

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



**Meeting Notes
February 12, 2014**

Attendees: Carlos Aguilar (CES), Janet Scully (DPH-MCAH), Katie Balderas (DPH-MCAH), Kerry Van Frank (PUSD), Monica Morello (DPH-MCAH), Francisco Covarrubias (ICLC), Robert Vinetz, MD (Queenscare), Yolanda Cuevas (LAUSD), Loretta Worthington (DPH-MCAH), Leeor Alpern (AQMD), Zihong Ledoux

ISSUE/TOPIC	DISCUSSION
<p>Welcome & Review Agenda, Minutes</p> <ul style="list-style-type: none"> • Approve December minutes • Status of action items from Sept/Nov/Dec meetings 	<ul style="list-style-type: none"> • Monica called the meeting to order at 9:38am. Loretta Worthington, the new MCAH Staff Analyst introduced herself to the group. She will be taking Monica’s place coordinating the ACLAC while Monica is on temporary assignment in Africa until May 2014. • LBACA acronym was corrected in the minutes. The minutes were approved as corrected.
<p>2013 ACLAC Process Evaluation</p> <ul style="list-style-type: none"> • Summary of January meeting evaluations • Annual post-meeting evaluations review 	<ul style="list-style-type: none"> • Monica reviewed the post-meeting evaluation summary from the January General Coalition meeting and the annual evaluation summary from all four general meetings in 2013. Handouts were provided. • The group discussed adding a question to the general meeting evaluation about the respondent’s role or type of organization they belong to (e.g. clinical care, home visits, public health, school district). • The group agreed that the “quality of decision making” question on the post-meeting evaluation was not relevant to our general coalition meeting as decisions are not typically made at those meetings. • The group agreed on several other revisions to the evaluation form, including adding questions about something learned that was of value, the quality of the speaker (e.g. Would you recommend that the speaker return?), personal participation in the meeting (e.g. Did you participate at a level with which you were happy?), and recommendations for improvement (e.g. What do you recommend to improve participation?). Also, the group suggested adding the goals of the meeting at the top of the evaluation form. • The group agreed that the new “Coalition Dialogue” item on the January agenda went really well and helped participants learn about each other and their programs. • Another idea to encourage participation was to put notecards on the tables for participants to jot down comments/questions throughout the meeting.

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

ISSUE/TOPIC	DISCUSSION
	<ul style="list-style-type: none"> Encourage SC members to provide support during general meetings by providing sign-up sheets for tasks.
<p>Workgroup Leadership Protocol</p> <ul style="list-style-type: none"> Changes Review procedures & templates 	<ul style="list-style-type: none"> Monica reviewed the updated Leadership Protocol. There is no longer a Workgroup evaluation form. It is important for Co-Chairs to plan regular Workgroup meetings, remember to maintain timely communications with Workgroup members and the ACLAC Coordinator, and to always create and distribute a meeting agenda and minutes and send a copy of the sign-in sheet to the Coordinator after the meeting. Monica will send the updated protocol via email to SC members, and Janet will post it on the ACLAC web page. We should refer people to go to website to access documents to encourage use of the web page. Ask members to put the link to our site to their websites.
<p>April General Coalition Meeting Planning</p> <ul style="list-style-type: none"> Presenters – Dr. Okelo & Foothill Transit SC Nominations 	<ul style="list-style-type: none"> Janet reviewed the current plans/ideas for the April General Coalition meeting. The next meeting is on April 28th at the California Endowment. Dr. Sande Okelo from UCLA will be the keynote speaker to present on the member-suggested topics asthma data and disparities. The group also mentioned that it would be interesting for him to inform us on the work he’s doing at UCLA. Foothill Transit will also give a brief talk. SC elections will be in April. We need to know if current SC members are planning on returning. If so, there’s no need to submit another nomination form as we can use the previous one on file. Everyone present expressed intent to continue as SC members. The process of elections includes requesting nominations via email to whole Coalition, having each interested person return a nomination form, and then we create a slate of nominees which is voted on at the general meeting. Per the ACLAC by-laws we can have a max of 13 SC members. We may need back-up plan if we do get more than 13 nominations. Have the networking break at the meeting be no more than 10 minutes. Provide Workgroup sign-up sheets during that time for participants to inquire about getting involved in the workgroups.
<p>AQMD Smart Phone App Demonstration</p>	<ul style="list-style-type: none"> Leeor Alpern of the Air Quality Management District (AQMD) provided a demonstration of the new version of their smart phone application. AQMD has regulatory authority over stationary sources of pollution but not over mobile sources. The California Air Resources Board (CARB) is their sister agency at the state level. CARB has more authority over the mobile sources of pollution. AQMD has been working on smart phone apps and they are now on the third generation for the iPhone app. Getting information out to public is one of their key efforts. They are also on Facebook, YouTube, and Twitter. To find the app in the app store, search for AQMD. The app includes many features such as a

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

ISSUE/TOPIC	DISCUSSION
	<p>“Contacts” button to get a hold of AQMD and key phone numbers; current air quality ratings for the day and projections for the next day; a map showing air quality in the basin which comes from the 48 monitoring stations throughout the region; a “Hearing Board” for appeals taken by the agency (e.g. battery recycling plant); a search function for alternative fuel stations and directions; as side-by-side comparison or clean air vehicles; and a function to take and email pictures of air quality incidents (e.g. smoking cars).</p> <ul style="list-style-type: none"> • Leeor is on the agenda to do this same demonstration at the General Coalition meeting in July.
<p>General Updates & Discussion</p> <ul style="list-style-type: none"> • Final Strategic Plan Document • LA County Asthma Brief • Clinical asthma project & PIF funding proposal • RAMP Call – CMS Reimbursement Regulation 	<ul style="list-style-type: none"> • Monica provided updates on various ACLAC projects/interests. The Strategic Plan is still going through DPH External Relations review. Once completed, we will be able to start having the document printed. • The LA County Asthma Brief is still being edited by the DPH Health Assessment Office, and will likely be ready for release during Asthma Awareness Month in May. • The PIF proposal is moving along very well. The last of the three presentations is on March 3rd with Dr. Fielding in attendance to represent DPH for the project. We are expecting a positive result. • Hard copies of the notes from the last RAMP call were handed out. Detailed updates on the CMS regulation and other items are described in the notes. • We will discuss World Asthma Day event plans at the next SC meeting in March. • The ALA Fight for Air Climb will take place in downtown LA in April. • There will be a climate change march in March (get details from Leeor). • Earth Day is in April.
<p>Announcements</p>	<ul style="list-style-type: none"> • Yolanda shared about a fundraiser for the Kurka Children’s Health Fund which includes a fashion show once a year. Funds are used to pay for children to get new glasses, dental work, asthma inhalers, epi pins, etc. Monica will send out the flyer electronically to whole coalition. • Yolanda will be working with the LAUSD Office of Environmental Health & Safety on a 2 minute PSA on asthma and air quality to promote the EPA Tools for Schools. Once completed, these videos can be put on

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

ISSUE/TOPIC	DISCUSSION
	<p>the ACLAC's web page as well as our partners' websites.</p> <ul style="list-style-type: none">• Carlos announced that the annual Health and Housing Coalition meeting took place in Sacramento with the purpose of getting CA to concentrate on pushing forward SB 488 (pest infestations) and complementing that with integrated pest management (IPM) focusing on reducing chemicals in pesticides as the first line of defense to eliminate pests. They conducted legislative visits on second day of the meeting to engage an author to sponsor this new proposed bill.

Recorded by Monica Morello

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

ACTION ITEMS				
From Meeting Date: 2/12/14				
	Action Item	Person(s) Responsible	Due Date	Date Completed
1	Make recruitment contacts to Healthcare/Hospital organizations (White Memorial, CA Hospital Medical Center, and Community Clinic Association).	Dr. Vinetz / Emma Wolfe	Past Due	
2	Email updated Workgroup Leadership Protocol to all SC members.	Loretta	February 21, 2014	
3	Post the updated Workgroup Leadership Protocol on the ACLAC web page.	Janet	February 26, 2014	
4	Request ACLAC member organizations to put our web page link on their websites.	Loretta	March 31, 2014	
5	Create a Workgroup Sign-Up sheet to bring to each of the General Coalition meetings.	Workgroup Co-Chairs	June 1, 2014	
6	Revise the General Coalition post-meeting evaluation form: (1) Add item about role or type of organization representing; (2) Delete "quality of decision making" item; (3) Add additional items as discussed in meeting.	Loretta	June 1, 2014	
7	Invite LAUSD school physicians and nurse practitioners to the January meeting.	Yolanda	June 11, 2014	
From Meeting Date: 12/11/13 (rolled over)				
8	Explore/research what asthma programs look like in other local health departments or similar jurisdictions.	Loretta	March 12, 2014	