

North Los Angeles County Regional Center
Strategic Planning Committee Meeting Minutes

May 6, 2024

Present: Leticia Garcia, Ana Quiles, Cristina Preuss, Brian Gatus, Vivian Seda, Curtis Wang - Committee Members

Kimberly Visokey, Megan Mitchell, Gabriela Eshrati – Staff Members

Jasmine Barrios - Minutes Services, Andrew McHinney - DDS,- Guests

Absent: Daniel Ortiz, Lillian Martinez, Evelyn McOmie

I. Call to Order

Leticia Garcia called the meeting to order at 6:19 pm.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

There was an addition to the agenda under Committee Business, Item H: Critical Calendar

M/S/C (C. Wang/V. Seda) To approve the agenda as revised.

B. Approval of Minutes of February 5, 2024 Meeting

M/S/C (B. Gatus/C. Wang) To approve the Minutes as presented.

After the vote, it was noted that a correction was needed to the attendance to include Vivian Seda as present.

M/S/C (A. Quiles/B. Gatus) To approve the Minutes as revised.

IV. Committee Business

A. Employee Survey RFP Update

Megan Mitchell shared that the Employee Survey RFP received 17 proposals. The Committee was tasked to determine the next steps.

Option 1- Reassign the Scoring Committee to include NLA Executive Staff members to navigate proposals.

Option 2- Megan to present the Top 3 proposals to the Committee

Option 3- Megan to obtain procurement bids for the Committee to bundle multiple scopes or the top 2 candidates regarding the employee satisfaction and engagement analysis as well as consulting support.

It was noted that Megan has already scored the proposals and she recommends that NLA purchase their own project management software systems that are shared and utilized by the companies who have submitted proposals. In addition, Megan would recommend adding consulting services.

Megan will email the Committee with information regarding the Top 2 proposals via email and will also work with NLA's Executive Leadership regarding RFP survey questions.

M/S/C (V. Seda/C. Wang) To approve Option 3 as presented by Megan.

- B. Review the updated 2023 Performance Contract Metrics Status – Cristina Preuss
Cristina reviewed the information as presented in the packet. After discussion, it was noted that Goal 7 on page 26 of the packet should be revised to include a Recruiting Frequency Goal for PeopleScout of 10 CSC's per month as was noted in the February 5th Meeting.
- C. Review FY 2023-24 Performance Contract Draft – Cristina Preuss
Cristina reviewed the information as presented in the packet. There were no additional revisions needed.
- D. 2022-2026 Strategic Plan
1. Focus Area 2: Development and Growth of an Engaged Workforce. Wellness resource packet
Cristina reviewed the information as presented in the packet. The Committee requested the Wellness Resource Packet be included on the NLA website.
- E. 2022-2026 Strategic Plan -3rd Quarter Status Update – Cristina Preuss
This item was reviewed as presented in the packet. It was requested that the information presented in the packet be condensed so as to make the document more readable. It was also proposed the NLA reach out to other regional centers to understand the best way to present the information. Megan Mitchell shared that she is working on this project and will have an update at the next Committee Meeting.
- F. POS Public Meeting Feedback – Cristina Preuss
Cristina reviewed the information as presented in the packet. It was noted that there were around 80 attendees. There were no action items noted.
- G. Select a Board meeting to present FY2024 Performance Objectives and Outcomes – June 12, 2024
It was determined a high-level, executive summary of key points will be presented at the June 12th Board Meeting.
- H. Critical Calendar
The Committee reviewed the calendar and made the revisions in real-time. Revisions included removing all Vendorization Report outs and notating that there is no

Committee Meeting in January. Board Support has already made the discussed revisions and send to Board for approval.

M/S/C (A. Quiles/V. Seda) To approve the draft Critical Calendar as revised.

V. Review of Meeting Action Items

- A. Revise the February 5th Meeting Minutes to include Vivian Seda as being present at the Meeting (Board Support)
- B. Email the Committee with information regarding the top 2 companies for the RFP Survey (Megan Mitchell)
- C. Work with NLA Executive Staff regarding questions for RFP Survey (Megan Mitchell)
- D. Update Goal 7 of the Performance Contract to include a minimum recruiting goal of 10 CSC's per month. (Cristina Preuss)
- E. Upload the Workforce Wellness Resource Packet to the NLA website. (Cristina Preuss)
- F. Simplify/ condense the Quarterly Summary Report and provide update at next Committee Meeting (Megan Mitchell)
- G. Prepare an executive Summary of the Performance Objectives and Outcomes to present at the June Board Meeting (Megan Mitchell)
- H. Send out the revised Critical Calendar and add to Board Meeting agenda (Board Support)

VI. Board Meeting Agenda Items

The following items were identified for the Committee's section for the next Board Meeting agenda:

- A. Meeting Minutes of the February 5, 2024 Meeting
- B. Meeting Minutes of the May 6, 2024 Meeting – *deferred*
- C. Executive Summary of the Performance Objectives
- D. Draft Critical Calendar

VII. Announcements / Information Items / Public Input

- A. Public Input
- B. Next Meeting: TBD
- C. Committee Attendance

VIII. Adjournment

Leticia Garcia adjourned the meeting at 7:35 p.m.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

(The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

