



# COUNTY OF SAN MATEO LGBTQ COMMISSION

## Notes from Commission Retreat

8:30 am – 1:00 pm, May 11, 2018

San Mateo County Department of Housing, Jupiter Room

**Commissioners Present:** Andres Camarillo, Rebecca Carabez, Terri Echelbarger, Gabe Garcia, Stan Kiino, Jeannine Menger, Kris Perez, Lynn Schuette, Jenny Walter, Craig Wiesner

**Absent:** Aidan O'Connor and Grant Whitman

**Others:** Tanya Beat, Pat Brown, Melissa Lukin, Randy Torrijio, Donna Vaillancourt, Supervisor Dave Pine

- Approval of Commission Retreat Agenda: motioned by Gabe Garcia; seconded by Craig Wiesner. Unanimous approval.
- Public Comment: none
- Delay swearing in until Supervisor Pine arrives.
- Remarks from Supervisor Pine and;  
Swearing in of new Commissioners to Rebecca Carabez, Terri Echelbarger, Jeannine Menger and Kris Perez (reappointment)

Chair Gabe Garcia introduced Pat Brown, who served as facilitator for the planning session. Pat introduced Melissa Lukin who assisted Pat as note-taker. Pat then reviewed the group agreements and goals for the retreat.

### Group Agreements

- Take responsibility for inviting participation
- Stay on topic
- Encourage questions
- Speak respectfully
- Speak one at a time
- Silence cell phones
- Allow the facilitator to guide the process

### Goals for this retreat

1. Assess progress on 2017-18 Work Plan and reflect on accomplishments of the past year
2. Develop the work plan for 2018-19
3. Build a climate of collaboration and team work

## **Commissioners then participated in the introduction exercise:**

Longer term and new Commission members were paired up.

- Longer term – share their biggest satisfaction from serving on the Commission.
- New Commissioners – talk about specific skills, knowledge, assets, passion they bring to their new role.
- Commissioners then introduced each other to the larger group.

## **Review of Strategic Plan elements**

To set the context for discussion, the **vision statement, values and goals** in the current strategic plan were reviewed:

### **Vision Statement**

*This vision is a description of the Commission’s hopes for its target community or constituency. It answers the question, “What changes do we hope to see as the result of our work?”*

The LGBTQ Commission envisions San Mateo County leading in addressing its LGBTQ community’s diverse needs. The term LGBTQ refers to individuals, including, but not limited to people who identify as lesbian, gay, bisexual, transgender, queer, questioning, intersex, and two-spirited. The Commission’s use of the terms LGBTQ or in the alternative, sexual and gender minorities, recognizes individual differences in self-identification, attraction and expression.

### ***Dignity and Respect***

The LGBTQ community is treated fairly, with dignity and respect, in all settings – the public sector and the private sector (business, cultural, educational, faith-based, recreational, and all community settings.)

### ***Culturally Competent Services***

LGBTQ community members have access to, can fully avail themselves of, and are fully participating in the county’s wide-ranging and culturally competent services, such as career, educational, financial, gainful employment, healthcare, housing, and other wellness services.

### ***Welcoming, Respectful and Responsive***

Services and settings are welcoming, respectful, and responsive to the needs of the LGBTQ community.

## **The Commission also reviewed the Statement of Values in the Strategic Plan (developed 12/5/14).**

The San Mateo County LGBTQ Commission is:

### **I. motivated by**

- promoting justice and equity
- ending oppression and current and historical inequities
- ensuring that all voices in the community are represented.

### **II. committed to engendering mutual respect.**

- III. **intending to** conduct ongoing outreach, engagement and education
- IV. **advocating for** a County coordinated response to community needs
- V. **planning to** recommend structural reforms informed by data, with measurable outcomes, which are lasting/sustainable.

**Finally, the Commission revisited the four Strategic Plan Goals that continue to guide its work:**

- Goal I:** Develop policy recommendations based on the identification and prioritization of the needs of the County’s sexual and gender minorities (SGM)
- Goal II:** Ensure the LGBTQ Commission is connecting with all segments of the community developing strategic partnerships with community leaders and organizations and working to become San Mateo County’s primary public resource for LGBTQ information
- Goal III:** Promote deeper understanding of the unique needs of San Mateo County’s LGBTQ communities through education and training.
- Goal IV:** Develop the Commission’s capacity to effectively achieve its goals

**2017-18 Work Plan**

The Work Plan for 2017-18, developed in June 2017, was reviewed and Commissioners provided the following feedback on the status of the goals and objectives in the plan.

Goal #1:

- a. The research tool was designed and implemented!
- b. Results of the survey are currently being analyzed
- c. The work plan for 2018-19 will include educating the Board of Supervisors about the results of the survey and developing policy recommendations
- d. Objectives D, E , F are still in process

Barriers:

- a. Need additional input from the community – survey not necessarily representative
- b. Intersectionality and implicit bias must be factored into the analysis

Goal #2:

- a. Social media outreach was robust
- b. Participation was good, especially with Labor and the Pride Center

Goal #3

- a. The focus was on deepening the Commission’s own understanding of relevant groups/potential partners.
- b. Presentations included: Legislative office, Directors of various County Departments (Health, Jails, Coroner – re. DV cases,) Representatives from legislative offices, Legal Aid
- c. County Superintendent of Schools came to Transgender Day of Visibility
- d. Worked with parochial schools

#### Goal #4

- a. Review of LGBTQ related legislation added to the County Legislative Office
- b. Co-chairs and Director conduct monthly planning calls to prepare for meetings
- c. Regular communication with Pride Center
- d. Sheriff's Office proactively interested
- e. Commission on the Status of Women invited a standing agenda item on LGBTQ issues
- f. Pride Center attends Commission meetings
- g. Commissioners are invited to other meetings
- h. San Mateo County perceived as a leader Bay Area wide
- i. There is an attitude of service among Commissioners

#### **Review of Survey Findings** (please see Attachments A and B)

Gabe Garcia provided an overview of the Adult and Youth Survey findings that have been presented to the Commission. Written summaries were distributed.

Commissioners had the following feedback regarding the presentation of survey findings:

- a. Need additional support for data collection and analysis as well as dissemination
- b. Could use established connections with the SMC Health System
- c. Concerns re. potential delays in releasing findings – do they get stale?
- d. Concerns re. further analysis and time to do that. Have Dept of Public Health help us with this.
- e. Balancing concerns about ensuring a comfort level with findings through additional analysis (such as geographic implications, trends over time)
- f. Important for the Commission to identify structural issues that might benefit from policy changes
- g. There were 210 suggestions collected with the surveys that have not yet been tabulated

#### **Implications for Commission's work in 2018-19**

With the initial findings of the survey in hand, the leadership of the Commission has the following proposal for the approach moving forward in the upcoming year:

#### Proposed Scope of Work for 2018-19 (from Commission Leadership)

Build a work plan around disseminating survey results, gathering community input and then determining local policy implications

Description of a possible process for gathering community input on the survey findings

- a) Prepare a presentation of survey findings to share with various segments of the community for feedback
- b) Determine what feedback you want/need from the community to help you identify potential policy recommendations
- c) Identify target audiences for engagement with survey results
- d) Consider multiple approaches to dissemination (presentations, executive summaries, web-posting with room for feedback, etc.)
- e) Implement an outreach campaign
- f) Establish meeting dates/locations
- g) Use a model of community engagement that allows people to receive and react to information and provide feedback to the Commission about the validity of the finding and the potential policy implications
- h) Work with PCRC in a model similar to the Home for All Community Engagement Pilot

- i) Commissioners attend and listen to what the community has to say, then bring that understanding back and determines action steps

### **Small Group Discussion**

Commissioners then broke into small groups to consider the proposed scope of work and discuss roles they might take during implementation.

### **Reports from Small Group Discussion**

#### **Group 1 (Andres, Rebecca, Lynn, Gabe)**

Overall, support the proposed scope of work. Have some specific questions/suggestions:

- a. First step in process should be to complete the analytical procedures using a third party process i.e. County Health System.
- b. Be aware of overlap with other populations
- c. Possible two step approach to data collection – to ensure full confidence rather than present the survey as a “final product” (take priority pieces and present as we have them)
- d. Commission members, in a parallel process, should identify “remarkable” areas of personal interest in the survey findings, and could then assist with additional research
- e. Through analysis, identify key areas/demographics for follow-up
- f. Preliminary dissemination of data
- g. Disseminate data post feedback, along with possible policy recommendations based on feedback, identifying resources/providers
- h. Monitor progress of policy implementation

#### **Group 2 (Kris, Jeannine, Terri)**

Overall, support proposed scope of work.

- a. Suggest building a plan about how to do data analysis
- b. Comfortable with using PCRC as a resource
- c. Suggest getting buy in from law enforcement, health, city councils, schools, to help “move the needle” as policy recommendations are being made
- d. Establish a speaker schedule to reach out to key groups
- e. Suggest including educational components in outreach re. the survey – target police, fire, schools, health care organizations, city councils.
- f. Need to continue to support the Pride Center
- g. Consider a PR Campaign – including press releases

Roles:

- Jeannine – help crunch data, serve on data team
- Terri: Identify sub groups to engage; connect with faith-based groups
- Kris: Identify facilities and support process

### Group 3 - (Jenny, Stan, Craig)

Overall, support proposed scope of work.

- a. Would like to see survey questions
- b. Don't need exhaustive analysis before we start
  - Plan A County and Jeannine to do analysis
- c. Re. template for community conversation - Is this your lived experience? Here are some recommendations, do you agree, what would you like to see in terms of recommendations?
- d. Suggest using a "strengths based" approach when disseminating findings through community conversations
- e. Suggested timeline:
  - Preliminary presentation to BOS - Sept.- Oct 2018 – to include:
    - Highlights of survey
    - National benchmarks
    - National recommendations and resources
    - "Ask" Supervisors to identify community partners /where to have conversations
  - Planning for Community Conversations: Summer
    - Review Questions and Answers
    - Review Actionable data
    - Develop a "Destination Template" - Youth, Seniors, Trans
    - Develop a template for community conversations
    - Identify youth to conduct youth conversations; trans to trans; seniors to seniors
      - Open-ended questions: Is this your lived experience?
      - What would have helped?
  - June Pride - identify potential informants for conversations

Roles they will take:

- Listener: yes all three of us
- Presenters in team to BOS: Yes
- Presenter preparation: Yes
- Destination Seniors- Stan
- Destination Youth- Jenny and Craig
- Destination Trans-

***Following reports from the three small groups, there was a general discussion of how to proceed with work plan development. The Commission has to work through some differing ideas about:***

- 1. How much more analysis of the findings is needed before the survey results are shared;***
- 2. How the Commission will structure itself to complete the tasks associated with implementing the scope of work;***
- 3. The proposed timeline for implementation.***

### **Next Steps following the Retreat:**

- Meeting notes will be compiled.
- Meet one hour prior to the June 5th Commission Meeting OR a conference call with a sub-group to have a study session.
- A draft work plan, containing information from today's discussion, will be ready for the June 5<sup>th</sup> Commission meeting (to finalize work-plan).
- At the June meeting, the goal will be to review, revise and approve the work plan for 2018-19
- The Commission will then need to talk about whether to work as a committee of the whole, break into work groups or standing committees to carry out the implementation of the work plan (especially with the summer break).
- Board Meetings to present at in September: Sept 4 (due Aug 9) or Sept 25 (due Aug 29).

The retreat ended at 1PM. Tanya made a few announcements and then the meeting was adjourned at 1:05 PM.

- June 16<sup>th</sup> Pride: what do need from people? Whether they are interested in being contacted for a community conversation (name, email and a mini-flyer with "Did you know...?")
- Will try and attain parking passes for Commissioners