

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

October 24, 2022

**Present:** Leticia Garcia, Lillian Martinez, Ruth Janka, Ana Quiles, Sharmila Brunjes, Alma Rodriguez – Committee Members

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

Ami Sullivan - Kinetic Flow, Nancy Gallardo – Interpreter, Jasmine Barrios – Minutes Services – Guests

**Absent:** Brian Gatus, Kimberly Bermudez (VAC Representative)

---

**I. Call to Order & Introductions**

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

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

**M/S/C** (A. Quiles/R. Janka) To approve the agenda as presented

B. Approval of Minutes of September 26<sup>th</sup> Meeting

**M/S/C** (A. Quiles/A. Rodriguez) To approve the September 26<sup>th</sup> Meeting Minutes as presented.

**IV. Committee Business**

A. Strategic Plan Update – Ruth Janka/Ami Sullivan

Ruth shared the most recent iteration of the Strategic Plan as presented in the packet. Highlights include:

Strategies and Specific Strategies in each Focus Area are numbered, and mapped to the respective outcome measure. Any instances of “TBD” in the plan, have been removed in favor of “N/A”, that indicates that the data for that specific outcome measure was “not available” for 2022.

IPP Quality Assurance Review criteria is outlined in the Outcome Measures in the Plan. The criteria of the QA Review is scored, with a passing rate determined as 70%. Any criteria item that fall below that level will identify the area for updated staff training. The following were added bulleted points to the listed criteria:

- “Does the IPP include appropriate service options, including generic, to achieve the

goals?”

- “Did the IPP have the appropriate target dates for starting services?”
- “CSC included service/resource recommendations for identified deficit/goal”.

Leticia requested the inclusion of more details on the QA Review, what dates they will be conducted, reviewed, edits made, etc. Ami Sullivan will work on the timelines for this portion of the Plan. In addition, she will re-draft the survey to make it more focused.

Health and Wellness: Outcome Measure Utilization of EAP. Ruth stated that NLA reached out to the vendor who provides EAP services for NLACRC. This outcome is intended to measure if additional promotion of the EAP plan is needed and encourage use of the service, as applicable to staff. The number of staff who utilized the EAP in 2022 was 23.

Concerns were discussed in regards to an Outcome Measure listed in the Employment and Day Programs section. The Number of Providers partnered with exposure to independent employment for people served was listed at 12 for 2022. As this Strategic Plan is a document to guide NLA, issues related to this item will be added as an agenda item for the Administrative Affairs Committee Meeting as requested by Leticia Garcia.

Ami Sullivan stated that Focus Area titles were not able to be changed as they were already approved by the Board, but clarifications of who each Focus Area applies to were included.

**M/S/C** (R.Janka/A.Quiles) To approve the listed revisions for the final draft of the Strategic Plan, to be summarized to the Board at the November Board Meeting.

#### B. PowerPoint Presentation for Board Meeting

Ami Sullivan reviewed the PowerPoint that will be presented at the November Board Meeting. Ami will have 15 minutes to present and reviewed her current presentation for recommendations from the Committee. The Mission, Vision and Values Statements will be presented. Each Focus Area will also have its own slide along with listed strategy areas and number of outcomes that will be measured. The Board will also receive a copy of the PowerPoint to review during the meeting, along with a copy of the full Strategic Plan.

Ami will include page numbers for easy reference to the Outcome Measures and where they can be found in the Plan.

Leticia asked if the Outcome Measures paragraph can be included to describe how progress will be measured in the Strategic Plan. Ami will make revisions to the presentation and send it to Ruth, Ana and Leticia for review before submitting it for inclusion in the Board Packet.

#### V. **Review of Meeting Action Items**

- A. Strategic Planning Committee Action Log
- B. Ami Sullivan to make revisions to the Strategic Plan Power point to include outcome measures statements by Friday, November 4<sup>th</sup>.
- C. Ami Sullivan to develop timeline for the Individual and Family Survey for 2023
- D. Liz Chavez to submit the updated Strategic Plan to Board members prior to the Board Meeting for additional time to review.

## 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 October 24<sup>th</sup> Meeting
- B. Strategic Plan PowerPoint Presentation

## VII. Announcements / Information Items / Public Input

- A. Next Meeting: Monday, November 7, 2022 at 6:00 pm.
- B. Committee Attendance Provided for Review

## VIII. Adjournment

Leticia Garcia adjourned the meeting at 7:17 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 NLACRC staff.*