



STEERING COMMITTEE MEETING AGENDA

May 14, 2014
9:30 AM – 11:30 PM

Superior Court Building
600 S. Commonwealth Ave., 8th Floor, Conference Room A
Los Angeles, 90005

TIME	AGENDA ITEM	LEAD
9:30	Welcome & Review Agenda, Minutes <ul style="list-style-type: none"> • Approve March minutes • Status of action items from Jan/Feb/March meetings 	Dr. Bob Vinetz, ACLAC Co-Chair
9:45	Workgroup Updates <ul style="list-style-type: none"> • Indoor Air – new co-chair • Outdoor Air – new co-chair • Schools • Clinical 	Workgroup co-chairs
10:05	April General Coalition Meeting Recap <ul style="list-style-type: none"> • Presenter discussion • Nominations discussion • Work group break out discussion • Post meeting evaluation summary • Discuss July meeting ideas 	All
10:35	General Updates & Discussion <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 	All
11:20	<ul style="list-style-type: none"> • Announcements 	All
11:30	Adjourn	

SAVE THE DATE:
Next Steering Committee Meeting
June 11, 2014
Superior Court Building
600 S. Commonwealth Ave.
8th Floor, Conference Room A

Next General Coalition Meeting
July 28, 2014
The California Endowment, Yosemite B
1000 N. Alameda Street
Los Angeles, CA 90012

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	Draft completed – review with steering committee May 14
3	Convene adhoc committee meeting to develop an asthma day event focused on integrated pest management.	Loretta	March 31, 2014	March 31 and ongoing
4	Ask Nancy at Esperanza if she is interested in spearheading asthma awareness event.	Ashley	March 19, 2014	March 19
5	Ask if ACLAC can utilize the St. Johns Mobile Clinic for event	Regina/Loretta	March 19, 2014	March 19 – not utilizing mobile clinic
6	Convene a meeting for clinical workgroup/PIF	Janet/Loretta	March 31, 2014	Past due
7	Print about 500 copies of the strategic plan to be disseminated among member organizations at the General Coalition meeting	Janet	April 10, 2014	April 20
8	Develop a sign-up sheet for Community Health Workers group for general coalition meeting to gauge interest	Loretta	April 10, 2014	Moved to July 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	March 31
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	April 22
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	