

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



**Meeting Notes
December 11, 2013**

Attendees: Ashley Kissenger, Bob Vinetz, Carlos Aguilar, Janet Scully, Jennifer Clark, Jessica Tovar, Kerry Van Frank, Yolanda Cuevas

ISSUE/TOPIC	DISCUSSION
<p>Welcome & Review Agenda, Minutes</p> <ul style="list-style-type: none"> • Approve November minutes • Status of action items from September/November meetings 	<ul style="list-style-type: none"> • Jennifer called the meeting to order at 9:45am and reviewed the agenda. Minutes were reviewed and approved as written. • Action items were reviewed as well. Dr. Vinetz will e-mail or call the contacts at the 3 organizations indicated on the action item sheet. Kerry will continue to work on recruiting a representative PUSD to attend the January Asthma Coalition Meeting. • Jessica mentioned the February SC meeting conflicts with the CAP Meeting on Feb. 12th from 9:30-3:30 in Burbank – may need to reschedule the SC Meeting.
<p>ACLAC Outcome Evaluation Plan</p> <ul style="list-style-type: none"> • Decide whether to include in the Strategic Plan • Ideas and edits 	<ul style="list-style-type: none"> • It was agreed that the outcome evaluation is a great tool to measure the successes of the Coalition. • Perhaps the outcome evaluation can be mentioned in the Strategic Plan without adding the actual plan in. Acknowledge that we have developed an outcome evaluation plan but have limited resources at this time to commit to the implementation of this plan. • After much discussion it was decided by the group to keep the Outcome Evaluation Plan as a separate document. • We reviewed and edited the document as a group as well.
<p>Engaging DPH Leadership in Asthma</p> <ul style="list-style-type: none"> • Key talking points • What is our “ask”? 	<ul style="list-style-type: none"> • Janet started the conversation by asking the group if we were in a meeting with the leaders of DPH what would we want to say. Below are some of the highlights from the discussion. • We would want resources (personnel, funds) to execute the new ACLAC Strategic Plan. • We could use assistance with publishing materials from the Coalition. • The Coalition could be one component of a comprehensive Asthma Program. • From a clinical perspective – a fund to design and print asthma action plans. Bring together various organizations to develop a single AAP. Make sure schools have the resources to care for the kids in school with asthma (an adequate number of school nurses in schools). Look for other PH illnesses that can be addressed alongside asthma – Diabetes for example. • How can we keep folks engaged? What can DPH do to support the organizations we are working with? • At least one FTE and perhaps more staff to support the asthma work of DPH. • What is working? Partnerships, learning from one another and networking. • Replicate LABACA in other areas of LA County – current annual budget is \$650,000 - mainly funded by grants from, AQMD, Port of LA and TCE.

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

ISSUE/TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • It was suggested that the next step be to explore/research what asthma programs look like in other local health departments or similar jurisdictions. Perhaps the new Staff Analyst could begin this research when she starts in the New Year.
<p>Asthma Action Plans: Bringing the Stakeholders Together</p> <ul style="list-style-type: none"> • Unified Asthma Action Plan • A standardized set of criteria and elements for all Asthma Action Plans 	<ul style="list-style-type: none"> • Dr. Vinetz opened the discussion by stating he'd like to re-engage the asthma clinical partnership to develop a standardized set of criteria for the AAPs. • Ideally a state of the art AAP would be created that can be used by all or most organizations and funding would be identified to publish that AAP. • Potential Stakeholders: LA CARE, ACLAC, KAISER, LAUSD, DPH, DHS, CHLA, LACOE • Within the last year LA CARE and DHS/Breathmobile have developed a new AAP that will also be adapted by LAUSD. • Concrete next steps were not discussed due to lack of time. This item could be revisited at a future SC meeting.
<p>General Updates & Discussion</p> <ul style="list-style-type: none"> • Final Strategic Plan Document • Clinical asthma project & PIF funding proposal • New MCAH Staff Analyst 	<ul style="list-style-type: none"> • The ACLAC Strategic Planning document is near completion. Since DPH will be paying for the printing of the document we added an acknowledgement and the DPH logo. Before the document can be printed we need to get approval from DPH External Relations. Now that we decided not to include the outcome evaluation plan in the SP, the draft can be sent for approval. Janet and Monica will move forward with that process. SC WOULD LIKE TO HAVE THE MOST RECENT VERSION OF THE SP. PLEASE EMAIL TO THEM. • The PIF funding proposal for the clinical asthma project is close to completion. Janet and Dr. Vinetz briefly described the project. The Clinical Workgroup has taken the lead on putting the proposal together with Monica's leadership. The proposal is due January 10th, 2014. ACLAC/DPH will be partnering with the American Lung Association and DHS. The next Clinical Workgroup meeting is December 17th if you'd like to participate. Please let Janet or Monica know if you would like to review the draft proposal. • Janet announced that a new staff person was hired to assist with coordination of the Asthma Coalition. She is anticipated to start in January, just as Monica departs for Kenya to her STOP Polio assignment for 3 months. Monica will be gone from approximately Feb. 1 – May 1. The new staff person will cover the Coalition coordination while Monica is away. The two of them will work together on the Coalition from May until Monica completes her field assignment with us in October 2014.
<p>Announcements</p>	<ul style="list-style-type: none"> • Janet mentioned that Dr. Okelo isn't available to present at the January Coalition Meeting. The group explored other potential speakers: <ul style="list-style-type: none"> ○ Speaker from SCPHA Conference – community approach to addressing air pollution and asthma (Janet will reach out to the presenter) ○ Andrea Hricko – thru the IMPACT project developed a manual to mobilize Assessment Teams "A teams" (Jessica will reach out to Andrea)

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

ISSUE/TOPIC	DISCUSSION
	<p>ANNOUNCEMENTS:</p> <ul style="list-style-type: none">• Coalition for Economic Survival is having an end of the year holiday celebration – the Asthma Coalition is invited to participate. Thursday, December 19th from 4:30-8:00pm. Location: 514 Shatto Place, LA 90020• Esperanza Community Housing announced a new project - People not Posos (oil well) Project targeting the area near USC. Production of oil has been shut down in the area due to the advocacy conducted by Esperanza and their partners. They are collecting signatures to permanently shut down the oil drilling in the area.

Recorded by Janet Scully

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

ACTION ITEMS

From Meeting Date: 9/11/13 (rolled over)

	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	Past Due	
2	Request printing Strategic Plan document through MCAH.	Janet	January 7, 2014	
3	Find out whether a PUSD Board Member will be able to attend January meeting for recognition re: Asthma Management Policy.	Kerry	January 2, 2014	

From Meeting Date: 11/13/13 (rolled over)

4	Review the draft Outcome Evaluation Plan and email feedback to Monica re: whether we should create this type of plan and specific edits/changes to make to the plan (in track changes).	ALL SC Members	November 25, 2013	November 22, 2013 (1 SC response)
5	Ask Dr. Sande Okello if willing to present at the January ACLAC meeting.	Monica	November 29, 2013	December 2, 2013 (email sent)
6	Invite LAUSD school physicians and nurse practitioners to the January meeting.	Yolanda	December 2, 2013	
7	Ask Scott Takahashi if willing to give an update on the Clinical Workgroup's project.	Monica/Dr. Vinetz	December 2, 2013	
8	Add a "Coalition Dialogue" item to the January ACLAC meeting agenda, and inform members via email ahead of time that there will be time for them to share with group.	Monica	January 20, 2014	

From Meeting Date: 12/11/13

9	Explore/research what asthma programs look like in other local health departments or similar jurisdictions.	Perhaps the new Staff Analyst could begin this research when she starts in the New Year	February 1, 2014	
10	Email most recent version of SP to Steering Committee.	Monica	January 6, 2014	
11	Send SP to External Relations for approval	Janet and Monica	December 31, 2013	
12	Reach out to speakers for January Coalition Meeting	Janet and Jessica	December 16, 2013	December 13, 2013