura A. McRoberts (via phone), Maribel Romero, Marta A. Alquijay, Mirtala Parada Ward, Rafael Montoya (via phone), Maureen Cyr

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

Agenda Items	Comments/Discussion/Recommendations/ Conclusions	Action Item	Person(s) Responsible
Welcome & Introductions	*Introduction by preferred gender pronoun (PGP) *Review and approval of minutes <ul style="list-style-type: none"> • An error was identified and corrections were made. *Agenda distribution for current meeting	Liaison will make the correction to minutes	Committee
LGBTQI2-S Survey	Marta provided an update regarding the LGBTQI2-S survey and QID's involvement. <ul style="list-style-type: none"> • To improve outcomes, QID recommended to the committee to develop two surveys. One survey will be quantitative, less than 10 questions. As part of the first survey, participants will be asked if they would like to participate in a qualitative data survey. The second survey will be 18 qualitative questions. • The committee agreed to review the survey during today's meeting and selected 8 questions for the first survey. The survey will explore clinicians abilities to provide mental health services to the LGBTQ community. *Data options were discussed with the committee. <ul style="list-style-type: none"> • LAC-DMH QID, DATA UNIT can assist with the data collection for this survey. • SurveyMonkey has the ability to only survey 100 participants • Google Data: Liaison was briefly trained by a staff from LAC-DMH Training Division on google data collection. The google data collection allows for more than 100 participants. <ul style="list-style-type: none"> ▪ The link is free of cost. ▪ This method of administrating the surveying is HIPAA complaint. ▪ A user name and password will be developed so the committee could see the progress of the data collection. ▪ The link allows the merger of data, which will include LAC-DMH directly operated clinics and contracted agencies. 	Liaison will create steps to google data	Co-chairs

	<ul style="list-style-type: none"> ▪ Participants in LAC-DMH will receive an email from DMHEVERYONE with a link to participate in the survey. ▪ Survey will be simplified by providing a menu of check off options and/or multiple choice questions. ▪ Limitations to google data are scaling questions. The system only allows two options (i.e. 1 not comfortable.....5 extremely comfortable). <p>*Kim has agreed to pilot the 8-question survey at her agency (Aviva Center) once it's completed.</p>		
LGBTQ Glossary	<p>* The committee agrees with the edits made from the previous meeting.</p> <ul style="list-style-type: none"> • Remove the Pre-K level description on the Gay & Lesbian section of the glossary and keep the 9th -12th grade level description. 	Kim made the edits to the glossary	Co-chair, Kim
Resource Guide	<p>*The item is being tabled since the contact person for the resource guide is not present at today's meeting (Sermed Alkass).</p> <p>*AAA UREP Sub-committee developed a SA 6 resource guide booklet as a Capacity Building Project 3 years ago and this booklet has been updated twice since it was originally printed. The latest version of this booklet is now available for distribution. The LGBTQ committee members were informed copies of this booklet was available for distribution.</p>	Committee will receive a copy of Life Links booklet	Committee
Capacity Building Project	<p>*Two proposals were submitted for review and the committee approved both. The committee voted to fund both proposals. Each proposal will be granted \$24,500 for its implementation.</p> <p>Proposal 1: This project will consist of a family advocates program in SPA4 and SPA6. Family advocates will provide peer-to-peer support and family-to-family outreach and education, developing culturally competency programs for unmet/emerging needs, and integrating family/community traditional cultural practices in service delivery and evaluation, presenting culture-specific products related to mental health (i.e. pláticas), presenting successful recovery of families.</p> <p>Proposal 2: This project will provide training, technical assistance, coaching to mental health providers funded through the Los Angeles County Department of Mental Health around the provision of culturally competent and affirming services to LGBTQ youth clients.</p> <p>*Mirtala explained to the committee a couple of disclaimers before moving forward with both CBP proposals.</p> <ul style="list-style-type: none"> • The name/s of the writers (authors) and agencies/programs will be removed from the proposal. • All DMH vendors are perspective bidders for this project. • The proposals will belong to the LGBTQ UREP Sub-committee and therefore the proposals no longer belong to the original author. The proposals may be changed/alterd to meet the recommendations of the LGBTQ UREP Sub-committee. 	Next meeting the committee will move into mapping out deliverables for CBP	Committee

	<ul style="list-style-type: none"> • In order to ensure proper utilization of MHSA funds, all CBPs must follow procurement law guidelines. Meaning, your project will go through a bidding process and the lowest bidder will be granted the project. In order for a consultant or an agency to engage in the bidding process, they must become a DMH Vendor. If you know of a consultant/agency who may be a good candidate for these projects, please advise them to register and become a vendor with DMH. <ul style="list-style-type: none"> ▪ ISD will request a reference quote to properly price these proposals. • Once an agreement is made, a Statement of Work (SOW) will be written. • The SOW will be reviewed by the Co-chairs, liaison and UREP Program Lead. The Co-chairs will collaborate with this process. • The committee cannot duplicate a project. <p>*Lisa Gallegos, from El Centro del Pueblo agreed with the disclaimers provided by Mirtala. There was no representative from the second proposal at the meeting. An email will be sent out to the authors of these proposals to ensure that they are in agreement with the disclaimers.</p>	<p>Liaison will provide DMH Vendor link process to the committee</p> <p>Liaison will email both CBP authors</p>	
Announcements	<p>*On 11/14/14-Edgy Annual Conference will take place.</p> <p>*The Human Rights Campaign puts out a booklet of companies that support/not support LGBTQ; http://www.hrc.org/states/california/.</p>		
LGBTQ UREP Meeting	<p>Next committee meeting is scheduled for 11-26-14. From now on, the meeting will be scheduled on a as need basis since the proposals were selected.</p>		
Next meeting	<p>November 26, 2014 from 10 a.m. to 12 p.m. 695 S. Vermont, 15th Floor, Small Conference Room</p>		

Respectfully Submitted,