

# OFFICE OF PREVENTION SERVICES TASK FORCE

## Position Description: **Community Member with Lived Expertise**

The County of Los Angeles Prevention Services Task Force is seeking Community Members with Lived Expertise to join as official voting members on each of the Task Force's three working tables for a one-year renewable term from July 2022 to June 2023. More information about the Task Force can be found on its website: <https://ceo.lacounty.gov/prevention-taskforce/>

Ideal candidates may possess the following qualifications:

- Holds personal lived experience accessing and navigating County prevention systems and services, including (but not limited to) physical and mental health services; housing support; child and family welfare; substance abuse services; youth diversion and development; educational, employment, and vocational services; violence prevention services; and other services provided or funded by County entities;
- Has lived experience knowing, supporting, and/or advocating for other County residents who have accessed or pursued the above services;
- Has interest in participating in a collaborative team charged with reimaging government services through recommendations for the LA County Board of Supervisors, including holding public agencies accountable to promoting wellbeing and thriving in our communities, especially for communities of color and other historically marginalized populations;

Roles and responsibilities:

- Community Members will join one of the following tables based on their personal interests and prior experience:
  - The **Prevention Framework Alignment** Table, or "Framework table," which will recommend a new Countywide vision for prevention and promotion services as well as a governance structure for these services across County departments and affiliated organizations.
  - The **Coordination and Integration** Table, or "Coordination table," which will work across multi-departmental prevention efforts in LA County to ensure a coordinated approach, as well as make recommendations for pilot initiatives and near-term policy solutions for prevention services.
  - The **Addressing Disproportionality** Table, or "Disproportionality table," which will focus on understanding and addressing racial and other disproportionalities across LA County systems, including recommending shared prevention metrics and identifying key opportunities for data integration and targeted policy changes to close racial disparities.
  - Community Members will join one of the following tables based on their personal interests and prior experience:
- Contributes their feedback, lived expertise, and perspective to Task Force and table discussions and decision making alongside County staff, local organization representatives, and other community members;
- Commits to abiding by the guiding principles detailed above when interacting with other colleagues and community members; and
- Is able to attend regular meetings of their respective working table and the Prevention Services Task Force and will notify staff as early as possible of any schedule conflicts. A full schedule of all planned 2022 meetings can be found in this calendar as well as on the Task Force [website](#)

## Appointment Process

- Candidates should indicate their interest in participating in the working tables as soon as possible and can do so by emailing Mark Lee at [mlee@ceo.lacounty.gov](mailto:mlee@ceo.lacounty.gov). The first review of candidates by the table co-chairs will occur on **Friday, July 22**, though candidates will still be considered on a case-by-case basis after this date, depending on the number of available community seats on each table.
- The ARDI team will meet 1:1 with qualified candidates to answer any questions they may have regarding the Task Force and mutually determine which table(s) the individual may be best suited for based on their personal interests, prior experience, and lived expertise.
- Based on the list of interested candidates, the table co-chairs will make the final decision on which individuals will be appointed as voting members on the three working tables, with consideration toward diverse representation of lived experience (both demographic but also across County systems) on each of the tables.
- Candidates who are not appointed to a table may have the opportunity to become appointed at a future date based on table composition changes. They also may have the opportunity to participate in other meaningful ways per the discretion of the table co-chairs, including as non-voting members, during public comment, on panels, listening and feedback sessions, and other events.

## Stipends for Participation

The Task Force is currently seeking funding to support Community Members with Lived Expertise serving as voting members on the subject area tables, in recognition of the perspective and invaluable insights they contribute. More information is coming soon and will be published in this live document link on the Task Force website.

This limited funding is primarily intended for individuals who are not already receiving full-time payment for their participation (e.g., someone who is serving on a table on behalf of their full-time job). However, all other funding requests will be considered on a case-by-case basis. Please contact Mark Lee and Heather Jue Northover for more information ([mlee@ceo.lacounty.gov](mailto:mlee@ceo.lacounty.gov) and [hnorthover@ceo.lacounty.gov](mailto:hnorthover@ceo.lacounty.gov)).

## Power Sharing Practices

In recognition of the potential power dynamics between full-time, senior-level County employees and community members, the Task Force and table members commit to implementing power sharing practices to ensure that Community Members with Lived Expertise are neither tokenized<sup>1</sup> nor sidelined during decision making processes.

## Facilitating Collaboration and Multiple Perspectives

To ensure community voices are fully heard and deeply considered as the Task Force drafts recommendations, the working tables will utilize a number of facilitation and collaboration strategies:

- Especially in advance of key decision votes, table co-chairs (and other meeting facilitators) are encouraged to call upon Community Members with Lived Expertise to share their perspective before any vote is called, especially if any such members have expressed hesitation, opposition, or strong support on a prospective motion and/or have yet to substantively participate in the conversation. Simultaneously, table co-chairs should exercise their best judgement as they facilitate conversations among all members to ensure that a range of Community voices and Community-centric considerations are centered and elevated *throughout* any discussion.

---

<sup>1</sup> Tokenism is “the practice of making only a perfunctory or symbolic effort to do a particular thing, especially by recruiting a small number of people from underrepresented groups in order to give the appearance of sexual or racial equality within a workforce.” For more information, see: <https://fitchburgstate.libguides.com/c.php?g=1046516&p=7611618>

- The [Gradients of Agreement](#) can be utilized to assist groups with diverse perspectives to attain consensus and better understand where common and differing opinions exist.
- The Task Force will also utilize tools like [Resources for Collaboration and Power Sharing](#), written by Human Impact Partners, to manage relationships and co-creation among County, community organizations, and community members during this initiative.

### **Optional Meeting Preparation, Office Hours, and Learning Resources**

Too often, community members invited into formalized and professionalized spaces are not given equal, timely, or complete information before or after they are expected to provide feedback and participate in decision making.

The ARDI team and table co-chairs are committed to supporting Community Members with Lived Expertise with information, tools, and mutual learning opportunities so they can contribute their unique expertise and perspective to the best of their ability. This includes instituting the following practices, many of which have already been ongoing since the launch of the Task Force:

- Meeting 1:1 with community members who are interested in getting involved with the Task Force to provide an overview of the initiative, strategic deliverables, timeline, and planning process. These meetings also allow Task Force staff to better understand an individuals' story, personal interests, and goals, so that staff and community members can mutually determine in what capacity they might be best suited to participate in the Task Force and subject area tables;
- Providing Community Members with Lived Expertise the option of attending pre-meeting briefings with ARDI staff and/or co-chairs each month, to be held at a regular and accessible time;
- Being available for additional meetings or "office hours" by request to receive feedback, answer questions, and help arrange connections with other Task Force and table members; and
- Upon request, compiling and sharing learning resources and media relevant to the Prevention Services Task Force to help inform and prepare Community Members with Lived Expertise as they participate in the Task Force and tables.