

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



**Meeting Notes
May 14, 2014**

Attendees: Ashley Kissinger (Esperanza), Francisco Covarrubias (ICLC), Gary Rachelefsky, MD, Patricia Ochoa (Coalition for Clean Air), Loretta Worthington (DPH-MCAH), Robert Vinetz, MD (Queenscare),

ISSUE/TOPIC	DISCUSSION
<p>Welcome & Review Agenda, Minutes</p> <ul style="list-style-type: none"> • Approve March minutes • Status of action items from Jan/Feb/March meetings 	<ul style="list-style-type: none"> • Loretta called the meeting to order at 9:45 and asked for introductions – We had two new steering committee members to introduce – Dr. Gary Rachelefsky and Patricia Ochoa. Gary provided a background of information on his previous asthma and related work, and his previous involvement with the coalition. • We did not have a quorum to approve the minutes. Minutes will be approved at the next meeting • Status of action items – <ol style="list-style-type: none"> 1. No school workgroup members were in attendance to update on this item 2. Loretta revised the by-laws and presented a draft. Committee discussed some items for additional revisions. Loretta will complete the second draft of the revisions and send out to committee by June 6. 3-5. Ashley provided the Asthma Awareness Event update – plans are going well and the event will take place on May 20. Esperanza is spearheading the event, and the event will include the USC Breathmobile and Dr. Marilyn Li will provide asthma screenings. 6. The clinical work group does not have a meeting scheduled yet. Dr. Takahashi, Dr. Rachelefsky, and Dr. Vinetz will discuss and let us know when the meeting will take place. It was suggested that this meeting take place soon, in the first half of June. 7. The Strategic Plan document was printed and disseminated at the General Coalition meeting. Additional copies are available for steering committee members, if needed 8. The signup sheet for the CHW workgroup was created, but was moved to the July General Coalition meeting to determine interest. It was also discussed for CHW to join other workgroups due to the overlapping issues in each group. 9. No fundraising committee has been developed yet. 10. Roll over – Dr. Vinetz will discuss the recruitment “ask” with Dr. Rachelefsky and determine the best outreach strategy for other health care providers and hospitals/clinics 11. Updated workshop leadership protocols are posted on the ACLAC website. 12. ACLAC members were requested to include the Facebook link on their websites. Loretta will send out an additional request in June. 13. The post-meeting eval form was updated and utilized at the April General Coalition meeting

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

ISSUE/TOPIC	DISCUSSION
	<p>14. no movement on this item</p> <p>15. Loretta will complete the exploration and research into other local jurisdictions with asthma programs and report back to the committee at the next Steering Committee meeting. It was suggested that the CDC Fellow (Monica) take this on when she returns.</p>
<p>Workgroup Updates</p> <ul style="list-style-type: none"> • Indoor Air – new co-chair • Outdoor Air • Schools • Clinical 	<ul style="list-style-type: none"> • Indoor Air – this workgroup met during the month of May and is working on planning a resource guide or directory. Each person on the committee will bring their favorite outreach materials regarding Indoor Air Quality to the next meeting and these will be used to determine what type of resource will be developed. • Outdoor Air – no update – Patty Ochoa is the new Outdoor Air Quality work group chair and will be meeting with Carrie Tayour soon. Also, the Asthma Awareness Month event will be focusing on Outdoor Air Quality (although the Indoor Air co-chair will be spearheading the event due to her agency’s interest in this topic • School – no updates • Clinical – no updates. Dr. Takahashi, Dr. Rachelefsky, and Dr. Vinetz will discuss and let us know when the meeting will take place. It was suggested that this meeting take place soon, in the first half of June.
<p>April General Coalition Recap</p> <ul style="list-style-type: none"> • Presenter discussion • Nominations discussion • Work group break out discussion • Post meeting evaluation summary • Discuss July meeting ideas 	<ul style="list-style-type: none"> • Dr. Okelo ‘s presentation was quite well-received, although the timing did not go well. A suggestion was to develop time cards for the presenters and designate a time monitor for all meetings. • Nominations need to have a dedicated 5 minutes on the agenda for introduction, voting, and completion, instead of pacing it through the meeting. • Workgroup breakouts need a bit more time, and the CHW break out will happen at July’s meeting • Post meeting evaluations were discussed. There were very few evaluations completed. It was thought to be related to the timing of the meeting (we went over a few minutes) and because the voting forms were out at the same time.ost meeting evaluations were discussed. There were very few evaluations completed. It was thought to be related to the timing of the meeting (we went over a few minutes) and because the voting forms were out at the same time. • July meeting discussion – Several ideas were presented – 1) to have the 710 freeway project provide an update to the coalition, 2) to have a panel discussion of community health workers, presenting success stories and successful asthma management facts for patients who are able to utilize CHWs, 3) to have a

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

ISSUE/TOPIC	DISCUSSION
	<p>main presentation and PPT by CHW to highlight what CHW find in homes of patients and how to best address difficult situations relating to asthma triggers and issues within the home,</p>
<p>General Updates & Discussion</p> <ul style="list-style-type: none"> • Financial Update and discussion • Asthma Day Event Updates • Coalition Bylaws Revisions • Facebook update and discussion • Ideas to increase work group mobilization • Ideas to increase coalition membership and engagement • Funding Discussion 	<ul style="list-style-type: none"> • . Financial Update and discussion <ul style="list-style-type: none"> ○ ACLAC spent \$276.32 of funds on lunch for the April General Coalition meeting. From petty cash, \$17.97 and \$61.34 was spent on event supplies for the AEI on May 2-3. This leaves a balance of \$415.92 in petty cash. A balance from ALA was unavailable. • A full update on the Asthma Day event was provided by Ashley. Speakers for the press conference include, Ms. Nancy Halpern Ibrahim, Executive Director, Esperanza Community Housing Corporation; Dr. Mimi Choi, Pediatrician and Asthma Specialist at St. Johns Well Child & Family Center; Dr. Richard Jackson, Professor and Chair, Environmental Health Sciences, UCLA Fielding School of Public Health; and Two community residents who live in close proximity to an oil drilling site and have suffered severe health consequences. Several media and journalists were invited. Eight agencies will be tabling at the health fair, and Dr. Marilyn Li will provide the Breathmobile and asthma health screenings. Ashley is working on food and refreshment donations from Trader Joes, Smart and Final, and other local companies. Loretta is developing several larger posters for the event. • Coalition By-Laws revisions – Loretta handed out the first draft of the By-Laws revisions and the committee provided feedback. Because quorum wasn’t met, the steering committee members discussed making revisions to the by-laws and provided recommendations that can be adopted at the following steering committee assuming that quorum will be met. <p style="margin-left: 20px;">* Under Article III. Membership, item (i.) Voting – a discussion ensued regarding the definition of “large organization” and whether these large orgs need to submit a waiver request for additional voting rights. The steering committee recommended to keep the definition of “large orgs” vague, so the steering committee has the flexibility to vote on these orgs on a case-by-case basis</p> <p style="margin-left: 20px;">* Under Article III. Membership, item (iii.) Criteria For Membership – (bullet 7) “a limited number of individual memberships will be considered on a case-by-case basis by the Steering Committee. The bi-law was designed to keep an individual group of activists from having too much voting power without having any connection to an asthma-related organization.- The question was, “Do we want to keep this language as is”? The steering committee recommended to keep this language as is for now, unless a reason comes up</p>

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

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	<p>for revisiting this item.</p> <p>* Under Article Vi. Workgroups, item (iii.) Roles and Responsibilities of Leaders – (bullet 1) – “are encouraged to serve on the Steering Committee”. The steering committee discussed the importance of having workgroup representation on the Steering Committee in order to maintain communication between the steering committee and the workgroup members. The questions deliberated on where: Should all workgroup co-chairs be required to be on the Steering Committee or is it sufficient to have one of the co-chairs be on the steering committee? If the issue is that we need to maintain communication among the workgroup or steering committee members, does the representative have to be a co-chair or can it be a workgroup representative chosen by the group? The steering committee members decided to table this discussion to the next steering committee.</p> <ul style="list-style-type: none"> • Facebook Update and Discussion – Loretta discussed the Facebook page and her recent work on expanding the reach of this social media outlet. Members were requested to “like” the page and to assist in the expansion of its reach. Members can ask their Facebook friends to “like” the page as well, and request that they do the same. This would help expand the reach of the coalition and asthma information • Ideas to Increase work group mobilization and Ideas to Increase Coalition Membership and Engagement – the committee discussed way to recruit and engage more members in the coalition. Much of this conversation was tabled until the next meeting when more members are present. • Fundraising – Dr. Gary suggested contacting the Starlight Foundation, the Asthma and Allergy Foundation of America, and other organizations that may be able to help with funding. Dr. Vinetz suggested a campaign to have everyone suffering with asthma donate \$1. This type of campaign would need buy in from a large number of hospitals, clinics, and providers to be successful. A comedy show fundraiser was also suggested. Gary suggested that he may be able to get food donations, if we were able to have our general coalition meeting at a different venue (CA Endowment does not allow outside food). The rest of this conversation was tabled until the next meeting.
Announcements	<ul style="list-style-type: none"> • Long Beach Health Resources Fair will be taking place at Admiral Kidd park in Long Beach on Saturday, May 17 from 10-2pm.

Recorded by Loretta Worthington

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

ACTION ITEMS				
From Meeting Date: 3/12/14				
	Action Item	Person(s) Responsible	Due Date	Date Completed
1	Convene a meeting of school nurses and staff, clinicians, CHWs, and ACLAC members to work on a standard AAP	School workgroup	June 30, 2014	
2	Update and revise bylaws to include clearer language regarding "members in good standing". Also revise bylaws to include a statement that "no nominations for steering committee can be made past April 15"	Loretta	April 28, 2014	
3	Convene adhoc committee meeting to develop an asthma day event focused on integrated pest management.	Loretta	March 31, 2014	
4	Ask Nancy at Esperanza if she is interested in helping to spearhead asthma awareness event.	Ashley	March 19, 2014	
5	Ask if ACLAC can utilize the St. Johns Mobile Clinic for event	Regina/Loretta	March 19, 2014	
6	Convene a meeting for clinical workgroup/PIF	Janet/Loretta	March 31, 2014	
7	Print about 500 copies of the strategic plan to be disseminated among member organizations at the General Coalition meeting	Janet	April 10, 2014	
8	Develop a sign-up sheet for Community Health Workers group for general coalition meeting to gauge interest	Loretta	April 10, 2014	
9	Develop an adhoc committee dedicated to fundraising for the coalition	Loretta	June 1, 2014	
From Meeting Date: 2/12/14 (rolled over)				
	Action Item	Person(s) Responsible	Due Date	Date Completed
10	Make recruitment contacts to Healthcare/Hospital organizations (White Memorial, CA Hospital Medical Center, and Community Clinic Association).	Dr. Vinetz / Emma Wolfe	Past Due	
11	Post the updated Workgroup Leadership Protocol on the ACLAC web page.	Janet	February 26, 2014	
12	Request ACLAC member organizations to put our web page link on their websites.	Loretta	March 31, 2014	
13	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	
14	Invite LAUSD school physicians and nurse practitioners to the April meeting.	Yolanda	April 11, 2014	
15	Explore/research what asthma programs look like in other local health departments or similar jurisdictions.	Loretta	May 14, 2014	