



COUNTY OF SAN MATEO

LGBTQ COMMISSION

San Mateo County Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Commission

Meeting Minutes

Tuesday, November 1, 2016
County Office Building
455 County Center Redwood City, CA, Room 402 (4th floor)

1. Call to Order

The meeting was called to order at 6:30 PM by Commissioner Co-Chair Jenny Walter.

2. Roll Call

Commissioners present: Jenny Walter, Jei Africa, Gabe Garcia, Stan Kiino, Andres Camarillo, Aidan O'Connor, Kristina Perez, Teri Shugart, and Craig Wiesner. Absent: Stevie Jolie Stallmeyer, Lynn Schuette.

Staff Present: Honora Miller, Commission Director and Dory Memarzia, Commission Intern

3. Appreciations

Honora Miller shared appreciations of Stevie Jolie for receiving the Transgender Day of Remembrance Proclamation at the Board of Supervisors meeting this morning and acknowledging the Health System's proactive efforts around implementing gender neutral bathrooms in advance of the state bill. Jenny Walter acknowledged that Jei Africa and the Office of Diversity and Equity were recognized at the Out to Eat fundraiser recently held by Outlet.

4. Public Comment

Layla, an ICMA intern from Indonesia came to the meeting to learn more about LGBTQ community in the U.S. and share this experience with her LGBTQ friends in Indonesia.

5. Approval & Adoption of Agenda

A motion was made by Craig Wiesner and seconded by Kris Perez to approve and adopt the agenda. All commissioners voted in favor. Motion was approved unanimously.

6. Approval of September Meeting Minutes

A motion was made by Craig Wiesner and seconded by Kris Perez to approve the October 2016 Meeting Minutes. Commissioner Craig Wiesner requested a minor change on the roll call. Motion was approved unanimously with corrections.

7. Report from LGBTQ Commission Co-Chairs

- Jenny Walter reported that Stevie Jolie received the proclamation for Transgender Day of Remembrance on behalf of the Commission.
- Collaboration with Pride Initiative - Jenny Walter reported that Commission Co-Chairs continue have monthly meetings (in-person or phone call) with Pride Initiative Co-Chairs to facilitate collaboration of the two groups. Jenny Walter, Stevie Jolie Stallmeyer and Honora met by phone on September 23rd with Regina Moreno.
- All the commissioners have already received the flyer for the Transgender Day of Remembrance, this event is coming up and co-sponsored with Pride Initiative. Jenny invited all the commissioners to attend and spread the word.
- An ad hoc committee was formed at the last meeting consisting of Jenny, Craig, and Honora to work on drafting language for recommended changes to the County legislative agenda. Commissioners will be asked to review those recommendations.
- VISIONS, the organization that has been selected to provide the Implicit Bias training is requesting more money than the County can provide so there is negotiation underway to determine whether the trainer can arrange to do the training on her own for the lesser amount. Training date will be in January or February.

8. Report from LGBTQ Commission Director

- Honora reminded commissioners that it is time to take (2 hour) Online Ethics Training once again (every two years) and that this should be completed by December 31, 2016. Please send signed certificates of completion to Honora.
- A new commissioners' orientation will be held and Honora will be in contact with new commissioners to set it up.

9. Input Requested on Location of LGBTQ Community Center

Clarise Blanchard, Clinical Director at StarVista spoke about the forthcoming LGBTQ Community Center. The partnership of organizations involved with the project includes Star Vista, Project Outlet, Peninsula Family Services, and Pyramid Alternatives. They are presently looking for the right place to open the LGBTQ Community Center and are considering a space in San Mateo at 700 Claremont that has the following features: location (close to highway, Cal train Station), security guard, user-friendly (ground floor, easy access), outside space available, two kitchens, 1500 Square feet, additional conference rooms. There is an open space that can accommodate more than 50 people. It is also open for Commission meeting and PRIDE Initiative meetings. It includes a resource room and other smaller rooms for counseling sessions or similar. The other tenants in that building include two other Star Vista programs: Healthy Homes, and a Crisis hotline. The second floor is completely empty. The building is across from Social Security Office. The resource room can be arranged as a small library with computers or it can be used for educational events.

Questions: Is there possibility of signage outside the building?

Answer: at this point, it is not clear, and permission has to be asked.

Q: Do you envision that the open space can configure more than one group simultaneously?

A: Not in the space available.

Q: What is the plan to maximize the use of space?

A: We have a tentative schedule laid out, and couple of senior events, like lunch and a book club, and a small educational lecture series (by the Peninsula Family Services). CORA is interested in offering presentations. Project Outlet will hold groups for teens.

Q: Does the price include all the utilities and operation services?

A: it is not clear yet.

Q: Who is paying the rent?

A: It is funded by the Mental Health Services Act.

Q: is there a chance for expansion?

A: Possibly, yes.

Q: When the center will open? Is there a targeted date?

A: January 2017.

Q: Is there a working name for this center?

A: We tried a couple of them, but it has not been formulated yet.

Q: Are the bathrooms gender neutral?

A: They are multiple stall bathrooms only, which will not be gender neutral. Welcoming signage could be added.

Q: Can you negotiate over the bathroom with the landlord? Gender neutral bathrooms are important.

A: This is something to look into with the landlord.

Q: How can we request for time for an event?

A: There will be someone who will be in charge of all arrangements.

10. Proposed Recommendations for the 2017 County Legislative Agenda

Jenny Walter asked commissioners to review proposed language for recommendations to the 2017 Legislative Agenda. Honora explained, that the document is divided into areas of focus such as environment, child support, health and hospital, public safety, and human services and those correspond to county departments.

Craig Wiesner noted that the ad hoc work group looked over the whole legislative program for last year and found some places that LGBTQ issues could easily fit for next year's legislative agenda. After some discussion a suggestion was made that language to encourage the sourcing of funding to train County personnel about LGBTQ issues in various departments would be crafted. A final version will be brought to the Commission in December for approval.

11. Outreach Planning for the LGBTQ Community Wellness Survey

Honora asked that commissioners who have contacts in companies, businesses, or universities in San Mateo County indicate what contacts they have so that they can be incorporated into the outreach plan for the LGBTQ Wellness Survey.

Contacts have been identified at Oracle, Facebook and United Airlines so far.

Other contacts are welcome. Please communicate with Honora.

12. Updates from Pride Initiative Meeting

Teri Shugart reported that most of the October Pride Initiative meeting focused on planning for Transgender Day of Remembrance. They are now meeting at CCSM (Congressional Church of San Mateo.) There was low attendance because some people did not know the location had been changed. Teri indicated that she learned that Edgewood Center for Children and Families has a drop-in center in San Bruno for transitional aged youth starting at age 18-25 which serves a hot meal and includes a weekly LGBTQ youth group meeting.

13. Update on Transgender Day of Remembrance Planning

Honora reported that she has been involved with the planning and 100 attendees are anticipated. The Commission, through HR Department has purchased 100 candles, transgender lapel ribbons, a big transgender flag and an event banner for

in front of the church. Adrian Acencion from the Transgender Law Center will be the keynote speaker. Supervisor Pine has been contacted about giving welcoming remarks. The mother of a teen who took his life one year ago, will speak as well. There will be a group activity involving the building of an altar, candle lighting, music, an opportunity for people to place notes of remembrance on a wall, and a paper flower making table. There will be various activities that people can engage in which will be meaningful and an opportunity for people express their feelings about those lives lost.

14. Opportunities for Collaboration/ Resource Sharing/ LGBTQ Events

Craig Wiesner announced an event called Crossing Lines, organized by Len and Libby Traubman, to break down the barriers among people by sharing their experiences. This event is in San Mateo on January 29, 2017 to help people of San Mateo start working on these skills; sharing their stories, fostering friendship and building bridges.

15. Meeting of Standing Committees

Resources, Outreach and Communication Committee

Committee members present: Craig Wiesner, Stan Kiino, Teri Shugart, and Kristina Perez

- Honora reported that she has an email template with the commission logo so that the emails to be sent look official and asked commissioners to use a standard email signature indicating that they are commissioners. She asked also that they copy her on all emails sent using the commission letterhead.
- There was discussion to confirm each members contacts and it was agreed that it would be important to reach out to the GSA's in the schools. Honora indicated that she would contact Alex Neumann for the most recent contact information that he had compiled.
- Honora also noted that there is now a direct link to the LGBTQ Survey (<http://lgbtq.smcgov.org/survey>), so that can appear on all correspondence about the survey. That link will take users to the Qualtrics page where there will be pull down to choose which language to take the survey in.
- A request was made to have that page look inviting and have photos of LGBTQ faces. Honora asked for assistance with wording for that page and for the description of the survey that would be on the postcards that will be made.
- All correspondence about the survey should have the go live date so there will be no printing of postcards or sending of emails until that date is firmly established.

- Kris Perez explained the process for reaching out to City Councils to request a resolution encouraging their residents to take the LGBTQ Wellness Survey, and to introduce city council member to the purpose and projects of the commission. It was agreed that this would open the door for a return visit to give an update on the outcome of the survey. Kris is familiar with the language for a resolution and needs descriptive language about the commission and the survey to formulate it into the proper format. She will work with Honora on this.
- Honora advised that it will be important for her to communicate with Supervisor Pine about the idea of reaching out to the Cities before that occurs, since this is an advisory body to the Board of Supervisors.

Policy and Data Committee

Committee members present: Jenny Walter, Gabe Garcia, Jei Africa, Aidan O'Connor, and Andres Camarillo.

Agenda

- Commissioners are asked to take the survey and give their feedback about it. Input will be sought from the Commission on Aging to assist in developing questions relevant to LGBTQ seniors.
- There is interest in having the survey translated into Spanish, Mandarin, and Tagalog, though it is not clear whether there are resources to pay for translation.
- Expenses associated with survey include marketing/outreach, analysis and publication of results.
- Determine next steps and timeline for a policy statement related to the collection of demographic data on sexual orientation and gender identity.
 - a. Develop a template for policy statements.
 - b. Identify and prioritize populations by setting.
 - c. Develop a policy statement for target population by setting.
 - d. Ensure that all survey questions align with SOGI (sexual orientation and gender identity)
 - e. Identify which County department have the capacity to collect data on sexual orientation and gender identity of their clients/consumers.

16. Standing Committees Report Outs and Consultations with Full Commission

(Standing Committees use this time to collaborate with each other and to get specific direction from the full commission.)

- There was discussion about developing a template for a policy statement and policy recommendations based on that. It was also discussed that Honora will reach out to departments about their capacity to collect SOGI data.

- There was discussion about translating the survey and analyzing outcomes. Andres Camarillo will translate the survey into Spanish and Gabe Garcia will back-translate the survey from Spanish. There is interest in having the survey translated into Tagalog and Mandarin, as well.

17. Adjournment

The meeting was adjourned at 8:34 PM by Co-Chair, Jenny Walter.