

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



**Meeting Notes
March 12, 2014**

Attendees: Ashley Kissinger (Esperanza), Bianca Lopez (St. John’s), Francisco Covarrubias (ICLC), Janet Scully (DPH-MCAH), Jessica Tovar (LBACA), Kerry Van Frank (PUSD), Loretta Worthington (DPH-MCAH), Robert Vinetz, MD (Queenscare), Yolanda Cuevas (LAUSD), Ricardo Torres (MPH Student), Debra Levi (MPH Student)

ISSUE/TOPIC	DISCUSSION
<p>Welcome & Review Agenda, Minutes</p> <ul style="list-style-type: none"> • Approve February minutes • Status of action items from Dec/Jan/Feb meetings 	<ul style="list-style-type: none"> • Dr. Vinetz called the meeting to order at 9:40 and asked for introductions – We had two MPH students from CSU, Northridge join us. • Dr. Vinetz moved to approve the minutes as is and Janet seconded. Minutes were approved with no revisions. • Status of action items – <ol style="list-style-type: none"> 1. Roll over – Dr. Vinetz asked for a few minutes to discuss the recruitment “ask” and how we would like to frame the letter. 2. Steering Committee members should have received the updated Workgroup leadership protocols. Loretta can resend to anyone who did not get them. 3. Loretta will send Janet the PDF of protocols to post on website, 4. Loretta will send a request to all ACLAC member orgs to request that our webpage and Facebook link be added to their organizational websites. 5. Loretta will bring the workgroup sign in sheets to the General Coalition meeting 6. Revisions to the General Coalition post-meeting form have not been completed yet 7. Yolanda will reach out to LAUSD physicians to attend the General Coalition meeting in April 8. 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
<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"> • Clinical – PIF grant has been funded! The work group has not met recently. Next step is to set up work group meeting. Loretta and Janet will convene the next clinical workgroup meeting in late March or early April. • School – Kerry reported that the next meeting will be on March 26. Kerry and Yolanda will be drafting a letter to Susan Chiden to invite her to the meeting. They reported a need to work on an updated AAP form to use with lay staff who has limited health care education. The new one designed by DHS is too clinical for many lay staff to utilize. Dr. Vinetz stated that the one designed by the Asthma Clinical Partnership a few

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	<p>years ago (My Asthma Action Plan) was meant to meet the needs of clinical, family, and school uses. He stated that it may help to have more visuals and images in any new AAP designed. Maybe use a tear off form – top for physicians and bottom for the parents/families. We need one AAP that meets everyone’s needs. Dr. Vinetz stated that there are many forms coming in that are different (AAP, Headstart, etc) and it can be overwhelming for clinicians and/or school staff. The School’s Workgroup will put together a group of clinicians, parents, community workers, school staff, to develop a streamlined form as soon as possible. Next step is for the Schools Workgroup to convene a meeting with Susan Chiden from LACOE to get feedback on the potential development of a universal AAP supported by LACOE. The letter to Susan Chiden will come from Asthma Program at LAUSD, but can include logos of supportive orgs. The PACE training (LBACA) uses the NCR triplicate form).</p> <ul style="list-style-type: none"> • Outdoor Air – no updates. CCFC has a new report that can be utilized • Indoor Air – Francisco will be stepping down as Indoor Air Quality workgroup chair and Ashley will be taking his place.
<p>April General Coalition Meeting Planning</p> <ul style="list-style-type: none"> • Presenters – Dr. Okelo & Foothill Transit • SC Nominations • Co-Chair discussion • Networking format 	<ul style="list-style-type: none"> • Dr. Okelo will be speaking on data and disparities. Dr. Vinetz will be meeting with Dr. Okelo next week and he will speak with Dr. Okelo about the presentation and perhaps offer some suggestions on what information was requested by coalition members. Jessica said Dr. Okelo provided a presentation to the PLACE program that focused on families and medicine needs, and challenges of compliance and it was an excellent presentation. • Foothill Transit will be presenting on their new program and their work on improving outdoor air quality. • ACLAC will have steering committee elections at the General Coalition meeting in April. Organizations in “good standing” can vote. Dr. Vinetz asked what the bylaws say about how member organizations stay in good standing. Janet reported that all members in good standing will a) have a membership form on file, and b) will have attended at least 50% of the coalition meetings over the past 12 months. ACLAC has never had more nominations than seats available on the steering committee. Dr. Vinetz stated that we do need to have a process just in case we do get more nominations than seats. Nominations have to be made by April 15. No nominations will be accepted on the floor. Loretta will make changes to the current bylaws to include the deadline for nominations, and send to steering committee for approval.

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	<ul style="list-style-type: none"> • Francisco has offered to become Coalition Co-Chair, allowing Dr. Vinetz to step down as requested. • Networking break worked well. We will use the networking break to collect the election forms, which will be introduced at the beginning of the meeting.
<p>General Updates & Discussion</p> <ul style="list-style-type: none"> • Asthma Day Event Planning • Ideas to increase Community Worker engagement • Final Strategic Plan Document Dissemination • Clinical asthma project & PIF funding proposal update • Funding updates 	<ul style="list-style-type: none"> • Asthma day – World Asthma Day is May 6 and Asthma Awareness Month is during May. <ul style="list-style-type: none"> ○ Esperanza can offer a day in May at their site to have a resource fair. ○ Dr. Vinetz asked about developing another housing event at St John’s, like the last year’s event. ○ Esperanza has many housing units in the University Park area, who are affected by industrial facilities. ○ For the past two years Asthma Day events, St. John’s took the lead on media, SAJE on tenants, and ACLAC on tabling and contacting speakers, and invites. ○ Yolanda said she recommends LBACAs community workers who spoke on their own experiences going into the homes and working with families in need. ○ Bianca (St. John’s) will ask Regina and find out if she is interested in helping to spearhead this event. Ashley will also ask Nancy at Esperanza. ○ <u>Loretta will set up a meeting (adhoc committee) for asthma awareness month.</u> Janet said that ACLAC had hoped to use this event to have some sort of impact on systems change. How are we going to use this event to encourage systems change? ○ Steering Committee agreed that the message of this event can be focused on integrated pest management (IPM). ○ Bianca will check to see if we can use the St. John’s mobile clinic on May 6th ○ Invite some of the regulatory agencies. Send out a letter to invite, maybe to Dr. Fielding. ○ May be a good idea to invite landlords to speak, those who have cleaned up their rentals based on ACLAC intervention. Francisco may have a landlord who would be open to this. • The Strategic Plan is finalized! Janet has requested printing quotes to print the SP and will have it ready to disseminate at the general meeting. We can ask members to put the SP on their organizational websites • Productivity Investment Fund board approved the grant request for \$150,000 to move forward with this project! Janet gave an update on the board meeting to the SC. One question the board kept asking was about sustainability and the response was to perhaps provide a breathmobile to AV (the current bus cannot get over the hill). The cost benefit was really helpful. Janet will send out the final proposal to the SC.

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	<ul style="list-style-type: none"> • Ashley submitted a written request to create a CHW work group in the coalition to increase CHW engagement. These workers have a strong voice with the families, yet currently have a soft voice at the coalition. Several member organizations currently have CHW, and they would potentially receive additional support and leadership opportunities if provided this new space to convene as a group. Dr. Vinetz stated that CHWs may become much more important as we go forward, particularly if the State of CA approves reimbursement for CHW in-home assessments. Ashley would like to nominate two of Esperanza’s CHWs to chair this new workgroup. Janet suggested one from another org (QueensCare, LBACA or St. Johns). Perhaps at a general coalition meeting, a CHW can do a presentation on their work. Maybe even get a group of CHW to present to physicians and residents. Dr. Vinetz made a motion that at the next general meeting there will be a space for CHW to convene and discuss a possible CHW work group. If they agree, the group will make a formal request to the Steering Committee to form this group. • Bianca spoke about a CPCA pilot with 85 orgs (clinics) on the reimbursement for CHW. Referred to RAMP to ensure they are aware of the CPCA pilot. Michael Patterson is the lead for that. • Dr. Vinetz brought up funding as an issue for future general coalition meetings. We can develop an adhoc committee to work on fundraisers. Virtual fundraisers can be done easily. Can we get buy in from clinics, clinicians, and parents? Maybe \$1 per person seen with asthma. We could ask members for donations for/of food? Dr. Vinetz can make a pitch to QueensCare. Loretta will take the lead and develop a fundraising adhoc committee after Asthma Awareness Month activities are over.
Announcements	<ul style="list-style-type: none"> • ALA is hosting SCAMP camp. Ashley asked if the coalition ever sponsored families to go (the \$35) to this event? Kerry mentioned that one can call the SCAMP Camp Coordinator(Jennifer Paul, ALA) and ask for scholarships. We will also pass the hat at ACLAC general coalition to fund some youth to go to this camp. Dr. Vinetz made a motion to pass the hat for SCAMP kids, Kerry seconded. • Jessica announced her leaving LBACA. Janet presented her with a lovely plant and a card to celebrate her time with us.

Recorded by Loretta Worthington

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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	

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15	Explore/research what asthma programs look like in other local health departments or similar jurisdictions.	Loretta	May 14, 2014	
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