



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
THE LOS ANGELES COUNTY
PREVENTION AND PROMOTION SYSTEMS
GOVERNING COMMITTEE**

**500 WEST TEMPLE STREET
LOS ANGELES, CA 90012**

Wednesday, December 20, 2023

9:00 AM

AUDIO LINK TO THE ENTIRE MEETING. (23-4588)

Attachments: [AUDIO LINK](#)

I. ADMINISTRATIVE MATTERS

1. Call to Order, and Los Angeles County Land Acknowledgement. (23-4370)

Chair Dr. Jackie Contreras, called the meeting to order at 9:08 a.m. and read the LA County Land Acknowledgment. A quorum was established without Member Dr. Lisa Wong, who arrived at 9:32 a.m.

Member Dr. Barbara Ferrer left the meeting at 10:33 a.m. and Member Dr. Lisa Wong left the meeting at 10:32 a.m.

Present: Chair Dr. Jackie Contreras, Member Dr. Barbara Ferrer, Member Peter Loo, Member Brandon Nichols, Member Dr. D'Artagnan Scorza, Member Cheri Todoroff and Member Dr. Lisa H. Wong

Absent: Member Fesia Davenport and Member Karla Pleitéz Howell

AB 2449 Request (23-4589)

Chair Dr. Jackie Contreras reported that Committee Member, Dr. Barbara Ferrer requested to attend the meeting remotely pursuant to AB 2449 due to an emergency circumstance. Committee Member Dr. Ferrer confirmed that the request is due to a medical emergency and there were no persons over the age of 18 present at the location.

By Common Consent, there being no objection, the remote attendance requested by Committee Member Dr. Ferrer due to a medical emergency circumstance was approved with the following roll call vote:

Ayes: 6 - Chair Dr. Jackie Contreras, Member Peter Loo, Member Brandon Nichols, Member Dr. D'Artagnan Scorza, Member Cheri Todoroff, and Member Dr. Lisa H. Wong

Absent: 2 - Member Fesia Davenport and Member Karla Pleitéz Howell

Excused: 1 - Member Dr. Barbara Ferrer

2. Remarks from Supervisor Holly J. Mitchell, and Supervisor Lindsey P. Horvath, Chair of the Board. (23-4371)

Chair, Dr. Jackie Contreras, introduced Supervisor Holly J. Mitchell, Second Supervisorial District, and Lindsey P. Horvath, Third Supervisorial District and Chair of the Board.

Supervisor Horvath provided opening remarks and highlighted the Prevention and Promotion Systems Governing Committee's (PPSGC) responsibilities to the community.

She stressed the importance of the following:

- **Moving full force in the restructure of how work is done.**
- **Highlighting opportunities and identifying resources.**
- **Profound systems change.**
- **Changing the way the County:**
- **Plans.**
- **Allocates funding.**
- **Collaborates.**
- **Engages with the community.**

Supervisor Mitchell provided opening remarks and facilitated a brief exercise which required everyone in the room to stand in a circle and imagine an elephant in the center of the room. This elephant exercise was a metaphor for differing perspectives about and within complex systems. She emphasized:

- **The importance of each and every aspect of prevention and promotion throughout the County.**
- **How each perspective in each area of expertise must be recognized and aligned.**
- **It is important to think creatively and expand perspectives so that all needs of the community are met.**

The Supervisors responded to questions posed by the Committee and noted that perspectives can be changed, and community needs can be addressed by:

- Meeting the community where they are.
- Becoming familiar with the community and known as a safe space.
- Hearing the community.
- Providing services in a caring and thoughtful way.

Discussion ensued regarding the difficulties associated with being spread too thin, the importance of developing systems of care that are informed by data, and how the Committee needs to approach the “elephant” holistically rather than problematically.

There was no in person, written or virtual public comment.

3. Chair’s Report. (23-4372)

Chair Dr. Jackie Contreras reported that during the January 2024 meeting, the Committee will elect a Vice Chair. Interim Executive Director, Dr. Tamara Hunter, will reach out to Committee Members to identify candidates. The January meeting will also include discussion of the Committee's work plan, staffing plan, and the workflow between the Committee and the Prevention and Promotion Coordination Implementation Team (PPCIT).

There was no in person, written or virtual public comment.

Attachments: [PUBLIC COMMENT/CORRESPONDENCE](#)

4. Approval of the minutes from the November 8, 2023 meeting. (23-4495)

Chair Dr. Jackie Contreras opened the floor for discussion regarding the approval of the minutes from the November 8, 2023, meeting.

Member Dr. D'Artagnan Scorza requested amending Discussion Item No. 4, Page 3, to read "the PPCIT, in its current configuration, is intended to be a temporary body. Once their work is done, the PPCIT will transition, and their ultimate function will be determined."

There was no in person, written or virtual public comment.

On motion of Member Dr. D'Artagnan Scorza, seconded by Member Brandon T. Nichols, the minutes from the November 8, 2023, meeting were approved as amended with the following roll call vote:

Ayes: 7 - Chair Dr. Jackie Contreras, Member Dr. Barbara Ferrer, Member Peter Loo, Member Brandon Nichols, Member Dr. D'Artagnan Scorza, Member Cheri Todoroff and Member Dr. Lisa H. Wong

Absent: 2 - Member Fesia Davenport and Member Karla Pleitéz Howell

Attachments: [MINUTES 11-08-2023](#)
[PUBLIC COMMENT/CORRESPONDENCE](#)

5. Discussion and Adoption of the PPSGC Group Agreements. (23-4374)

Chair Dr. Jackie Contreras introduced the discussion regarding the PPSGC Group Agreements. Member Dr. Scorza made a recommendation to enhance the language regarding engaging the community. Discussion ensued regarding engaging the community, and, finding ways to move difficult conversations forward in a meaningful and productive way.

There was no in person, written or virtual public comment.

After discussion on motion of Member Cheri Todoroff, seconded by Member Brandon T. Nichols, the PPSGC Group Agreements were adopted with the following roll call vote:

Ayes: 7 - Chair Dr. Jackie Contreras, Member Dr. Barbara Ferrer, Member Peter Loo, Member Brandon Nichols, Member Dr. D'Artagnan Scorza, Member Cheri Todoroff and Member Dr. Lisa H. Wong

Absent: 2 - Member Fesia Davenport and Member Karla Pleitéz Howell

Attachments: [SUPPORTING DOCUMENT](#)
[PUBLIC COMMENT/CORRESPONDENCE](#)

II. DISCUSSIONS

6. Discussion and Adoption of the PPSGC Bylaws. (23-4373)

Chair Dr. Jackie Contreras opened the floor for discussion regarding the PPSGC Bylaws. She suggested revising Chapter 4, Section 3 Inaugural Officers, from "The Inaugural Vice Chairperson shall be elected by a majority vote of the Inaugural Members, no later than the second Committee meeting" to ... *no later than the third Committee meeting.*" Also, in Chapter 7, Section 1 Public Comment, from "A person requesting to address the Committee will be allowed a total of two minutes per item" to "A person requesting to address the Committee will be allowed *up to* a total of two minutes per item."

Discussion ensued regarding Chapter 4, Section 4 Rotation of Members. During discussion it was determined that the Board of Supervisors (Board) directed that there be nine committee members. A change to the configuration of the Committee would be subject to approval by Board.

Adrienne Patterson, County Counsel initiated a discussion regarding Chapter 2, Section 1 Regular Meeting Time and Location, in order to clarify a previous

question posed by Member **Dr. Scorza**. After discussion it was determined that rather than setting specific dates, times, and a location in the Bylaws, a general statement as follows would suffice:

"The Committee's meeting day, time, and location shall be held according to the Annual Meeting Calendar adopted by the Committee no later than December 31st of each calendar year."

There was no in person, written or virtual public comment.

On motion of Member **Brandon T. Nichols**, seconded by Member **Cheri Todoroff**, the PPSGC Bylaws were adopted as amended as aforementioned above with the following roll call vote:

Ayes: 7 - Chair **Dr. Jackie Contreras**, Member **Dr. Barbara Ferrer**, Member **Peter Loo**, Member **Brandon Nichols**, Member **Dr. D'Artagnan Scorza**, Member **Cheri Todoroff** and Member **Dr. Lisa H. Wong**

Absent: 2 - Member **Fesia Davenport** and Member **Karla Pleitéz Howell**

Attachments: [FINAL BYLAWS](#)
 [DRAFT BYLAWS](#)
 [PUBLIC COMMENT/CORRESPONDENCE](#)

7. Discussion and Adoption of the 2024 PPSGC Meeting Calendar. (23-4380)

Chair Dr. Jackie Contreras opened the floor for discussion regarding the Meeting Calendar.

There was no in person, written or virtual public comment.

On motion of Member Cheri Todoroff, seconded by Member Brandon T. Nichols, the PPSGC 2024 Meeting Calendar was adopted with the following roll call vote:

Ayes: 7 - Chair Dr. Jackie Contreras, Member Dr. Barbara Ferrer, Member Peter Loo, Member Brandon Nichols, Member Dr. D'Artagnan Scorza, Member Cheri Todoroff and Member Dr. Lisa H. Wong

Absent: 2 - Member Fesia Davenport and Member Karla Pleitéz Howell

Attachments: [FINAL MEETING CALENDAR](#)
 [DRAFT MEETING CALENDAR](#)
 [PUBLIC COMMENT/CORRESPONDENCE](#)

8. Discussion of the Proposed PPSGC Community Engagement Strategy. (23-4381)

Chair Dr. Jackie Contreras noted the importance of leveraging community knowledge authentically to elevate community voices. She then shared a presentation on the Board's Directives regarding community outreach and engagement with recommendations for a community advisory body. She highlighted the importance of moving work forward. Dr. Contreras added that the Committee will be seeking a Community Engagement Consultant, who will be tasked with conducting a thematic analysis of findings and recommendations from previous stakeholder engagement efforts, facilitating development and implementation of the community outreach and engagement plan, and maintaining advisory group alignment.

The Committee discussed clarity on developing advisory groups. Chair Dr. Jackie Contreras explained that details will be worked out within each advisory group and will consistently engage with the Committee. Groups should be co led and will be supported by staff across related departments. The vision is to narrow the preexisting group focuses to find outcomes and determine the broader engagement process, then recommend how to move those items to the Board. Member Dr. Wong asked how to engage with the silent community members. Chair Dr. Jackie Contreras noted that this is a good question to focus on as the Committee develops.

The Committee Members voiced concerns for the ambitious timeline. Chair Dr. Jackie Contreras noted that the report back to the board is July 25, 2024. Chair Dr. Contreras noted the various departments the Committee can connect with for community engagement.

Member Todoroff asked for clarity on finding Community Consultants. Member Dr. Scorza explained that they are developing a scope to put through a Master Services Agreement, then a solicitation process.

There was no in person, written or virtual public comment.

Attachments: [SUPPORTING DOCUMENT](#)
[PUBLIC COMMENT/CORRESPONDENCE](#)

**9. Discussion of the Proposed Process for Selecting Population-Level Outcomes.
(23-4382)**

Chair Dr. Contreras reminded the Committee of the document provided by the consultant at the November meeting outlining the Committee's focuses and top priorities. She then turned the floor to **Dr. Tamara Hunter**, Interim Executive Director, who gave an overview of the proposed process for narrowing the Committee's focus. Small groups would serve in an advisory capacity to individual members, conduct discovery within their focus area, and be comprised of key stakeholders, subject matter experts, and community members. Advisory groups will look to develop recommendations for members to bring to the Committee, as well as inform the community engagement efforts. **Dr. Hunter** then overviewed initial considerations for outcome criteria to select focus outcomes. **Chair Dr. Contreras** then opened the floor for discussion.

The Committee discussed the development process of advisory groups. **Dr. Hunter** explained that the groups will advise and evolve into other groups as more work is done and outcomes are established. Member **Dr. Scorza** noted that overtime, outcomes will be selected as work evolves and groups define priorities. The Committee then discussed the importance of maintaining community voices within these groups.

Member **Nichols** noted that engagement with faith-based institutions could be helpful in getting more diverse conversations of community needs.

Chair Dr. Contreras then overviewed the next steps to reach out to Members and their leads. She encouraged Members to establish internal teams for this work and to reach out to departments not represented on the Committee. Member **Dr. Scorza** noted that the PPCIT is the implementing body to coordinate with departments and requests across the board.

There was no in person, written or virtual public comment.

Attachments: [SUPPORTING DOCUMENT](#)
[PUBLIC COMMENT/CORRESPONDENCE](#)

III. MISCELLANEOUS

Public Comment

10. Opportunity for members of the public to address the Committee on items of interest that are within the jurisdiction of the Committee. (23-4383)

There was no in person, written or virtual public comment.

Attachments: [PUBLIC COMMENT/CORRESPONDENCE](#)

Adjournment

11. Closing Remarks and Adjournment. (23-4384)

Chair Dr. Jackie Contreras announced that the next PPSGC meeting is scheduled to be held on January 17, 2024, at 10 a.m. If anyone wants to be added to the PPSGC distribution list, contact Commission Services at commserv@bos.lacounty.gov. She then adjourned the meeting of December 20, 2023, at 10:55 a.m.