

**INTERAGENCY OPERATIONS GROUP (IOG)  
MINUTES / ACTION ITEMS**

September 13, 2005 and October 18, 2005

| AGENDA ITEM   | ACTIONS TAKEN  | DISCUSSION LEAD | DUE      | STATUS  |
|---|--|-----------------|----------|---|
| Review and approve 9.13.05 and 10.18.05 IOG minutes                             | Due to a special joint IOG meeting held on October 18 <sup>th</sup> with Department Representatives, and Children Planning Council staff, to refine the County's Response to the Feedback Sessions, review and approval of the September 13 <sup>th</sup> minutes was postponed until the November IOG meeting.  | Sam Chan        | 11.08.05 | The minutes were approved as submitted.                           |
| Modification to consultant contracts  | Carlos Pineda, Chief Administrative Office-Service Integration Branch (CAO-SIB), informed the IOG that, consistent with the IOG's Administrative Procedures, the IOG Leadership Team (LT) had approved the following changes to two existing consultant contracts: 1) extending a joint contract with Jane Martin and Janice Gilden until June 30, 2006 (and encumbering an additional \$5,000 allocated for this purpose) to continue support of efforts associated with the Department Representatives' Workgroup (including work related to the Community Forums' (CF) Feedback process); and 2) modifying the Principal Consultant's contract (and increasing the existing allocation by \$4,999.99) to facilitate the CF's Workshop to be held on September 21, 2005.   | IOG LT          | 9.13.05  | N/A   |
| Results of the 8.09.05 feedback meeting with County Representatives to the CFs. | <p>The IOG LT reported on the results of the IOG sponsored County Representatives (Representatives) Feedback meeting. The meeting was designed to gather supplemental information on the CFs to inform the County's response to the CFs as well as other community building efforts. Feedback session participants came from the Chief Administrative Office-Service Integration Branch, the departments of Child Support Services, Children and Family Services, Health Services, the Los Angeles County Office of Education, Mental Health, Parks and Recreation, Probation, Public Social Services, and Sheriff, and the Community Development Commission. Most Representatives attended one or more CFs; however, some did not attend any. Of the latter group, most obtained feedback about the CFs from co-workers and shared that information along with their own insights during group discussions.</p> <p>In general, Representatives found that the CFs provided community members with a safe space and a format that empowered them to share their concerns and ideas publicly. During the CFs, community members shared their perceptions on a variety of community-focused issues. Countywide, they had concerns related to safety, education, health, and infrastructure needs. Many residents lacked knowledge about County and community-based services available to them and how to access them. Other concerns included environmental (i.e., trash) and transportation (i.e., traffic) issues. Overall, participants, including the youth, expressed a savvy understanding of their communities' needs, showed a willingness to get involved, and demonstrated strengths that will facilitate community building. Representatives used the information from the CFs to identify actions they and their departments could take collectively to improve services. Such actions included: (1) continuing to emphasize quality customer service; (2) improving outreach strategies to be more effective, including providing information in Board-approved threshold languages; (3) better coordinating and integrating services within and among departments and County</p> | IOG LT          | 9.21.05  | Feedback obtained from meeting to inform CF Workshop discussions. |

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|  | <p>partners, including co-locating services in community centers; (4) and expanding community building efforts through continued outreach, establishing community-led advisory boards, and setting service priorities according to community-articulated needs.</p>  |                 |                |  |
| <p>Results of the 8.30.05 meeting with County Leadership</p> | <p>The IOG LT also reported on the results of the meeting with County Leadership to share the collective learning/thinking about community building and its potential for improving the lives of children and families in Los Angeles County.</p> <p>Four recommendations (listed below) were presented for advancing County-community building initiatives (efforts to support community's leadership role in developing the sustainable capacity (the "social capital") needed to act on their own behalf). The discussion included the evolving role of the County's relationship with community and an exploration of the commitment and support, within and across County departments for addressing the findings of the CFs.</p> <p>The recommendations discussed included:</p> <ol style="list-style-type: none"> <li>1. Adopt and disseminate a policy statement articulating the value of community building and the County's role in supporting the development of the community's capacity to act on its own behalf.</li> <li>2. Approve new budgeted positions for the creation of a team of full-time dedicated management level staff, selected from all participating departments, and assigned to the CAO/SIB to serve as County representatives and liaisons to the Service planning Areas/American Indian Children's (SPA/AIC) Councils and community to support community building efforts.</li> <li>3. Approve community use of County facilities, including meeting rooms, office space and photocopying, without cost, for community building activities.</li> <li>4. Request the Director of the Department of Human Resources to incorporate into the County's Employee Orientation and Management Academy curriculum information regarding the County's rationale for and commitment to community building.</li> </ol> <p>Although the recommendations were well-received and the discussion very positive County leadership requested that additional thinking/discussion occur regarding certain aspects of the recommendations, including:</p> <ul style="list-style-type: none"> <li>➤ Clarify criteria for determining community use of "County facilities and equipment."</li> <li>➤ Consider providing directly County resources to help build the community's assets, strengths, and leadership to act on their own behalf, rather than adding positions to County bureaucracy.</li> <li>➤ Care should be taken to avoid possible duplication of efforts already in place, including Department Representatives to the SPA/AIC Councils, commitment of</li> </ul> | <p>IOG LT</p>   | <p>9.21.05</p> | <p>Feedback obtained from meeting to inform CF Workshop discussions.</p> |

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|  | <p>resources, selection of staff, definition of the roles and responsibilities, etc.</p> <ul style="list-style-type: none"> <li>➤ Ensure that the proposed community building policy statement contain several critical elements including a definition of “community,” and a recognition of the diversity of communities, and;</li> <li>➤ Consider what the County’s role should be in addressing the concerns raised by community at the CFs that are not “directly connected to County services or County business;” and to what extent is the County prepared to engage cities, municipalities, schools and the State and Federal governments in this community building commitment.</li> </ul>   |  |          |   |
| 9.21 CF’s Feedback Session Workshop                  | <p>Toni Saenz Yaffe, IOG Principal Consultant, and facilitator summarized the purpose, agenda, and logistics for the 9.21 CF’s Workshop. The purpose of the meeting is for County Leaders and representatives from the Children’s Planning Councils (CPC) and the CPC’s Strengthening Community Capacity Committee to provide policy direction to the County’s response to concerns raised by at the sixty-four (64) CFs. Additional documents that will be used to frame the Workshop discussion, including a Crosswalk of the CF findings (organized by the County’s Five Outcome Areas) and a Timeline and Milestone document for the Feedback Sessions process were also discussed.</p>   | Toni Saenz Yaffe & CF Workshop Design Team                                     | 9.21.05  | CF Workshop with County and community leaders to be held. |
| IOG Work Plan Updates                                | <ul style="list-style-type: none"> <li>➤ <u>Strategy B:</u> Support Department Head efforts to implement Goal 5, Phase III: Children and Families’ Well-Being. <ul style="list-style-type: none"> <li>○ Addressed as part of the CF discussion.</li> </ul> </li> <li>➤ <u>Strategy D:</u> Pursue the coordination of Transportation services to improve access to County health and human services. <ul style="list-style-type: none"> <li>○ LTCC Transportation Committee is preparing a funding request to the IOG for the funds that were allocated to support Committee activities. Additional details to follow.</li> </ul> </li> <li>➤ <u>Strategy E:</u> Support the Special Needs Housing Alliance (Alliance) to increase the stock of special needs housing. <ul style="list-style-type: none"> <li>○ A Board Letter is being finalized requesting action on a set of eight (8) key recommendations identified by the Alliance as critical for serving as the initial focus for implementing the Strategic Plan recommendations. With the exception of the Housing Trust Fund, the Letter directs the Alliance to provide the Board with an implementation plan for the recommendations within 90 days of their approval.</li> </ul> </li> </ul> | <p>Lari Sheehan</p> <p>Jeanne Smart</p> <p>Anita Vigil &amp; Carlos Pineda</p> | 11.08.05 | Work Plan leaders to provide update.                      |
| <b>October 18, 2005 Minutes</b>                      |   |  |          |   |
| CF’s Feedback Sessions Funding Request (Encumbrance) | <p>Laura Valles, CPC, presented an IOG funding request to encumber the \$100,000 set aside as part of the IOG budget to support the upcoming Countywide CF Feedback Sessions. \$90,000 will be used for food, transportation, child care, etc. associated with each of the nine (9) Feedback Sessions. \$10,000 will be used to conduct an evaluation of the process and</p>  | Laura Valles   | 10.18.05 | Approved as submitted.                                    |

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|  | compile the outcomes/findings of the evaluation into a final report to complement the CF Findings Report.   |                                  |          |   |
| Alliance Funding Request<br>(Encumbrance)  | Carlos Pineda presented, on behalf of the Alliance, a funding request to encumber \$7,500 (of \$15,000 allocated to support Alliance work plan implementation) to retain the services of <i>Hamilton, Rabinovitz &amp; Alschuler, Inc.</i> to research best practices/develop recommendations for establishing the Alliance Trust Fund. The Alliance Trust fund is one of eight key recommendations being considered by the Board for approval today.                             | Carlos Pineda                    | 10.18.05 | Approved as submitted.                        |
| Department Representatives (DR) Support Workgroup Funding Request<br>(Encumbrance) | Toni Saenz Yaffe, on behalf of Sue Goodwin, Parks and Recreation, presented the IOG funding request to encumber \$10,000 for continued consultant support to strengthen County understanding and support for the Department Representatives (DR) and their roles on the SPA/AIC Councils, particularly related to community building. This funding request also includes continued consultant/staff support for the DR Work Group Meetings, and the CF Feedback Sessions process. | Toni Saenz Yaffe for Sue Goodwin | 10.18.05 | Approved as submitted.                        |
| CalWORKs Prioritization Process Evaluation Funding Request                         | This item was tabled until the November meeting of the IOG.   | Nancy Diaz                       | 11.08.05 | Item to be placed on the November IOG agenda. |