

North Los Angeles County Regional Center
Strategic Planning Committee Meeting Minutes

February 5, 2024

Present: Leticia Garcia, Ana Quiles, Brian Gatus, Evelyn McOmie, Cristina Preuss, Daniel Ortiz, Brian Gatus, Lillian Martinez, Vivian Seda- Committee Members

Kimberly Visokey, Arshalous Garlanian, Megan Mitchell – Staff Members

Jasmine Barrios - Minutes Services, Marianita Mendez- DDS, Xochitl Gonzalez- DDS - Guests

Absent: Curtis Wang

I. Call to Order

Leticia Garcia called the meeting to order at 6:00 pm.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

M/S/C (B. Gatus/L. Martinez) To approve the agenda as presented.

B. Approval of Minutes of January 8, 2024 Meeting

M/S/C (L. Martinez/A. Quiles) To approve the Minutes as presented. The motion passed with two abstentions from B. Gatus and L. Martinez.

IV. Committee Business

A. Employee Survey RFP Update

Megan Mitchell shared that the Employee Survey RFP was posted on December 1, 2023 and closed on February 1st, 2024. There was much marketing and outreach done on this project and it was advertised with VICA and Chamber of Commerce. Twenty-two companies attended the pre-bid Conference and after the closing, there were 17 applications received. The Scoring Committee will be meeting to review and score the applications and should have a candidate selected and contract negotiations to begin by mid-March 2024.

B. Critical Calendar

1. Revision of 23-24 Critical Calendar

The calendar was reviewed as presented in the packet. There were no revisions noted.

2. Review Critical Calendar Draft for FY24-25

Leticia reported that the calendar should be revised to include the "Individual and Family Satisfaction Survey" in November in lieu of the "Employee Satisfaction Survey." A determination was also made to cancel the January meeting and to add "Review Results of Survey" for the February Committee Meeting.

Evelyn McOmie noted that the report out for "Quarterly Report for New Vendorizations" will be taken off of the May Committee meeting and will now be reported at the Administrative Affairs Committee meeting. Board Support will revise the calendar as discussed, and it will be sent to the next available Board Meeting for approval.

M/S/C (L. Martinez/B. Gatus) To approve the revisions for the FY 24-25 Critical Calendar as discussed and to recommend for Board approval.

C. Review FY 2023-24 Performance Contract Metrics Status – Cristina Preuss

Cristina reviewed the information as presented in the packet. The details of the report will remain the same for the remainder of the FY, and the Committee will revisit this item before the start of the next FY. The Committee requested data regarding how intake has increased for the 2–7-year age group. Cristina will pull the requested data for the Committee to review in this report on a quarterly basis after the start of the new FY.

Under Goal 7: Recruitment, on page 24 of the packet, Leticia requested that under Frequency, the performance contract be revised to note the "Recruiting goal to hire a minimum of 10 CSCs" as opposed to 5 CSCs.

D. Review Performance Contract Draft for FY 2024-25

This item was reviewed as presented in the packet. It was determined to include "increase social recreation and non-medical therapies" on page 72, Goal #7, Item B. The contract will be revised as discussed.

E. 2022-2026 Strategic Plan -2nd Quarter Status Update – Cristina Preuss

This item was reviewed as presented in the packet. It was requested that the Committee narrow down two focus areas in which some actions or activities can be moved forward. The Committee determined to review Focus Area 2: Development and Growth of an Engaged Workforce and Focus Area 4: Health and Wellness.

During the discussion, the meeting was restarted due to a time limitation on the Zoom link used for the meeting. Board Support will review all future meeting links to ensure that there are no time-limit disruptions.

After discussion, Evelyn McOmie stated that she would work with Parita Burmee on the potential for wellness resource packets being developed for staff. Cristina shared that

NLA is working on Evelyn's recommendation that the metric under Focus Area 2 regarding staff training be revised to include new formats for training that are pre-recorded and that can be accessed at any time. Trainings are taking place and are being recorded for this purpose. Recommendations will be made to the Committee at the May Committee Meeting.

In regards to the Workforce Employment Specialist position, Evelyn shared that two positions are housed under Community Services. Although filled recently, both positions are now vacant, and recruitment will continue. Communication will continue with NLA and providers regarding employment initiatives, and the CAPIP is being managed.

F. Semi-Annual Reporting of CIE/PIP – Arshalous Garlanian

Arshalous reviewed the information as presented in the packet.

It was noted that the PIPW amount is at the \$1 million mark, which is a great accomplishment for NLA and for individuals served. Ana Quiles requested that some of the success stories in this area be highlighted at the Board Dinner. Arshalous will work with Evelyn to help coordinate, and the milestone will also be announced at the February Board and VAC Meetings.

G. 2nd Quarter Reporting of New Vendorizations - Arshalous Garlanian

Arshalous reviewed the information as presented in the packet. Going forward, this data will only be reported at the Administrative Affairs Committee Meeting.

V. Review of Meeting Action Items

- A. Revise the FY 24-25 Critical Calendar to include revisions and to add to the next available Board Meeting agenda for approval. (Board Support)
- B. Revise the FY 22-23 Performance Contract to note the "Recruiting goal to hire a minimum of 10 CSCs" as opposed to 5 CSCs. (Cristina Preuss)
- C. Revise the FY 24-25 Performance Contract to include the increase of social recreation and non-medical therapies. (Cristina Preuss)
- D. Collaborate with Parita Burmee regarding Staff Wellness Resource Packets. (Evelyn McOmie)
- E. Ensure that all Committee Meeting Zoom series links have no time restrictions. (Board Support)
- F. Gather success stories regarding PIPW Milestone to share at the Board Dinner (Arshalous Garlanian and Evelyn McOmie)
- G. Add the PIPW Milestone Announcement to the February Board Meeting and VAC Meeting agendas. (Board Support)

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 January 8, 2024 Meeting
- B. Presentation of results of Individual and Family Service Survey
- C. Announcement of PIPW Milestone

VII. Announcements / Information Items / Public Input

- A. Public Input
- B. Next Meeting: Monday, May 6, 2024, at 6:00 p.m.
- C. Committee Attendance

VIII. Adjournment

Leticia Garcia adjourned the meeting at 7:06 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.*

