

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

**Cultural Competency Committee  
LGBTQ Workgroup**

**Minutes**

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

**Date:** February 18, 2014

**Present:** Aprill Baker; Chevvy Cheung; Fang Xie (Colin); Hector Reyes; Jacaira Linder; James Jones; John Sheehe; Julia Maria Soler; Kim Farnham; Maricela Echeverri; Michelle Rittel; Patrice Walz; Sandra Chang-Ptasinski; Sermed Alkass; Trudy Washington; Yolanda Whittington

Agenda Items	Comments/Discussion/Recommendations/ Conclusions	Action Item	Person(s) Responsible
<b>Welcome &amp; Introductions</b>	Attendee introductions (first LGBTQ workgroup meeting).		Co-chair & Workgroup Members
<b>Presentation:</b> CCC Background	Dr. Chang-Ptasinski explained that the LGBTQ workgroup is under the auspices of the CCC. She further described the group structure and highlighted the roles of the two co-chairs, members, and liaison as follows:  <b>Co-Chairs:</b> <ul style="list-style-type: none"> <li>• Get elected annually by workgroup members by a majority vote</li> <li>• Serve for a term of one year with a re-</li> </ul>		Sandra Chang-Ptasinski, Ph.D., Ethnic Services Manager (ESM)

	<p>election option</p> <ul style="list-style-type: none"> <li>• Provide leadership for the committee</li> <li>• Motivate member participation and engagement</li> <li>• Communicate the focus of the workgroup activities and recommendations to diverse LACDMH entities</li> <li>• Co-chair all meetings</li> <li>• Determine the agenda for all meetings in collaboration with the CC Unit</li> <li>• Appoint ad-hoc subcommittees as needed</li> <li>• Bring expertise and background knowledge to workgroup meeting discussions and activities</li> </ul>		
	<p><b>Workgroup Members:</b></p> <ul style="list-style-type: none"> <li>• Participate in LGBTQ workgroup meetings, projects and activities</li> <li>• Remain actively engaged to move forward the goals and projects of the workgroup</li> <li>• Participate in decision-making processes and efforts to accomplish the goals of the workgroup.</li> <li>• Bring expertise and background knowledge to workgroup meeting discussions and activities</li> </ul> <p><b>Liaison:</b></p> <ul style="list-style-type: none"> <li>• Coordinate bi-monthly LGBTQ workgroup meetings</li> <li>• Secure a conference room for workgroup meetings</li> <li>• Prepare meeting agendas, in collaboration with the co-chairs</li> <li>• Prepare meeting background documents and meeting minutes</li> </ul>		

	<ul style="list-style-type: none"> <li>Assist in coordinating additional workgroup meetings, as requested</li> </ul>		
<b>Co-Chair Election</b>	To establish the leadership of the workgroup, nominations were requested during the meeting. One nomination was made and accepted. The elected co-chair is Kim Farnham, M.A.	One of two co-Chairs was elected  Request for co-chair nominations will be sent electronically by Dr. Trudy Washington. Self-nominations and nominations of others will be accepted and brought to the next meeting for voting.	Workgroup Members
<b>LGBTQ Workgroup Mission Statement</b>	<b>Brainstorm/Discussion:</b> <ul style="list-style-type: none"> <li>Discussed the goals and objectives of the workgroup and developed the following mission statement: "Enhance service delivery for LGBTQ communities"</li> </ul>		Workgroup Members
<b>Future LGBTQ Workgroup Meeting Schedule</b>	Determined the frequency, day of the week and time of future LGBTQ workgroup meetings. In accordance with majority preference, members agreed to meet every other month on the 4 <sup>th</sup> Wednesday beginning Wednesday, April 23, 2014, 10:00 a.m. to 12:00 p.m.		Workgroup Members
<b>Next meeting time and date</b>	April 23, 2014 from 10 a.m. to 12 p.m. 695 S. Vermont, 15 <sup>th</sup> Floor, Small Conference Room		

Respectfully Submitted,