

**ASTHMA COALITION OF LOS ANGELES COUNTY
STEERING COMMITTEE MEETING**



**Meeting Notes
August 20, 2014**

Attendees: Ashley Kissinger (Esperanza); Francisco Covarrubias (ICLC); Janet Scully (DPH-MCAH); Loretta Worthington (DPH-MCAH); and Gary Rachelefsky, MD (called in)

ISSUE/TOPIC	DISCUSSION
<p>Welcome & Review Agenda, Minutes</p> <ul style="list-style-type: none"> • Approve June minutes • Status of action items from March/April/June meetings 	<ul style="list-style-type: none"> • Francisco called the meeting to order at 9:45 and asked for introductions – It was also requested to add introductions to the agenda. • June minutes were approved. • Status of action items – <ol style="list-style-type: none"> 1. Provide an option for call in to all steering committee meetings – Loretta set up a conference call option for today’s meeting. It will continue to be an option for meetings, if an RSVP is made in advance by SC members who wish to call in. 2. Set a date for Clinical/PIF workgroup meeting – This meeting took place on Aug 1. 3. Bring in at least one healthy homes training for health care workers in the fall, utilizing CA Breathing – two Healthy Homes trainings are scheduled in September. 4. Follow up with SC on draft fundraising letter – no one on the committee has utilized the fundraising letter yet. Gary asked that it be sent out again. Loretta will send it out to the entire committee. 5. Update and revise DRAFT 2 of bylaws to review with committee on June 11, 2014 – By-laws are completed and final copy will be sent out again to entire committee by Loretta. 6. Members who use Facebook were to “like” the Facebook page and send out a request for friends to “like” the page as well - Facebook “likes” were done by those Steering Committee members who use Facebook. Several committee members do not use FB. 7. Work group chair were to set a meeting calendar for their work groups - Indoor Air and School workgroups both have a meeting set for June 25. Clinical and Outdoor air do not have anything set up yet. Loretta will follow up with those groups to ensure a meeting is set. She will also attend workgroup meetings. 8. Convene a meeting of school nurses and staff, clinicians, CHWs, and ACLAC members to work on a standard AAP – This meeting took place on June 25. Also, the School workgroup and the Clinical

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	<p>workgroup met together at the last general coalition meeting on July 28.</p> <p>9. Convene a meeting for clinical workgroup/PIF – This meeting took place on August 1.</p> <p>10. Develop a sign-up sheet for Community Health Workers group for general coalition meeting to gauge interest – this sheet was developed and Ashley Kissinger will be working with the CHW group to integrate them into all other workgroups, as well as providing a support group for only CHWs.</p> <p>11. Develop an adhoc committee dedicated to fundraising for the coalition – Francisco stated that he will take lead in a fundraising committee</p>
<p>Workgroup Updates</p> <ul style="list-style-type: none"> • Indoor Air • Outdoor Air • Schools • Clinical 	<ul style="list-style-type: none"> • Indoor Air Quality– met on July 28 <ul style="list-style-type: none"> ○ CHW – Esperanza is reaching out to other organizations (Isner Pediatric, St. John’s Compton, QueensCare, and Central City Neighborhood Partners) that utilize CHWs/Promotores. The CHW workgroup would potentially only meet quarterly and they would also participate in the other workgroups. This group may function as a subcommittee of the IAQ workgroup. ○ Two healthy homes trainings have been scheduled with CA Breathing; one for nurses on September 4 at QueensCare; one for CHWs on September 22-23 at Esperanza. This one will be Spanish in the morning sessions and English in the afternoon sessions. ○ IAQ is planning the development of an infographic resource on healthy housing and asthma. They are seeking the assistance of a graphic designer • Outdoor Air Quality– met on July 28 <ul style="list-style-type: none"> ○ This meeting was focused on identifying projects for each objective in the current strategic plan for OAQ. See OAQ minutes from July 28th for a full description of projects to be considered. • Asthma-Friendly Schools – met July 28 <ul style="list-style-type: none"> ○ This meeting took place in conjunction with the Clinical workgroup to discuss collaboration on developing criteria for Asthma Action Plan documents to be utilized within Los Angeles County school districts. ○ Next workgroup meeting scheduled for September 10 directly after the steering committee meeting. • Clinical/Healthcare – met July 28 (see above)

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	<ul style="list-style-type: none"> ○ See above – also, this workgroup will continue in an advisory role on the PIF grant ○ PIF – the official contract with American Lung Association (ALA) will be finalized over the next couple of weeks. ○ ALA completed the outline for both the provider training and the nurse training. It is waiting for feedback from the PIF committee before it is finalized. ○ Trainings are slated for January ○ Dr. Li may agree to conduct the trainings.
<p>July General Coalition Meeting Discussion</p> <ul style="list-style-type: none"> ● Evaluation summary ● Brief discussion on meeting highlights and areas of improvement ● Ideas for next general meeting (October 27) 	<ul style="list-style-type: none"> ● Loretta provided an update on the general coalition post-meeting surveys ● Feedback on the general meeting was positive, with members and steering committee agreeing that the extra time for breakout sessions was beneficial to the groups. ● Evaluations are still underutilized. It was suggested that a box or envelope prominently displayed to collect the evaluations might help. Loretta will bring a box for this purpose to the next meeting. ● The October general meeting will highlight the work of community health workers. There will be a presentation and a panel discussion illuminating all the various aspects of the CHW position and the importance of home visits and assessments. Ashley will take the lead in developing this presentation and panel questions. For the panel discussion, ACLAC will invite Queenscare, Esperanza, LBACA, and St. John’s
<p>General Updates & Discussion</p> <ul style="list-style-type: none"> ● Discussion on option to follow up with absent SC members to get their vote on issues/minutes when a quorum is not present ● Absent SC members – Advisory role members ● Discussion to increase work group mobilization ● Funding Committee Discussion ● CA Breathing Healthy Homes & Asthma Trainings (dates are Sept 4, nurses; Sept 22-23 CHWs) 	<ul style="list-style-type: none"> ● It was decided that no follow up for votes would be conducted for SC members who are absent. We need to recruit a few more SC members. We will check with LBACA and ALA, both of which recently hired new staff. We can also reach out to Saba from Breathe CA and to Emma from QueensCare. ● In the By-laws it states that ACLAC SC members who are not present three times in a row should be removed from the steering committee. The SC discussed how to work around this for Dr. Li, who cannot attend on Wednesday, but does participate in the clinical workgroup, events, and includes her votes through email for legislative questions and support letters. Carrie Tayour will be removed. That leaves us with eight current SC members, including Dr. Li. ● It was suggested that SC members RSVP for meetings. Loretta will send out invites for these meetings and contact members for RSVPs to increase attendance. ● Workgroup mobilization was tabled to focus on SC recruitment ● Francisco will take lead on the funding committee – a list will be developed that includes items to be funded such as travel stipends for advocacy and education, training, and speakers; educational tools such as airway models; etc. ACLAC will be better prepared to request funding once these are identified. ● Loretta will follow up with Anthem Bluecross regarding the \$1500 we expected to receive for the time spent

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	<p>on the events planning that they canceled last minute.</p> <ul style="list-style-type: none">• SC approved \$25 spending of petty cash to purchase snacks for the nurse training
Announcements	<ul style="list-style-type: none">• AllenCo is planning to reopen soon and Esperanza is working with People Not Pozos to identify current residents experiencing health impact already from the toxic fumes from the preparation at AllenCo. AllenCo will provide a 15 day notice to EPA before they open.• Flyers were disseminated of both Healthy Homes training•

Recorded by Loretta Worthington

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ACTION ITEMS				
From Meeting Date: 6/11/14				
	Provide an option for call in to all steering committee meetings	Loretta	August 13	August 20
	Set a date for Clinical/PIF workgroup meeting	Monica	August 13	August 1
	Bring in at least one healthy homes training for health care workers in the fall, utilizing CA Breathing	Loretta/Ashley	Fall 2014	Date set for Nurse training, Sept 4; date for CHW training, Sept 22-23
	Follow up with SC on draft fundraising letter	Loretta	August 13	
From Meeting Date: 5/14/14				
	Action Item	Person(s) Responsible	Due Date	Date Completed
	Update and revise DRAFT 2 of bylaws to review with committee on June 11, 2014	Loretta	June 11, 2014	Completed June 28
	Members who use Facebook were to "like" the Facebook page and send out a request for friends to "like" the page as well	All	June 11, 2014	June 11, with restrictions
	Work group chair were to set a meeting calendar for their work groups	Work group chairs	June 11, 2014	Need workgroup calendars
From Meeting Date: 3/12/14				
	Action Item	Person(s) Responsible	Due Date	Date Completed
	Convene a meeting of school nurses and staff, clinicians, CHWs, and ACLAC members to work on a standard AAP	School workgroup	June 30, 2014	Completed June 25 and ongoing
	Convene a meeting for clinical workgroup/PIF	Janet/Loretta	March 31, 2014	Completed August 1
	Develop a sign-up sheet for Community Health Workers group for general coalition meeting to gauge interest	Loretta/Ashley	April 10, 2014	Completed July 28
	Develop an adhoc committee dedicated to fundraising for the coalition	Loretta	June 1, 2014	ongoing