

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



**Meeting Notes
December 10, 2014**

Attendees: Saba Firoozi (BreatheCA); Loretta Worthington (DPH-MCAH); Janet Scully (DPH-MCAH); Ashley Kissinger (ECHC); Francisco Covarrubias (ICLC); Gary Rachelefsky; Becca Sussman (St. John's); and a guest - Mykie Pidor (Pediatrician at Northeast Valley Health Corporation)

ISSUE/TOPIC	DISCUSSION
<p>Welcome & Introductions</p> <ul style="list-style-type: none"> • Review Agenda and Minutes • Approve September minutes • Status of action items from September/November meetings 	<ul style="list-style-type: none"> • Francisco called the meeting to order at 9:45 and asked for introductions • November minutes were approved once a quorum was present. • Status of action items – <ol style="list-style-type: none"> 1. Develop survey monkey tool for internal resource directory - Loretta developed the survey tool and is waiting for feedback from IAQ. When the feedback has been incorporated, Loretta will send out the survey to the committee for a pilot test. 2. Work with IAQ to complete indoor air trigger infographic resource and provide draft to SC – IAQ is working with the graphic designer and a first draft will be disseminated today. 3. Work on Outdoor Air Quality and Schools workgroup recruitment - no movement on this as of today. 4. Create AAP criteria list – Kerry and Loretta will meet in January to discuss further. 5. Follow up with LBACA for steering committee recruitment – Loretta did follow up with Sylvia Bettencourt 6. Send out poll to ask steering committee best day/time to schedule regular meetings for 2015 – poll will be sent out next week 7. Reach out to Generation Humanity, to ask if they are interested in assisting with fundraiser – Zoila will reach out to GH if we are still interested after meeting with the ALA Development person. 8. Research Motivational Interviewing and other training opportunities – a list of training topics is developed, but no further information on the MI training 9. Complete list of items to be funded through donations for fundraising – a draft list of items, budget, and budget justification were developed and will be discussed in meeting
<p>Workgroup Updates</p> <ul style="list-style-type: none"> • Indoor Air – draft of Infographic • Outdoor Air - • Schools – focus of next general 	<ul style="list-style-type: none"> • Indoor Air Quality– <ul style="list-style-type: none"> ○ IAQ provided an update on the planning and development of an infographic resource on healthy

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<p>meeting?</p> <ul style="list-style-type: none"> • Clinical – new members? <ul style="list-style-type: none"> ○ PIF – update on physician training 	<p>housing and asthma. A draft of the infographic was disseminated.</p> <ul style="list-style-type: none"> ○ The ACLAC internal resource directory –Loretta will send a pilot survey to the steering committee when all current feedback has been incorporated. It will then be revised as necessary and sent out to the coalition members. <ul style="list-style-type: none"> • Outdoor Air Quality <ul style="list-style-type: none"> ○ No update – seeking members for this workgroup ○ Ashley can introduce us to the Southern CA Clean, Green, and Healthy Task Force – Fernando Delgado AND to Vision Y Compromisos to gain members ○ We can outreach to Andrea Hricko to see if one of her staff can join ○ Loretta will look up the old ACLAC records to find out who the EPA person was that used to be involved and contact her office • Asthma-Friendly Schools <ul style="list-style-type: none"> ○ Kerry and Loretta are working on a schools presentation to highlight the issue of asthma in schools for the January general meeting • Clinical/Healthcare – no update <ul style="list-style-type: none"> ○ PIF <ul style="list-style-type: none"> ▪ The Primary Care Provider training was completed on December 2 with over 30 physicians in Antelope Valley ▪ The Nurse Care Manager training in AV is scheduled for January 22
<p>January General Coalition Meeting Discussion</p> <ul style="list-style-type: none"> • Primary Presentation topic (schools?) • Panel or secondary discussion • Breakouts – length of time? • Evaluation incentive – donation? 	<ul style="list-style-type: none"> • The January general meeting will focus on asthma in schools. We need to find a main speaker and a panel consisting of patients/parents/teachers <ul style="list-style-type: none"> ○ Kerry and Loretta will work on the presentation ○ Gary can reach out to past patients/parents of patients for speakers and/or members for the schools workgroup ○ We can contact the group Stand LA, they have a parent member who is very vocal about her asthmatic

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	<p>child who is allergic to the industrial soap they use in her school. She can be a speaker.</p> <ul style="list-style-type: none"> ○ Loretta will look up which schools in LAC utilize the Tools for Schools guidelines. Loretta will contact Barbara Spark, spark.barbara@epa.gov, (415) 947-4189 @ EPA for assistance. See http://www.epa.gov/iaq/schools/region9.html for all CA school districts that have implemented Tools for Schools and are listed on EPA Region 9 webpage. ○ Breakouts will need at least 30 minutes, 45 if there is time. These breakouts can count as a workgroup meeting. ○ Gary offered to donate another gift for the drawing to increase evaluation submissions!
<p>General Updates & Discussion</p> <ul style="list-style-type: none"> ● Steering committee new members ● Discuss possible new day and time for SC meetings ● Funding Committee Discussion – list of funding needs and budget ● Other general meeting topics for April, July, October ● Other training ideas (2-3 topics for next year) - Potential training topics from last meeting include Motivational Interviewing, Say it Right the First Time, and another Healthy Homes training 	<ul style="list-style-type: none"> ● We still have room for 2-3 more steering committee members. Please let Loretta or Francisco know if you have any nominations ● We need a co-chair for the coalition to assist Francisco. Please send Loretta and Francisco any nominations. ● Loretta will send out the Doodle poll next week to determine if we need to change the regularly scheduled time and day for the steering committee meeting to accommodate more people. ● Funding discussion – <ul style="list-style-type: none"> ○ Francisco and Loretta met to determine a list of ACLAC fundraising goals and a draft budget and budget justification to go with it. These were disseminated and SC members were asked to provide feedback to Loretta and Francisco. Budget will then be revised and submitted for final review. ○ A fundraiser will be planned in May of 2015 – ALA’s Development Director will meet with us to assist in the development of a fundraising plan and event. ○ Gary suggested looking at CA Endowment, Liberty Hill, and AAF for grant opportunities ○ Gary will seek other ideas for this funding and requested fundraising talking points. Loretta will develop these and send them out. ○ Gary will contact some past patients/parents and speak to them about donating/ fundraising for ACLA ○ Gary suggested emailing Monica to ask about CDC opportunities
<p>Announcements</p>	<ul style="list-style-type: none"> ● QueensCare will be hosting an Asthma Seminar on February 4, 2015 – Speaker will be Dr. Sande Okelo. It will be an evening with dinner and will offer CME’s. A flyer will be sent out over the next couple of weeks. ● Gary announced that the American Academy of Asthma, Allergy, and Immunology will be having their 2015 annual meeting in Los Angeles.

Recorded by Loretta Worthington

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ACTION ITEMS				
From Meeting Date: 9/10/14				
	Action	Person Responsible	Due Date	Completion Date
1.	Complete survey tool for internal ACLAC resource guide and send out to committee	Loretta	December 31	
2.	Work on IAQ infographic resources and text	Loretta/Ashley	January 26	
3.	Contact Andrea Hricko and Barbara Sparks for OAQ involvement	Loretta/Janet	December 31	
4.	Introduce ACLAC to key stake holders at VYC and at Clean, Green, and Healthy Task Force	Ashley	January 9	
5.	Work on asthma in schools presentation	Kerry/Loretta	January 9	
6.	Outreach to parents/patients/teachers for panel for ACLAC general meeting	Gary/Loretta/Kerry /Ashley	December 31	
7.	Contact Stand LA	Loretta/Ashley	December 31	
8.	Contact EPA to ask about schools in CA that utilize Tools for Schools	Loretta	January 9	
9.	Revise fundraising budget and justification based on feedback from committee. Send revised budget out to SC	Loretta	January 9	
10.	Send Gary fundraising talking points	Loretta	December 19	
11.	Speak to identified asthma connections about donating to ACLAC	Gary	January 25	
From Meeting Date: 9/10/14				
12.	Work on Outdoor Air Quality and Schools workgroup recruitment	Kerry/Loretta/Janet	ongoing	ongoing
13.	Create AAP criteria list	Kerry/Loretta	December 10	
14.	Follow up with LBACA for steering committee recruitment	Loretta	December 10	December 9
15.	Send out poll to ask steering committee best day/time to schedule regular meetings for 2015	Loretta	December 10	December 16
16.	Reach out to Generation Humanity, to ask if they are interested in assisting with fundraiser	Zoila	December 10	If needed
17.	Research Motivational Interviewing and other training opportunities	Loretta	December 10	