

North Los Angeles County Regional Center **Strategic  
Planning Committee Meeting Minutes**

January 3, 2022

**Present:** Orli Almog (VAC), Lety Garcia, Ruth Janka, Lillian Martinez, Ana Quiles, Curtis Wang, and Jesse Weller, - Committee Members

Lizeth Chavez, Alan Darby, Michael Fernandez, Michele Marra, and Ana Maria Parthenis-Rivas – Staff Members

Ami Sullivan, - Guests

Lucy Paz – Interpreter

Seth Tanner – Minutes Services

**Absent:** Marianne Davis, Chair and Sharoll Jackson

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**I. Call to Order & Introductions**

Ruth Janka called the meeting to order at 6:04 p.m., noting that a quorum was present, in place of Chair Marianne Davis.

No formal introductions were conducted.

**II. Public Input**

No input was received.

**III. Consent Items**

A. Approval of Agenda

**M/S/C** (C. Wang/A. Quiles) To approve the January 3<sup>rd</sup>, 2021 agenda as written.

B. Approval of Minutes from the December 6, 2021 Meeting

**M/S/C** (C. Wang/A. Quiles) To approve the minutes from the December 6<sup>th</sup>, 2021 meeting as presented.

**IV. Committee Business**

A. Update on Strategic Thinking Surveys and In-Person Interviews

A. Sullivan finalized the surveys on the 22<sup>nd</sup> after receiving feedback from the Committee on the pilots from November. Translation and online programming were underway. Around 8,000 individuals were not included in the list-serves and were prioritized for the telephone system. Eight final surveys were completed for the

following groups in both English and Spanish: individuals online, the board, community members, providers, staff, and for telephone interviews.

Final participation communications were published using language approved by the group. Those invitations were to be sent on the 11<sup>th</sup> of January with two follow up reminders for community and three for staff. Surveys and telephonic interviews were to close on February 5<sup>th</sup> for data to be completed for the retreat in March.

**Action Item: Ms. Sullivan** to send out mid-point status updates. Word-of-mouth was strongly encouraged to increase participation.

## B. Retreat Logistics and Recommendations

A. Sullivan stated that all the data was to be presented over the weekend of March 11 and 12<sup>th</sup> in Santa Clarita. The Friday session was to run from 5 p.m. to 9 p.m. and Saturday between 9 a.m. and 4 p.m. The agenda included responsibilities for Board and staff to accomplish the strategic plans; SWOT (strength, weakness, opportunities, and threats) analysis including key factors, demographics, caseload trends, clinical services, financial overview, and legislative and state policy; vision, value and mission statement drafting; and voting on priorities by members of the SPC. Subsequently, in groups, goals were to be defined. Finally, retreat participants were to focus on the outputs and how to get there from here. Final logistics and agenda were to be complete in February. Total attendee count was a maximum of 40 people including key staff to help operationalize the plans generated by the Committee.

Covid-19 rapid testing or/and vaccination status disclosure options were discussed. Staff will inquire if the hotels (Hyatt, Embassy Suites) will have flexibility regarding hybrid in-person/virtual attendance via Zoom and regarding the provision of a refund given the uncertainty of being able to meet in person due to Covid-19. The Committee agreed informally to undergo rapid testing with further discussion slated for the February meeting after Board deliberation. All-virtual attendance was discussed as a “plan C” to maximize participation and help participants feel comfortable.

A. Quiles asked if there would be rapid test prior to gathering Friday and Saturday.

Recommendations:

- Rapid testing on Friday and Saturday
- Have a backup zoom plan in the event that the committee cannot meet in person due to Covid/Variant
- Zoom option for members who do not want to participate in person

**Action:** R. Janka/L. Chavez will check with the hotel to confirm that there are audio video options.

**Action:** Get consensus from board members for testing the Friday and Saturday of the retreat.

C. Proposed Board Bylaw Update – Article VII, Section 11. Strategic Planning Committee

R. Janka explained and advised the following change: “may” to replace “shall” in the phrase “...Committee shall have members who are or who represent primary consumers, family members...” to ensure consistency and prevent inadvertent violation of the bylaw that required a certain composition where the policy was more broad. Discussion involved how the chair and board members would be impacted by the alteration and past implementation of the bylaw.

**M/S/C** (L. Garcia / C. Wang) To substitute “may” for the word “shall”.

The Committee then addressed whether the verbiage should compel the 60% board member configuration of the committee as in the policy.

**M/S/C** (L. Garcia / A. Quiles) To add language to the bylaw, as written in the policy, to require composition be a minimum of 60% board members.

D. FY21-22 Committee Priorities

R. Janka noted that these priorities for each committee were approved in December. It was clarified that the goals were a blueprint – in addition to the upcoming retreat priorities – for each committee to focus on for the next years.

Leticia Garcia suggested adding the following changes to the priorities:

- Under priority one, “...encourage community development, [vocational training], competitive integrated employment...”; and
- After discussion regarding the process for vendors in the self-determination program, under priority two, “...provide [creative,] sustainable services to consumers and families that allow use of non-vendored and vendored services.”

Ana Quiles asked how the identification step in priority five would be implemented. It was suggested that the term ‘monitor’ was too passive and that “implement” would be more action-oriented on the part of the Committee. The Committee elected to alter priority five as follows:

- “Identify strategies to evaluate and measure the reduction in the disparities in the coordination and authorization of services both internally and externally including services and reports.”

**M/S/C** (L. Garcia / A. Quiles) To update the priorities as revised in the bullet points above.

E. Diversity, Equity & Inclusion Policy Steering Committee Update

J. Weller requested, and the Committee acquiesced to, a kickoff meeting from 12 p.m. to 1:30 p.m. on Thursday, January 27th. The consultants were able to join for the February meeting.

**F. Performance Contract Updates**

R. Janka shared that the contract was submitted to the Department and returned with feedback requesting data for the 30-day, 6-month, and 12-month incentive payment information. Revision was underway.

**V. Board Meeting Agenda Items**

- A. Minutes of the November 1, 2021 Meeting
- B. Minutes of the December 6, 2021 Meeting
- C. Minutes of the January 3, 2022, Meeting
- D. Rapid Covid Testing / Virtual Attendance for Retreat
- E. Reminder to Return Strategic Thinking Surveys

**VI. Announcements / Information Items**

- A. Next Meeting: Monday, January 31, 2022 at 6:00 p.m.

It was clarified that board member participation in trainings and the Board retreat are an expectation however not mandatory; participation in the strategic planning retreat is also not mandatory.

**VII. Adjournment**

- R. Janka adjourned the meeting at 7:21 p.m.

Submitted by,  
*Ana Maria Parthenis-Rivas*  
Executive Admin. Assistant

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

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