



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

**Meeting Notes
May 8, 2013**

Attendees: Janet Scully, Katie Balderas, Kerry Van Frank, Monica Morello, Francisco Covarrubias, Regina Clemente, Yolanda Cuevas

ISSUE/TOPIC	DISCUSSION	ACTION/FINDINGS	PERSON(S) RESPONSIBLE
<p>Welcome and review agenda</p> <ul style="list-style-type: none"> Minutes & action items from last meeting 	<ul style="list-style-type: none"> Janet called the meeting to order at 9:40 a.m. and reviewed the minutes and action items from the last meeting. Two action items are still pending completion. No quorum (majority of members) present to approve the minutes. 	<ol style="list-style-type: none"> Approve the March SC minutes at the next SC meeting. Complete pending action item – Outdoor Environment Workgroup Co-Chair to schedule & conduct a meeting to develop strategies. Complete pending action item – Review ACLAC Recruitment List & fill in blanks 	<ol style="list-style-type: none"> All SC Members Carrie T. All SC Members
<p>ACLAC Strategic Plan Revision</p> <ul style="list-style-type: none"> Review & discuss workgroup strategies 	<ul style="list-style-type: none"> Monica reviewed strategies and the objectives that are addressed through each. The group provided comments and feedback. Clinical Strategies – The ALA is conducting more asthma education institutes, but only in Northern CA. The ACLAC can contact them to find out if they would be willing to partner with us to complete strategies 1 & 2 (engage high-need partners & offer asthma care trainings for providers). Combine strategies 1 & 2 and/or make strategy 2 wording more generic by replacing “LBACA” & “PACE” with general terms. Consider removing strategy 4, TA to mobile providers. Schools Strategies – Consider adding a strategy to identify hospitals to fund LAUSD asthma program like the one in Pasadena (Huntington Hospital). Yolanda stated that as of this Friday 5/10, LAUSD will be able to track AAPs and nurses will have easier access to them. Indoor Environment Strategies – Francisco has been working with members and they have already combined some of the strategies. They will continue to refine the strategies at the next Workgroup meeting. Outdoor Environment Strategies – TBD. 	<ol style="list-style-type: none"> Contact the State-wide ALA Director about the asthma ed. Institutes. Discuss & apply suggested edits to all strategies. Contact the LAUSD Office of Environmental Health & Safety for future presentations on Integrated Pest Management (IPM). Schedule a meeting in May/June to review & finalize strategies. Begin developing Work Plans (thru April 2014) by June. Present FINAL strategies to the SC for review & approval at the June meeting. 	<ol style="list-style-type: none"> Katie B. Workgroup Co-Chairs Yolanda C. Workgroup Co-Chairs Workgroup Co-Chairs

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<p>General Coalition Meeting Debrief – April 22</p> <ul style="list-style-type: none"> Steering committee election results Co-chairs selection Summary of evaluation forms 	<ul style="list-style-type: none"> The general meeting went well despite differences of opinion on the smoke-free housing issue. It would be interesting to hear the tenants’ rights perspective on the Santa Monica smoke-free housing ordinance. Perhaps have a panel discussion on the issue. Monica made a call for two SC members to volunteer to be Coalition Co-Chairs. The Co-Chairs’ roles are to provide guidance and support to the Coordinator for decision-making and planning & conducting meetings. Monica reviewed the summary of the general Coalition meeting evaluations from April. Overall, the majority of respondents rated the meeting as good-excellent. Most popular presentation topics for future meetings included asthma disparities and clinical/healthcare topics. Everyone discussed that a “productive” general meeting includes disseminating asthma information and information that is members can incorporate into their daily work. Potential presenters for the October meeting on a clinical/health disparities topic include: Dr. Marilyn Li (Breathmobile), Dr. Floyd Malveaux (MCAN), Dr. Sande Okello (UCLA), Dr. Gary Rachelefsky, Dr. Nicholas (LBACA). 	<ol style="list-style-type: none"> Send Monica an email to volunteer to be a Coalition Co-Chair for the next year (until April 2014). Solicit resources from Coalition members related to the theme of the general meeting for resource-sharing. Invite an asthma provider/expert to present a clinical and/or health disparities topic related to asthma. Present on the Asthma Mapping project at the Oct. general meeting. Send Monica any other suggestions or comments for improving our general Coalition meetings (based on the evaluations). 	<ol style="list-style-type: none"> All SC Members All SC Members & Coordinator Monica or SC Member Monica & Janet All SC Members
<p>Evaluation & Recruitment</p> <ul style="list-style-type: none"> Coalition process evaluation List of partners to engage Outreach communication script 	<ul style="list-style-type: none"> Monica reviewed the ACLAC Process Evaluation spreadsheet. Various process elements are being tracked, including fidelity, dose, recruitment, and accountability. Monica reviewed the ACLAC Recruitment List. Some individuals have already been successfully engaged (Nancy Halpern Ibrahim, Esperanza, and Regina Clemente, SJWCFC). Monica reviewed the Outreach Communication Script. This is a guide for SC members to used when reaching out to new or previous individuals to invite them to join the Coalition. 	<ol style="list-style-type: none"> Fill in the blanks on the ACLAC Recruitment List with names of agency POCs and ACLAC outreach persons. Use the Outreach Communication Script to contact and engage individuals on the ACLAC Recruitment List. 	<ol style="list-style-type: none"> All SC Members All SC Members
<p>General Updates & Discussion:</p> <ul style="list-style-type: none"> World Asthma Day 2013 outcome Annual CAFA meeting – Monica & Francisco Recent ACLAC policy 	<ul style="list-style-type: none"> Janet debriefed about World Asthma Day (WAD) and solicited feedback on the event. The main portion of the WAD event was the press conference, which was very well covered by eight media outlets including the LA Times and La Opinion. Monica & Francisco will be attending the annual Community 		

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support	<p>Action to Fight Asthma (CAFA) meeting on May 15th in Sacramento. They will attend various asthma-related sessions, participate in discussions with other CAFA coalitions, and meet with legislators.</p> <ul style="list-style-type: none"> The SC voted to approve ACLAC support of AB 967 (Substandard housing: regulations), and a letter of support was submitted on behalf of the Coalition on 4/24/2013. 		
Announcements	<ul style="list-style-type: none"> Monica will be in Atlanta, GA the week of July 22-26 for the annual CDC Fellowship Conference. She will miss the quarterly general Coalition meeting on July 22nd, but Janet will facilitate the meeting in her absence. 		

Recorded by Monica Morello