

**INTERAGENCY OPERATIONS GROUP (IOG)  
MEETING NOTES: SEPTEMBER 29, 2008**

AGENDA ITEM	DISCUSSION / NEXT STEP(S) / DECISION(S)	DISCUSSION LEAD(S)	DUE	FOLLOW-UP / RESP. PERSON(S)
<b>Welcome/ Introductions</b>	Sam Chan, DMH and IOG Chair, welcomed the participants to the IOG Meeting. Participants introduced themselves.	Sam Chan	N/A	N/A
<b>Approve 8.12.08 IOG Meeting Notes</b>	Members adopted the Meeting Notes as written, with the caveat that Members could submit additions or corrections through 9.12.08. After that date, the Meeting Notes, with any changes, will be considered final.	Sam Chan	9.12.08	IOG Members to provide corrections or additions to Meeting Notes, if any.
<b>Approve Seamless Senior Services (S3) Stakeholder Engagement Support Funding Request (FR)</b>	<p>S. Chan presented a FR for \$16,500 for CSS' S3 Stakeholder Engagement process, noting the process connects to IOG work, has a cross-departmental focus (includes 31 County departments and over 100 programs), and will serve to strengthen community building efforts.</p> <p><b>Background:</b> In April 2008, the CEO launched the S3 initiative to join all County departments in a collaborative effort to identify existing programs and resources and create a seamless services delivery model. It designated CSS as the lead for the initiative. To date CSS has: (1) completed an inventory of County senior services; (2) presented demographic information re: seniors, including the results of a large scale survey on the needs of LA County seniors age 60+; (3) created a S3 intranet website for County stakeholders to share information; and, (4) established four S3 workgroups to identify objectives and additional community stakeholders for the initiative: Support Services, Health and Well Being, Income Support and Volunteerism, and Prevention and Intervention.</p> <p><b>FR Purpose:</b> The purpose of the S3 Stakeholder Engagement process is to gain stakeholder understanding of and input into the initiative and to engage them in its implementation. The FR is to cover the cost of two consultants who are needed to support CSS management as follows: (1) identify stakeholder groups to participate in the engagement process and develop an agenda for the meetings; (2) support the design of the process; (3) facilitate and coordinate 10 to 15 meetings; and, (4) administer a participant survey to determine their assessment of the usefulness of the initiative and their interest in participation in future initiative-related projects; summarize and evaluate the input; and, prioritize the recommendations from the various meetings.</p> <p>Jeanne Smart, DPH, moved and Penny Markey, Library, seconded a motion to approve the FR as written. The Members approved the motion unanimously by acclamation.</p>	Sam Chan Jay Glassman Alex McSweyn		J. Glassman and Alex McSweyn to provide a status report on the S3 Stakeholder Engagement process at the 10.21.08 IOG Mtg.
<b>Approve IOG Work Plan Framework: -Updated Mission &amp; Goals</b>	Toni Saenz Yaffe, IOG Principal Consultant, presented the IOG Strategic Planning Framework "Editorial Board's" review of the revised Mission, Goals and Roles. (Editorial Board Members included: S. Chan; Lilian Coral, CPC; Lisa Garrett, CSSD; Cherylynn Hoff, Human Relations; Cheryl Newman, Sheriff; Carlos Pineda, CEO-SIB; and, Jeanne Smart, DPH.) She explained this is still a	IOG/LT Toni Saenz Yaffe	1.13.09	IOG/LT and T. S. Yaffe to finalize Mission, Goals and Roles (MG/R). IOG

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<p><b>-Overarching Strategies</b> <b>-IOG Roles</b></p>	<p>work-in-progress with ample opportunity for Members to make adjustments as we use the framework over the next few months to develop the IOG Work Plan.</p> <p>Highlights to the changes to the Mission and Goals include:</p> <p><b>Mission:</b> The IOG/LT added “communities”—a term flexible enough to include groups such as “seniors”—to the populations on which the IOG will focus. Jay Glassman, CSS, requested “seniors” be considered as a separate population. His recommendation will be revisited.</p> <p><b>Goals:</b> The IOG/LT added “prevention efforts” to Goal 3, and “collaborative planning and implementation; policy advocacy and project and program evaluation” to Goal 4.</p> <p><b>Motion:</b> J. Smart moved and Deborah Davies, SCCC, seconded a motion to approve the revised OS Mission, Goals, and Roles as a “working tool.” The Members unanimously agreed via acclamation.</p> <p><b>IOG Roles:</b> John DiCecco, LAUSD, noted the “Networking Facilitation” Role description focuses on County organizations only and should be broadened to include cities, schools and other jurisdictions. Bonnie Armstrong, CFP; recommended that the Roles reflect the IOG’s unique position as a cross-disciplinary learning circle. The Members agreed. Jane Martin, IOG Consultant, explained there were no substantive changes from the original version of the IOG Roles and Responsibilities policies. Rather, the changes clarified existing definitions and requirements, reflecting the evolving IOG role as it relates to systems and organizational culture changes.</p> <p><b>IOG Work Plan:</b> T. S. Yaffe requested Members review the Work Plan project criteria and consider their appropriateness in light of both current and potential IOG projects. The issue will be discussed further at the 10.21.08 IOG Meeting.</p>			<p>Members to adopt MG/R.</p>
<p><b>Develop Recommendations to Strengthen IOG Operating Structure (OS)</b></p>	<p>After an extended conversation regarding the OS, covering: IOG Officers’ succession planning, leadership development, enhanced member participation, revised criteria for Work Plan projects, etc., the Members referred the issue to an IOG OS Restructuring/Strengthening Design Team (OS Design Team). Members include: S. Chan; Anita Vigil, Probation; C. Newman; C. Pineda; J. Smart; L. Garrett; L. Coral; C. Hoff; and, J. DiCecco. The Team was tasked with refining the OS and providing the full IOG with a proposal at the 10.21.08 IOG Meeting.</p>	<p>Sam Chan Carlos Pineda</p>	<p>10.21.08</p>	<p>The IOG OS Design Team to present revised OS for IOG Member consideration and input at the 10.21.08 IOG Mtg.</p>
<p><b>CPC Update</b></p>	<p>The CPC update was deferred to the 10.21.08 IOG Meeting, by which time the recommended changes to the CPC structure will have been presented to the CPC Executive Committee and the full CPC.</p>	<p>Sam Chan</p>	<p>10.21.08</p>	<p>Sharon Watson, CEO, CPC, will provide an overview of the restructured CPC.</p>

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<b>Transformational Learning Opportunity (TLO) Conference Update</b>	S. Chan and J. Martin provided an update on the TLO Conference, a cross-disciplinary effort scheduled for 10.01.08. It focuses on the origins of anti-social behavior and effective treatment modalities. There is strong interest among IOG Member for this learning opportunity; 14 are scheduled to participate, including: S. Chan; L. Coral; D. Davies; L. Garrett; C. Hoff; Harvey Kawasaki, DCFS; P. Markey; J. Martin; Richard Martinez, CDC; Tony Massengale, Human Relations; C. Newman; C. Pineda; J. Smart; and, Norma Sturgis, LAUSD.	Sam Chan Jane Martin	10.21.08	S. Chan and J. Martin to provide a report on the TLO Conference outcomes.
<b>IOG Work Plan Discussion: California Children's Outdoor Bill of Rights ("Outdoor Rights") Initiative</b>	Mika Yamamoto, Parks, presented an overview of the California Children's Outdoor Bill of Rights initiative "Outdoor Rights" (see "'Outdoor Rights' Discussion Summary" attached). She asked the IOG to help identify ways County departments could link to and support the Proclamation, and to determine if there was a role for the IOG. After significant discussion the Members referred the project to the Outdoor Rights Task Group to consider their input and make a recommendation at the 10.21.08 IOG Meeting regarding further action. Task Group Members include: M. Yamamoto, Task Group Lead; B. Armstrong; S. Chan; L. Coral; Jay Glassman, CSS; C. Hoff; Gwendolyn Jones, LAUSD; and P. Markey.	Mika Yamamoto	10.21.08	Outdoor Rights Task Group to provide recommendations for further IOG action.
<b>Demonstration Impact Grants (DIG) - Status</b>  <b>Celebration/Learning Seminar Design Team Formation</b>	<p>J. Martin and Janice Gilden, IOG Consultant, provided a status report regarding DIGs. To date, the IOG has granted seven DIGs, and they are at various stages of completion, from initial design to completed projects. Some SPA/AIC Councils are still struggling to identify the best DIG projects for their areas.</p> <p>The one-year anniversary of the implementation of DIGs will occur in November. It is an excellent time to take a moment to assess the value and effectiveness of the program to the IOG, stakeholders and community. The variety of DIG projects coupled with the variations in project status, provide a unique opportunity to "view" the initiative "in action."</p> <p>The IOG Members agreed a gathering of the key participants/stakeholders—i.e., Council Applicant Teams, (IOG Members, Department Representatives (DRs) to the SPA/AIC Councils, Council Conveners and other DIG project committee members), other IOG Members and CPC Administration staff—would be very helpful. The Members requested a DIG Event Design Team be created and that they design the DIG event and present the proposal to the IOG at the 10.21.08 IOG Meeting. Design Team Members include: Michelle Almanza, CPC; S. Chan; L. Coral; D. Davies; C. Hoff; P. Markey; Carla Nino, DHS; J. Smart; N. Sturgis; and, Paul Vinetz, Probation.</p>	Jane Martin Janice Gilden	10.21.08	DIG Event Design Team to provide design concept and logistical information regarding the DIG event at the 10.21.08 IOG Mtg.
<b><u>ORGANIZATIONS' ABBREVIATION/ACRONYM LEGEND</u></b>				
Casey Family Programs	CFP	Department of Mental Health		DMH
Chief Executive Office-Service Integration Branch	CEO-SIB	Department of Public Health		DPH
Child Support Services Department	CSSD	Department of Public Social Services		DPSS

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		First 5 LA			First 5
Community Development Commission	CDC	IOG Leadership Team			IOG/LT
County Public Libraries	Library	Los Angeles County Board of Supervisors			BOS
Demonstration Impact Grant	DIG	New Directions Task Force			NDTF
Department of Children and Family Services	DCFS	Parks and Recreation			Parks
Department of Community and Senior Services	CSS	Probation Department			Probation
Department of Health Services	DHS	Service Planning Area / American Indian Children's Councils			SPA/AIC Councils
Human Relations Commission	HRC	Strengthening Community Capacity Committee			SCCC
Department of Human Resources	DHR	Sheriff's Department			Sheriff

Attachment