Many Cultures, One World

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH

Cultural Competency Committee

AGENDA
August 14, 2024
1:30-3:30 PM
PLEASE PLAN TO CONNECT TO THE MEETING BY 1:15 PM.
LINKS TO MS TEAMS, INCLUDING CALL-IN #'s WILL BE FORWARDED TO ALL PARTICIPANTS AND CAN ALSO BE FOUND ON THE 2ND PAGE OF THIS AGENDA

Please be mindful that CCC meetings have language accommodations in Spanish and CART up to 3:30 pm.   The meeting must end promptly at 3:30p.m.

Thank you so much for your understanding.

	Content	Purpose	Time	Responsible Person
I	Welcome and Introductions Acknowledgments, Anniversaries and Birthdays	Information	5	CCC Co-Chairs
II	Land Acknowledgement	Honoring	5	BOS and CCC
III	Reading CCC Code of Conduct	Information	5	Co-Chairs
IV	Review of July minutes	Information	5	Dr. Sandra Chang, ESM ARDI Division - CCU and membership
V	DMH Updates	Information	10	Dr. Sandra Chang, ESM ARDI Division - CCU
VI	Presentation #1: "Beyond the Surface: The Mental Health Impacts of Bullying on Students/Youth"	Presentation & Discussion	30	Adan Rodriguez, LMFT, Ed. M. DMH, SBCAP
VII	Break	Self-Care	5	CCU
VIII	World Humanitarian Day video clip	Information	5	ARDI Division - CCU
IX	Presentation # 2: "Mayan Healing Circles - Maya Yok'hah as Healing Remedy"	Presentation & Discussion	30	Sara Mijares, Mundo Maya, President/Founder
IX	Review of By-laws	Discussion	10	Membership
X	Labor Acknowledgement	Honoring	5	Wendy Cabil, CCC Co-Chair

Next Meeting
September 11, 2024
1:30-3:30 pm
LACDMH Help Line number 1 800 854-7771

Below you will find the MS teams link to connect to the meeting as well as the toll-free conference call-in number for our Spanish monolingual participants. We ask that participants kindly log in by 1:15 pm to take care of any technical issues.

- Conference call-in #: 323-776-9966
  - Access Code: 518743174

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 274 033 543 999

Passcode: zPQAwQ

Dial-in by phone

+1 323-776-6996,,518743174# United States, Los Angeles

Find a local number

Phone conference ID: 518 743 174#

El número gratuito de la conferencia para nuestros participantes de habla hispana junto con el Código de Acceso es:
- Conference call-in #: 323-776-9966
- Access Code: 518743174

CART Services Link
https://www.streamtext.net/player?event=LACDMH_CCC

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
ARDI DIVISION-CULTURAL COMPETENCY UNIT
CULTURAL COMPETENCY COMMITTEE (CCC)

VIRTUAL MEETING CODE OF CONDUCT

The CCC serves as an advisory group for the infusion of cultural competency in all of Los Angeles County Department of Mental Health (LACDMH) operations. LACDMH responds to the needs of diverse cultural populations. The CCC's mission is to increase cultural awareness, sensitivity, and responsiveness within LACDMH. The purpose is to foster hope, wellness, resilience, and recovery in our communities.

Purpose

1. To establish expectations for all committee members, staff, guests, and presenters before, in, and after the virtual meeting. This includes sidebar chats.
2. To responsibly engage in positive, effective, and productive decision-making.
3. To create a respectful meeting space where participants feel safe to discuss their individual thoughts and points of view.
4. To ensure everyone is given an opportunity to participate. We will make active efforts for those with access challenges; we will create accommodations for persons with disabilities.

Code of conduct fundamentals

1. Create a quiet, private space before entering the meeting.
2. Arrive 10 minutes earlier in case you encounter technological challenges. Check your settings and options (i.e., sound, camera, name, and chat access)
3. Add your name and organization (or group affiliation) in chat as you arrive so all participants can get to know you and so your name is captured on the attendance roster.
4. Mute yourself as you arrive. Unmute to speak. If attending Microsoft Teams by phone, dial *6 to mute and unmute.
5. When possible, use the camera function to enhance a real-time connection. Include an appropriate background without distractive or offensive images.
6. When entering the meeting late, write a note in the chat box or wait until the speaker has stopped speaking to announce your arrival.
7. During the meeting, turn your personal phone and/or mobile to vibrate/mute/do not disturb mode. To accept an urgent call, step away quietly by turning off your camera and microphone.
8. Co-chairs and facilitators will follow the time allotments for meeting agenda items. Time limits may be implemented by the speaker, staff, or co-chairs to advance the meeting or set equal feedback opportunities.
9. A queue may be established so more participants can speak, question or comment one at a time. Raise your hand to be added to the queue or message the chat box. Anyone on the phone unable to access the chat feature, can do a brief shout-out (i.e., "excuse me" or "please add me to the queue").
10. To participate vocally, start by stating your name so CART transcriptions can capture who is speaking. Stay on-topic.
11. All stakeholder meetings are public meetings to discuss our system of care. Discussing anything related to individuals receiving mental health services has no place in our meetings due to HIPAA, which applies to client care.

12. If time runs out, or additional thoughts or questions arise, message the chat box or email the co-chairs or the DMH staff. Longer discussions and planning may be postponed or an ad hoc group may be organized, as determined by the group.

Promoting well-being and safety during virtual meetings

Let us all contribute to a safe meeting environment by attending to the following:
1. Be attentive to the person speaking; be respectful of fellow participants.
2. Be a patient, good listener; try to understand the perspectives of others.
3. Embody a team spirit by avoiding discriminatory behavior or language. Harassment in any form will not be tolerated. Sexual, foul, and demeaning conversation or imagery are not appropriate in any Cultural Competency event, publication, or post. Note that disruptive side conversations and derogatory chat comments will be captured in the recording.
4. Alert staff or co-chairs if a questionable situation arises, if a participant seems in distress, or if there is a violation of this Code of Conduct, even if it seems inconsequential. Any person engaging in disruptive behavior may be muted or asked to leave by staff, co-chairs, or facilitators.
5. If the discussion becomes troubling, feel free to exit briefly, mute yourself, turn camera off, or let staff or co-chairs know with a comment such as "I am uncomfortable with this topic" or "the direction of this conversation."

Your signature indicates that you are aware of the contents in this Code of Conduct.

Member Name: _____

Member Signature: _____Date: _____

CONTACTS

For more information on the CCC, the direct link is https://dmh.lacounty.gov/ccu/ccc/
Emails to connect to DMH staff or co-chairs:
- Dr. Sandra Chang: SChang@dmh.lacounty.gov
- Bernice Mascher: malaika212@gmail.com

LINKS AND SHORTCUTS FOR MICROSOFT TEAMS

Accessibilty overview with links for Microsoft Teams:
https://support.microsoft.com/en-us/office/accessibility-overview-of-microsoft-teams-2d4009e7-1300-4766-87e8-7a217496c3d5

Find important keyboard shortcuts for Microsoft Teams here: https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-microsoft-teams-2e8e2a70-e8d8-4a19-949b-4c36dd5292d2

- Mute / unmute yourself: **Ctrl + Shift + M** (on phone calls, use ***6**)
- Turn on / off your camera: **Ctrl + shift + O**
- Blur / unblur background: **Ctrl + Shift + P**
- Show keyboard shortcuts: **Ctrl + Period** (.)

- Show commands: **Ctrl** + **/**
- Go to search: **Ctrl** + **E /** or use **Ctrl** + **F** for find.
- Open help: **F1**
- Zoom in: **Ctrl** + **Equals sign** (=)
- Zoom out: **Ctrl** + **Minus sign** (-)
- Open chat: **Ctrl** + **2**
- Start a new chat: **Ctrl** + **N**
- End the meeting: **Ctrl** + **Shift** + **B**
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(Note for Mac, use the Command key rather than the control key)

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
CULTURAL COMPETENCY COMMITTEE

IN-PERSON MEMBERSHIP CODE OF CONDUCT

Purpose:
- To create a meeting environment where members feel safe to express their thoughts and where individual points of view can be presented and discussed in a respectful and productive manner.
- To establish expectations for all Committee members, staff, guests and presenters during and outside the meeting.
- To establish a shared responsibility of Committee members to engage in positive, effective and productive discussions/decision-making during meetings.

Code of Conduct:

1) Arrive on time and prepared to participate in the meeting.

2) Turn cell phones off or to vibrate/mute mode. If you must make or accept an urgent call, please do outside the meeting room.

3) Co-Chairs will follow the meeting agenda and time allotments assigned to each agenda item. It will be the Co-Chairs or facilitator's responsibility to ensure that all members have an opportunity to participate in a discussion. If necessary, they may implement a time limit per speaker to ensure equal opportunities for membership feedback.

4) Stay on the topic being discussed.

5) Refrain from engaging in side conversations to be respectful of the person speaking.

6) Derogatory, demeaning, threatening, or abusive comments and behavior during the meeting will not be tolerated. This applies to comments directed toward those present at the meeting but also toward persons or organizations not present.

7) Be patient, a good listener and try to understand the perspectives of others.

8) Any person engaging in conduct that disrupts the meeting will be asked to leave by the Co-Chairs.

9) Any member who witnesses conduct or behavior by other members, which disrupts the ability to remain engaged or participate in the meeting, please notify the Co-Chairs or the DMH staff present at the meeting.

Member Name: _____

Member Signature: _____   Date: _____