

**Los Angeles County Department of Mental Health
API Underserved Cultural Communities (UsCC)
Subcommittee Meeting Minutes
August 26, 2024, 2:00 pm-4:00 pm**

Present: Bea (Beatrice) Leung, Catherine Kaila Manantan, Chanthy, Cynthia Song-Mayeda, Desiree Magsombol, Jed Baris, Jennifer Norman, JR Kuo, Kaajal Sheth, Ken Sholders, Kerry Chhay, Mahtab Javed Siddiqui, Mandy Woo, Maria N Tan, Mariko Kahn, Michelle Wong, Norio Iwahori, Pastor Peter Kim, Payal Sawhney, Richer San, Rocco Cheng, Sanghak Kan, Sheetal S. Ayyatan, Sheila Wu, Sithea San, Tejal Raut, Tuan D. Nguyen, Victor Lodevico, Violeta Villareal Leones, Winnie Hsieh, Yue Hua Xu
Korean Interpreters: Samantha Yu, Sun Lim
CART Captioner: Sara Hill
DMH Admin: Hyun Kyung Lee, Jennifer Alquijay

Agenda Items	Comments/Discussion/Recommendations/Conclusions
Welcome & Introductions	Co-Chairs and Subcommittee Members
Land Acknowledgment	Co-Chairs, Jennifer Alquijay LA County Land Acknowledgment: https://lacounty.gov/government/about-la-county/land-acknowledgment/
Code of Conduct Review	Co-Chairs, Jennifer Alquijay
Review of Meeting Minutes	The meeting minutes of July 22, 2024, were approved. Motion by Tuan D. Nguyen to approve minutes and seconded by Sithea San.
DMH Updates	Jennifer Alquijay provided some updates. <ul style="list-style-type: none"> • API UsCC Capacity Building Project funds for FY 24-25 have been fully secured. • A reminder about the Stakeholders' Code of Conduct was given. We plan to use a two-minute timer to ensure everyone can have an opportunity to speak and share their opinions, fostering a more inclusive and respectful meeting environment. • As reviewed previously, the voting privileges have been changed according to the latest UsCC bylaws. If you have attended at least 50% of meetings over the last six (6) months, you are eligible to vote. Please make sure your attendance information in the meeting minutes is accurate.

<p>Capacity Building Project Final Result Presentation</p>	<p>For FY 23-24, the API UsCC has three (3) Capacity Building Projects. Two are still ongoing and one was recently completed in July 2024. The completed project is the “Filipino-American Youth Wellness Comic Books” project. Ms. Jennifer Norman and her Human Beauty Movement team attended the meeting to present their final outcomes.</p> <ul style="list-style-type: none"> • Ms. Norman provided information about her team’s goals, facilitators, participants, workshop programs, and a community event. • She shared photos of the workshops and presented two examples of comic books created by the youth participants. • She highlighted the impact of the project based on feedback and survey results from youth participants, their parents and community members at the event. • Their final community event was also featured on the LA Daily News and LA Daily Breeze websites. • Catherine Kaila Manantan asked a question regarding the solicitation and selection process. Jennnifer Alquijay explained the bidding process.
<p>Capacity Building Project Update & Discussion</p>	<ul style="list-style-type: none"> • For FY 24-25, one of the proposals (API Renewal Space) approved by API UsCC subcommittee was requested to be withdrawn by an initial proposer, Ms. Mariko Kahn. As a follow-up to our last meeting, a brief survey was sent to the voting members to approve the removal of the proposal. 65% of voting members responded and all approved the removal. Therefore, the proposal has been removed from the Capacity Building Projects for FY 24-25, and we will focus on the remaining three (3) projects. • We are also planning to proceed with one small outreach project, as discussed during the last meeting. The Statement of Work (SOW) for this outreach project will be submitted to the Internal Services Division (ISD) this week. Once a vendor is awarded, they will be invited to an API UsCC meeting to discuss further details and plans about outreach, and the community members will have the opportunity to provide their input.
<p>API UsCC Flyer Discussion</p>	<p>Jennifer Alquijay discussed updating the API UsCC Flyers. There are some old versions that need updated information and a better design. We would like to gather input from API UsCC community members to help with this update. Any suggestions regarding content, color, or design would be greatly appreciated. The goal is to complete the updates by the end of September 2024.</p> <ul style="list-style-type: none"> • Sithea San suggested creating flyers in multiple languages for diversity and inclusion. • Michelle Wong asked whether the community would have the opportunity to discuss the small outreach project. • The old version of the flyer can be sent out to API UsCC community for additional feedback and input.

Community Announcements & Open Discussion on Non-Agenda Items

Community Announcements:

- Rocco Cheng announced that he is looking for more Filipino participants for his Capacity Building Project, as some previous participants have dropped out. If anyone is interested, please contact Rocco Cheng directly.
- Violeta Leones shared details about a mental health awareness and creativity event on August 30, 2024 at 6:30 pm. There will be a panel discussion, and she is part of the event.
- Catherine Kaila Manantan shared the DIWA Soundscape event flyer from SIPA.

Non-Agenda Item Discussion:

- Sheila Wu requested further clarification on the process of submitting proposals, the bidding process, and ownership of the proposals. Jennifer Alquijay provided some information. She will also follow up with SIPA staff to provide additional clarification.
- Sithea San asked about the 3rd Capacity Building Project proposal for FY 25-26, expressing a preference for selecting the 3rd proposal from those already ranked.
- The subcommittee can either choose the 3rd proposal from the proposals already ranked in April 2024, or continue collecting new proposal ideas until early next year and vote on the 3rd and 4th proposals.
- There were discussions on how to allocate the funding for four (4) projects for FY 25-26.
- Rocco Cheng suggested having four (4) projects and dividing the funds equally (\$87,500 per project).
- Mariko Kahn and Sheila Wu shared some potential issues with equally dividing the funds among four projects.
- The Subcommittee agreed to vote on the allocation of the funding for FY 25-26. A survey will be sent to the voting members. The summary of the suggested options from community members includes:
 - Keep the currently approved two (2) proposals at \$100,000 each, and then split the remaining \$150,000 for two more projects (\$75,000 each).
 - Split the \$350,000 into four (4) projects equally (\$87,500 each).
 - Keep the currently approved two (2) proposals at \$100,000 each, add the 3rd proposal at \$100,000, and allocate \$50,000 for a small project.
- Once the funding allocation/financial decision is made, the subcommittee will decide how to select the 3rd and 4th proposals for FY 25-26.
- Community members shared farewell messages and feedback with Hyun Kyung Lee, as this was her last meeting serving as an API UsCC liaison.

Upcoming Meeting: Monday, September 23, 2024 (2:00 pm-4:00 pm)

For more information about the API UsCC, please see its website:
<https://dmh.lacounty.gov/about/mhsa/uscc/asian-pacific-islander-api-uscc/>