

North Los Angeles County Regional Center
Strategic Planning Committee Meeting Minutes

August 29, 2022

Present: Lety Garcia, Lillian Martinez, Dr. Jesse Weller, Ruth Janka, Ana Quiles, Sharmila Brunjes, Dr. Michael Fernandez – Committee Members

Lizeth Chavez, Jose Camacho, Clarence Foster, Lilliana Windover, Vini Montague, Evelyn McOmie, Cristina Preuss– Staff Members

Nancy Gallardo-Interpreter, Dolly Sharma-Minutes Services - Guests

Absent: Kimberly Bermudez (VAC Representative)

I. Call to Order & Introductions

Lety Garcia called the meeting to order at 6:02 pm.

Jose Camacho was introduced as an IT Business Analyst for NLA, a position that he has held for 26 years.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda – (Page 2)

Lety Garcia requested an additional item: Outcome Measure Meeting Discussion to add to the agenda as Committee Business Item A:3

Ana Quiles added to Committee Business, Item B: Strategic Planning Committee Composition

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

Note: After the approval of the Minutes, Lety requested that future iterations of the Meeting Minutes include any action items discussed in the meeting. Ana Quiles noted that this request would add an additional item to the committee agenda template.

M/S/C (A. Quiles/L. Martinez) To include “Item V: Review Meeting Action Items” as a standing item to the Strategic Planning Committee Agenda.

B. Approval of Minutes of August 1st Meeting – (Page 3)

M/S/C (A. Quiles/L. Martinez) To approve the August 1st Meeting Minutes as presented.

IV. Committee Business

A. Strategic Plan Update – Ruth Janka

The source and specific Purchase of Service Expenditure Data to be used as the baseline for the Strategic Plan Diversity, Equity, Inclusion and Belonging Focus Area must be determined by the committee so that the plan may be announced, disseminated to our community and posted on the Center’s website. The data selected will be linked to the Strategic Plan and posted as an attachment to the plan. The committee was provided the following reports:

1. Purchase of Service Expenditure Data FY2021- (*Attachment 1*)

Ruth this report has two data sets:

- Total Expenditures by Ethnicity and Location - includes individuals who have an authorization
- Per Capita by total consumers- this includes individuals without authorizations

2. Purchase of Service Expenditure Data FY2022- (*Attachment 2*)

Ruth reviewed this report as presented in the packet. Jose Camacho explained that the report has been further broken down by Expenditures by English and Spanish speaking individuals.

After discussion, Lety recommended a category for Expenditures by Residence Type (Individuals living in the home), to help identify the start of the chain that leads to disparities. In addition, she noted that the report data would best be handled by a Strategic Planner who is able to break down the information for better understanding. Ruth stated that Ami Sullivan, Consultant-Kinetic Flow, is a strategic planner and can be consulted to identify a baseline and to, over time, track incremental progress on the elimination of barriers.

NLACRC is proposing to add the position of “Administrative Analyst” that will support the monitoring and implementation of the Strategic Plan, along with the analysis of collected data.

Ruth suggested the following Purchase of Service Expenditure Data benchmarks by fiscal year: Ethnicity, Residence Type (specifically, in-home), Location, Language, Total Expenditures, and Total Consumers.

Ana stated that the timeframe in which families are able to access services is the key to better understanding the issue. Ruth recommended pulling data from the date funding was authorized, to the first month of billing to calculate the average amount of time for services to start.

After discussion, additions to the data set will be:

- Residence Type (In-Home) by Ethnicity, Language, Per Capita, Service Access and Location
- Per Capita (Total Number of Consumers) with and without Authorizations
- Service Access Time by Authorization Date (date funding was implemented), Billing Date, Ethnicity, Service Code and Location

Jose will look into the systems to determine if the information exists in regards to the billing date and if so, if it can be pulled into the reporting tool. Ana suggested the listed Active Date as an alternative. Jose will report back to the Committee with more information on these requests.

Clarence Foster confirmed that the addition of an Administrative Analyst position is in-progress to support the implementation of the Strategic Plan.

Discussion resumed, Dr. Jesse Weller stated that the Enhanced Service Coordination Units (1-40) Report will pull individuals who have \$2000 or less by Ethnicity. Routine, consistent IPP Planning, dissemination of information are all ways to decrease time to service delivery. Jose also clarified that current data includes individuals in Foster Care in the “In-Home” Residence Type category.

M/S/C (A. Quiles/L. Garcia) To adapt the revisions discussed to include as metrics in the Strategic Plan POS Category.

3. Outcome Measures Meeting Discussion

Lety is proposing the addition of a September Committee Meeting, tentatively September 26th, to discuss the Outcome Measures and Metrics of the Strategic Plan. She requests that Ami Sullivan from Kinetic Flow, facilitate the meeting and that the Committee Review the entire Strategic Plan and Implementation Matrix to review and discuss at the September Meeting. Ana asked if it would be possible to have the new data set sent to the Committee to review before the September Meeting. Jose stated that he will be able to email the Electronic Packet by 5:00 pm on September 12th. The physical packets would be overnighted to the Committee Members by the next day. Ruth will also reach out to Ami Sullivan for her availability, preferably on September 19th, September 26th or October 3rd.

B. Strategic Planning Committee Composition - Ana Quiles

Current bylaws state that a minimum of 12 Committee Members are required for the Strategic Planning Committee, with at least 60% of the Committee being made up Board Members. Ana recommended changing the bylaws to decrease the required number of Members from 12 currently, to 10 in order to better accommodate the current availability of participants who are also on the Board.

M/S/C (A. Quiles/L. Martinez) To approve the composition of the Strategic Planning Committee to be 10 Members with 60% of the Members being comprised of Board Members for presentation at the next Board Meeting.

V. Review of Meeting Action Items

- A. Obtain updated POS Expenditure Data Reports and include in Committee Packet along with Strategic Plan, and Strategic Plan Implementation Matrix. (Data Reports - Jose Camacho, due by September 12, 2022)
- B. Research ability to generate a report re: Service Access based on Authorization Date, Billing Date, Ethnicity, Location and Service Code (Jose Camacho, September 26, 2022)
- C. Contact Ami Sullivan to determine availability on a Monday (Ruth Janka, as soon as possible)
- D. Determine Presenter for Overview of Strategic Plan at the October Board Meeting (Committee, next Committee Meeting)

VI. Board Meeting Agenda Items

The following items were identified for the Committee's section of the September 14th Board Meeting agenda:

- A. Minutes of the August 29th Meeting
- B. Strategic Planning Committee Policy – Proposed Revision

VII. Announcements / Information Items / Public Input

- A. Next Meeting: TBD - tentatively September 26th, 2022 at 6:00 pm.
- B. Committee Attendance - (Page 9)

VIII. Adjournment

Lety Garcia adjourned the meeting at 7:33 p.m.

Submitted by:

(*) *Lizeth Chavez*

Executive Administrative Assistant

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