

North Los Angeles County Regional Center
Strategic Planning Committee Meeting Minutes

May 1, 2023

Present: Leticia Garcia, Ana Quiles, Brian Gatus, Sharmila Brunjes, Lillian Martinez, Ruth Janka

Robert Dhondrup, Vini Montague, Arshalous Garlanian, Hailey Lauderdale, Cristina Preuss,
Lilliana Windover, Evelyn McOmie, Malorie Lanthier– Staff Members

Jasmine Barrios-Minutes Services, Guests

Absent: Daniel Ortiz

I. Call to Order & Introductions

Leticia Garcia called the meeting to order at 6:03 pm.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

Leticia Garcia added an Executive Session Under Item IV.B: Individual/Family Satisfaction survey. Item IV H was added: VAC Recommendations for Strategic Planning. All items after H were moved to the subsequent letter.

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

B. Approval of Minutes of April 3, 2023 Meeting

Leticia requested an addition to the Minutes under Item C: Health and Wellness in Strategic Plan. The addition includes that that “ Leticia reminded NLA that Health and Wellness in the strategic plan is not limited to staff only, but includes consumers and families”.

M/S/C (L. Martinez/A. Quiles) To approve the meeting minutes as revised

IV. Committee Business

A. NLA Purchase of Services Expenditure Data – Ruth Janka

1. Reports

Ruth presented data reports on individuals living in the home by subdepartments, diagnosis and geographic location to identify disparities based on expenditures. The Consumer Services Committee has approved for these reports to be presented to the Disparity Committee for review and recommendations on further analysis on access to services.

2. Review Process

As determined by the Consumer Services Committee, the reports will be reviewed by the Disparity Committee for review. The recommendations will then be presented back to the Consumer Services Committee for discussion and approval for Board presentation. Leticia recommended a Disparity Committee Status update be presented to the Strategic Planning Committee on a quarterly basis. Ruth explained that the initial and POS data will be included in the Disparity Committee packet. The Committee also requested the inclusion of the current year and upcoming Performance Contracts in the Disparity Committee Meeting packet.

M/S/C (A. Quiles/B. Gatus) To revise the Committee Critical Calendar to include a quarterly Disparity Committee Report on the POS expenditure data.

3. Disparity Committee Meeting Notes

Cristina shared the report as presented in the packet.

The notes for the Disparity Committee will be used as a conversation starter for the Strategic Planning Committee to see what action items can be determined to increase access to services based on the Disparity Committee notes and the metrics provided by NLA. Ruth proposed that the Disparity committee identify recommendations on how to address disparities that can be implemented in a timely manner. The Committee requested that NLA review the recommendations and note where the recommendations can be implemented in the noted areas.

B. Individual/Family Satisfaction Survey Status - Robert Dhondrup

1. Survey RFP Status - The Committee discussed this item in the Executive Session

Executive Session

M/S/C (A. Quiles/R. Janka) To break out into the Executive session at 6:33 pm.

M/S/C (R. Janka/B. Gatus) To break out into the Executive session at 7:01 pm.

C. Select Board Meeting to present CY2022 Performance Objectives and Outcomes - Ruth Janka

1. Confirm CY2022 Year End Reports are posted on Website

Ruth shared that NLA received the data related to the CY 2022 Performance Contract which is to be presented in front of a Committee Meeting on an annual basis. Robert Dhondrup confirmed that the reports are available on NLA's website.

The Committee is being asked to determine which Board Meeting to present a summary of the data. Ruth recommended that the data be presented at the September Board Meeting. The Committee agreed, but recommended that the data be presented in a way that is accessible and that the time frames listed is clearly understood by the audience reviewing the reports.

D. Review 2023 Performance Contract Metrics Status - Robert Dhondrup

Robert reviewed the report as presented in the packet. Highlights include that all revisions were listed in red to be easily identified. He did note that as more data was received in February, the exact numbers in some areas have recently been updated. Corrections were made on the Assessment Timelines section of the report to include additional data. Points 4-7 are also missing in the packet; Robert will send an updated document to the Committee as soon as they become available.

- E. FY2024 Performance Contract – Robert Dhondrup
Robert announced that the Performance Contract will be changed from a calendar year document, to a fiscal year document. The adjustment will be made for the 2024 FY and as such, NLA will not have to submit another draft until 2024. During this 18-month period, Robert and his team will be able to evaluate the contract on a more robust scale.
- F. Revised Critical Calendar FY2023-24 - Ruth Janka
Ruth reviewed the calendar as presented in the packet. The proposed changes would be to change the Performance Contract from calendar year to a fiscal year schedule. In addition, revisions would be made to add the Performance Review Contract review in August and to add the 2023 metrics to November and in February. May would include the draft Performance Contract for a July 2024 implementation date. The Committee also requested the addition of the quarterly Disparity Committee Status POS Expenditure Review.

M/S/C (L. Martinez/R. Janka) To approve the Critical Calendar as revised

- G. 2022-2026 Strategic Plan 3rd Quarter Status Update – Ruth Janka
1. Introduce Hailey Lauderdale, EAA-Strategic Plan
Ruth introduced Hailey Lauderdale as the new Executive Administrative Assistant for the Strategic Plan. In her 3 weeks at NLA, Hailey has gathered resources from community partners to make classes on mental health and well-being available to the community, housing assistance across L. A. County. These resources are available on NLA's website. Hailey will be presenting these resources and newly-created search engine at an upcoming Supervisor meeting to disseminate information across the community.
Hailey and Ruth will be working together to provide oversight to the Strategic Plan areas being handled by HR in lieu of Clarence Foster's departure. More updates will be provided as they become available.
- H. VAC Recommendations for Strategic Planning - Ruth Janka
Each Committee was tasked to identify areas that fall under their scope as it relates to the Strategic Plan. The VAC provided 2 sets of recommendation for housing and employment to the Committee for review. The recommendations were reviewed as presented in the packet. Leticia highlighted Item 1 to determine how knowledgeable families are regarding housing. In addition, Item 4: legislative positions and Item 7, related to supporting increased education to individuals, asking for more clarity. Evelyn explained that the terms "AFHA" and "FHA" interchangeably, and indicates a Family Home Agency model in which an adult lives with and is incorporated with, a family, as opposed to a congregate community. The Committee determined Items 1, 4 and 7 could be implemented in the near future.
Evelyn stated that service providers have been looking for a streamlined way to skip the DOR referral to automatically implement services through NLA. NLA is working on a way to streamline validation process. One vendor received a grant to educate vendors, families, consumers and NLA on employment. NLA is working closely with the vendor and will make all trainings available to all NLA stakeholders.
- I. 3rd Quarter Health and Safety Exemption Report - Arshalous Garlanian
This report was reviewed as presented in the packet. There was 1 exemption submission that was approved by DDS in the 3rd quarter and there are 3 that are currently pending.
- J. 3rd Quarter Community Integrated Employment/Paid Internship Program (CIE/PIP) Report – Arshalous Garlanian

This report was reviewed as presented in the packet. There have been 23 individuals that have completed the 12-month mark, an increase from last year. For paid internships, there have been 307 authorizations that have been paid out, an increase from the same period in 2022 at 222. Concerns were raised regarding the total number of 30-Day CIE incentives paid. Per the report, the number has consistently decreased since Q1. Arshalous explained that there could be a delay in the reporting of the incentive payments, contingent on when the vendor submits, which would explain the reported data trend. Ruth proposed the addition of POS data for CPAP report which Evelyn confirmed will be reported next quarter.

K. 3rd Quarter Program Closures Report – Arshalous Garlanian

This report was reviewed as presented in the packet. There were no NLA vendorizations closed in the 3rd quarter.

L. 3rd Quarter New Vendorizations Report - Arshalous Garlanian

This report was reviewed as presented in the packet. There were 9 new vendorizations for the 3rd quarter.

M. Discussion of Commencing Hybrid Meetings for FY2023-24 - Leticia Garcia

The Committee was asked to determine the format for meetings for FY23-24. It was noted that hybrid or in-person meetings would require a minimum Committee attendance. After discussion, it was determined to continue virtual meetings for the upcoming FY. In addition, options will be explored for an in-person, biannual Committee meeting to foster fellowship amongst Committee members. Ruth will coordinate an in-person dinner meeting in Santa Clarita for the Committee, possibly in August or September 2023 at New Hall.

V. Review of Meeting Action Items

- A. Update the April 3 Minutes to include the statement made by Leticia (Board Support)
- B. Add quarterly Disparity Committee Update regarding POS Data review to Strategic Planning Committee Critical Calendar (Ruth Janka)
- C. Provide the 2022 and 2023 calendar year performance contract metrics to the Disparity Committee along with all pertinent POS data reports. (Ruth Janka)
- D. To continue to present the Disparity Committee Summary Notes along with POS Disparity Data Review and NLA recommendations for implementation (Ruth Janka)
- E. To add the CY2022 Performance Contract to the September Board agenda (Ruth Janka)
- F. To send the updated Performance Contract to the Committee for review (Robert Dhondrup)
- G. To revise the Committee Critical Calendar with the discussed revisions (Ruth Janka)
- H. To reach out to Kinetic Flow to inform them that they have been selected to set milestones, set timelines and to request a draft Questionnaire by the August Strategic Plan Meeting (Robert Dhondrup)
- I. To ensure that the Kinetic Flow Satisfaction survey includes a question regarding the individuals' knowledge of housing, where more information is needed and what type of affordable housing is needed (Robert Dhondrup)
- J. To set up the SPC Dinner Meeting (Ruth Janka)

VI. Board Meeting Agenda Items

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

- A. Minutes of the April 3rd Meeting
- B. Revised Critical Calendar

VII. Announcements / Information Items / Public Input

- A. Next Meeting: Monday, August 7th 2023 at 6:00 pm.
- B. Committee Attendance / Public Input
- C. Critical Calendar for FY22-23
- D. Critical Calendar for FY23-24

VIII. Adjournment

Leticia Garcia adjourned the meeting at 8:20 p.m.

Submitted by:

(*) *Hailey Lauderdale*

Executive Administrative Assistant

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

