



Many cultures, one world

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH

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Cultural Competency Committee

AGENDA

July 13, 2022

1:30-3:30 PM

PLEASE PLAN TO CONNECT TO THE MEETING BY 1:15 PM

LINKS TO MS TEAMS, INCLUDING CALL-IN #'s WILL BE FORWARDED TO ALL PARTICIPANTS

CART Services Link

<https://www.streamtext.net/player?event=LACDMH>

	Content	Purpose	Time	Responsible Person
I	Welcome and Introductions	Information	5	CCC Co-Chairs
II	Reading CCC Code of Conduct	Information	5	CCC Co-Chairs
III	Event Program: <ol style="list-style-type: none"> 1. Land Acknowledgement 2. Celebrating Bebe Moore Campbell's Legacy 3. Progress made by LACDMH – Then & Now 4. Break – Poem, Guadalupe Aguilar 5. Learning about Juneteenth 6. Fun Activity 7. The Power of Peers from a Race, Equity Perspective 8. “Young, Gifted, and Black” Song by – Nina Simone 	Commemoration, Information & Discussion	90	<ul style="list-style-type: none"> • Johana Lozano, CCC Co-Chair • Yvette Townsend, Retired Deputy Director, DMH • Harold Turner, Executive Director, NAMI Urban Los Angeles • Dr Jorge Partida, ARDI Division Chief, DMH • Dr. Sandra Chang, ESM-ARDI, CCU, DMH • Wendy Cabil, BAH UsCC & CCC member • Keris Myrick, MBA, MS, Unapologetically Black Unicorns
IV	Review of CCC Minutes	Information & Discussion	5	CCC Co-Chairs
V	Announcements <ul style="list-style-type: none"> • Bebe Moore Campbell 	Information & Discussion	10	CCC Membership

Next Meeting
 August 10, 2022
 1:30-3:30 pm

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH

CULTURAL COMPETENCY COMMITTEE (CCC)

The CCC serves as an advisory group for the infusion of cultural competency in all of Los Angeles County Department of Mental Health (LACDMH) operations. LACDMH responds to the needs of diverse cultural populations. The CCC's mission is to increase cultural awareness, sensitivity, and responsiveness within LACDMH. The purpose is to foster hope, wellness, resilience, and recovery in our communities.

Purpose of the Virtual Code of Conduct

1. To establish expectations for all committee members, staff, guests, and presenters before, in, and after the virtual meeting. This includes sidebar chats.
2. To responsibly engage in positive, effective, and productive decision-making.
3. To create a respectful meeting space where participants feel safe to discuss their individual thoughts and points of view.
4. To ensure everyone is given an opportunity to participate. We will make active efforts for those with access challenges; we will create accommodations for persons with disabilities.

Code of Conduct for Virtual Meetings

1. Create a quiet, private place before entering the meeting.
2. Add your name and organization (or group affiliation) in chat as you arrive so all participants can get to know you and so your name is captured on the attendance roster.
3. Mute yourself as you arrive. Unmute to speak. If attending Microsoft Teams by phone, dial *6 to mute and unmute.
4. When possible, use the camera function to enhance a real-time connection. Include an appropriate background without distractive or offensive images.
5. When entering the meeting late, write a note in the chat box or wait until the speaker has stopped speaking to announce your arrival.
6. During the meeting, turn your personal phone and/or mobile to vibrate/mute/do not disturb mode. To accept an urgent call, step away quietly by turning off your camera and microphone.
7. Co-chairs and facilitators will follow the time allotments for meeting agenda items. Time limits may be implemented by the speaker, staff, or co-chairs to advance the meeting or set equal feedback opportunities.
8. A queue may be established so more participants can speak, question or comment one at a time. Raise your hand to be added to the queue, or message the chat box. Anyone on the phone unable to access the chat feature, can do a brief shout-out (i.e. "excuse me" or "please add me to the queue").
9. To participate vocally, start by stating your name so CART transcriptions can capture who is speaking. Stay on-topic.

10. If time runs out, or additional thoughts or questions arise, message the chat box or email the co-chairs or the DMH staff. Longer discussions and planning may be tabled or an ad hoc group may be organized, as determined by the group.

Safety Within the Virtual Meetings

Let us make this virtual space as safe as possible by attending to the following:

1. Be attentive to the person speaking; be respectful of fellow participants.
2. Be a patient, good listener; try to understand the perspectives of others.
3. Embody a team spirit by avoiding discriminatory behavior or language. Harassment in any form will not be tolerated. Sexual, foul, and demeaning conversation or imagery are not appropriate in any Cultural Competency event, publication, or post.-Note that disruptive side conversations and derogatory chat comments will be captured in the recording.
4. Alert staff or co-chairs if a questionable situation arises, if a participant seems in distress, or if there is a violation of this Code of Conduct, even if it seems inconsequential. Any person engaging in disruptive behavior may be muted or asked to leave by staff, co-chairs, or facilitators.
5. If the discussion becomes troubling, feel free to exit briefly, mute yourself, turn camera off, or let staff or co-chairs know: i.e. "I am uncomfortable with this topic" or "the direction of this conversation."

Your signature indicates that you are aware of the contents in this Code of Conduct.

Member Name: _____

Member Signature: _____ Date: _____

CONTACTS

For more information on the CCC, the direct link is <https://dmh.lacounty.gov/ccu/ccc/>

Emails to connect to DMH staff or co-chairs:

- Sandra Chang: SChang@dmh.lacounty.gov
- Guadalupe Aguilar: GaAguilar@dmh.lacounty.gov
- Bernice Mascher, malaika212@gmail.com
- Johana Lozano, wednesday.johana@gmail.com

TIPS AND ETIQUETTE FOR THE CCC VIRTUAL MEETINGS

Request interpreters or CART services several weeks before a meeting, so special accommodations can be arranged. For arrangements, contact Guadalupe Aguilar.

Arrive 10 minutes earlier in case you encounter technological challenges as these delay the meeting. Check your settings and options (i.e. sound, camera, name, chat access)

All stakeholder meetings are public meetings to discuss our system of care. Discussing anything related to individuals receiving mental health services has no place in our meetings due to HIPAA, which applies to client care.

All virtual meetings are being recorded for the purpose of taking minutes. To request a recording from a meeting, contact Guadalupe Aguilar or Sandra Chang to release it.

LINKS AND SHORTCUTS FOR MICROSOFT TEAMS

Accessibility overview with links for Microsoft Teams:

<https://support.microsoft.com/en-us/office/accessibility-overview-of-microsoft-teams-2d4009e7-1300-4766-87e8-7a217496c3d5>

Find important keyboard shortcuts for Microsoft Teams here: <https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-microsoft-teams-2e8e2a70-e8d8-4a19-949b-4c36dd5292d2>

- Mute / unmute yourself: **Ctrl + Shift + M** (on ph call, use *6)
- Turn on / off your camera: **Ctrl + shift + O**
- Blur / unblur background: **Ctrl + Shift + P**
- Show keyboard shortcuts: **Ctrl + Period (.)**
- Show commands: **Ctrl + /**
- Go to search: **Ctrl + E** / or use **Ctrl + F** for find.
- Open help: **F1**
- Zoom in: **Ctrl + Equals sign (=)**
- Zoom out: **Ctrl + Minus sign (-)**
- Open chat: **Ctrl + 2**
- Start a new chat: **Ctrl + N**
- End the meeting: **Ctrl + Shift + B**
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(Note for Mac, use the Command key rather than the control key)

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
CULTURAL COMPETENCY COMMITTEE
IN-PERSON MEMBERSHIP CODE OF CONDUCT**

Purpose:

- To create a meeting environment where members feel safe to express their thoughts and where individual points of view can be presented and discussed in a respectful and productive manner.
- To establish expectations for all Committee members, staff, guests and presenters during and outside the meeting.
- To establish a shared responsibility of Committee members to engage in positive, effective and productive discussions/decision-making during meetings.

Code of Conduct:

- 1) Arrive on time and prepared to participate in the meeting.
- 2) Turn cell phones off or to vibrate/mute mode. If you must make or accept an urgent call, please do outside the meeting room.
- 3) Co-Chairs will follow the meeting agenda and time allotments assigned to each agenda item. It will be the Co-Chairs or facilitator's responsibility to ensure that all members have an opportunity to participate in a discussion. If necessary, they may implement a time limit per speaker to ensure equal opportunities for membership feedback.
- 4) Stay on the topic being discussed.
- 5) Refrain from engaging in side conversations to be respectful of the person speaking.
- 6) Derogatory, demeaning, threatening, or abusive comments and behavior during the meeting will not be tolerated. This applies to comments directed toward those present at the meeting but also toward persons or organizations not present.
- 7) Be patient, a good listener and try to understand the perspectives of others.
- 8) Any person engaging in conduct that disrupts the meeting will be asked to leave by the Co-Chairs.
- 9) Any member who witnesses conduct or behavior by other members, which disrupts the ability to remain engaged or participate in the meeting, please notify the Co-Chairs or the DMH staff present at the meeting.

Member Name: _____

Member Signature: _____

Date: _____