

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



**Meeting Notes
June 11, 2014**

Attendees: Ashley Kissinger (Esperanza); Francisco Covarrubias (ICLC); Gary Rachelefsky, MD; Janet Scully (DPH-MCAH); Loretta Worthington (DPH-MCAH); Robert Vinetz, MD (Queenscare); Kerry Van Frank, RN (PUSD); Yolanda Cuevas, RN (LAUSD)

ISSUE/TOPIC	DISCUSSION
<p>Welcome & Review Agenda, Minutes</p> <ul style="list-style-type: none"> • Approve March and May minutes • Status of action items from Feb/March/April meetings 	<ul style="list-style-type: none"> • Francisco called the meeting to order at 9:45 and asked for introductions – It was also requested to add introductions to the agenda. • While waiting for a quorum to arrive – <ul style="list-style-type: none"> - it was discussed and decided that, if possible, we would provide a call in option for steering committee members if they were interested. Loretta will send an email asking SC members if they would be interested in this option - We would request RSVP’s for the Steering Committee meetings in the future - We would have a follow up discussion about the option to follow up with absent SC members to get their vote on issues/minutes approvals when a quorum was not present • March minutes were approved with one correction – the spelling of “Susan Chiden” (LAUSD) on page one and two under workgroup updates was changed to “Susan Chaides”. May minutes were approved. • Status of action items – <ol style="list-style-type: none"> 1. Committee reviewed 2nd draft of revised By-Laws. Committee discussed some items and approved By-Laws with revisions. Loretta will send out final copy with minutes. 2. Facebook “likes” were done by those Steering Committee members who use Facebook. Several committee members do not use FB. 3. Indoor Air and School workgroups both have a meeting set for June 25. Clinical and Outdoor air do not have anything set up yet. Loretta will follow up with those groups to ensure a meeting is set. She will also attend workgroup meetings. 4. Clinical/PIF workgroup meeting has not been set – this is something Monica will be working on with the Clinical workgroup. 5. The signup sheet for CHW workgroup was created, but was moved to the July General Coalition meeting 6. No fundraising committee has been developed yet, although two SC members have voiced interest.

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

ISSUE/TOPIC	DISCUSSION
	<p>Loretta will send out another invite.</p> <p>7. Roll over – Dr. Vinetz did not meet with Dr. Rachelefsky yet. They set a date for early July. This item will be removed from the action item list for further discussion.</p> <p>8. completed – LAUSD health care providers were invited to April’s meeting</p> <p>9. Loretta provided an update on asthma programs in other jurisdictions. She will send out what she currently has. It was suggested to look at the EPA and NAEPP websites and to check out NJ and NM asthma coalitions for more information.</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 – will meet June 25th – No new updates • Outdoor Air – no update – • School – will meet June 25th – no new updates • Clinical – no updates – will meet July 2 <p>Loretta will send invitations to the coalition about workgroup meetings. Ideas to engage others in workgroups are to contact Coach for Kids (Cedars Sinia); St. Joseph’s Medical Center (their health outreach program); AltaMed mobile van</p>
<p>July General Coalition Meeting Discussion</p> <ul style="list-style-type: none"> • Presenter and panel discussion • Work group break out discussion • Other information for meeting? 	<ul style="list-style-type: none"> • It was decided that the July meeting would focus on outdoor air pollution. We will postpone the Community Health Worker focused meeting to October 2014 • Patty Ochoa will present on the I-710 Corridor Project and the Community Alternative (CA7) • Second presenter will be selected from the following - Dr. Yifang Zho, UCLA; Andrea Hricko, Boyle Heights; Jennifer Flores, LAUSD. Loretta will contact each of them to determine interest and availability. • Break our sessions will have at least 30 minutes on the agenda
<p>General Updates & Discussion</p> <ul style="list-style-type: none"> • Financial Update • Events – (Asthma Awareness Month, 	<ul style="list-style-type: none"> • . Financial Update and discussion <ul style="list-style-type: none"> ○ Petty cash balance = \$282.88 ○ According to David Hechter at ALA, the ACLAC balance is \$4282.04. Janet indicated that this may not be correct and Loretta will follow up to ensure we receive a budget report. • Event highlights were provided and an event summary disseminated for the Asthma Awareness Month

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

ISSUE/TOPIC	DISCUSSION
<p>LB Resource Fair)</p> <ul style="list-style-type: none"> • Coalition Bylaws Revisions • Discussion to increase work group mobilization • CA Breathing Healthy Homes & Asthma Training Opportunity • Funding Discussion 	<p>Press Event. A color copy will be emailed to all SC members.</p> <ul style="list-style-type: none"> • By-laws were covered in Action Item Updates • Loretta described the CA Breathing training opportunities available, Healthy Homes training for health care providers and for Community Health Workers. Nursing CEU's can be provided. No CME's at this time. The SC members were in agreement that both trainings can be utilized here in L.A. Loretta will follow up with CA Breathing. She will also follow up with Emma Wolfe at Queenscare and Vision y Compromisos (a CHW leadership organization) to determine CHW interest. <ul style="list-style-type: none"> ○ The health care provider training could be used as a fundraiser. There was some discussion about the attractiveness of in-person CEU opportunities that cost money. • Loretta disseminated a draft fundraising letter to raise a minimum of \$10,000 for coalition needs. SC members will edit/revise and return to Loretta over the next two weeks. Loretta will revise and send out final copy. This letter is for SC members to deliver to potential donors. The letter can be revised for each situation and donor, but must get approval before use.
<p>Announcements</p>	<ul style="list-style-type: none"> • No announcements

Recorded by Loretta Worthington

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

ACTION ITEMS

From Meeting Date: 5/14/14

	Action Item	Person(s) Responsible	Due Date	Date Completed
1	Update and revise DRAFT 2 of bylaws to review with committee on June 11, 2014	Loretta	June 11, 2014	2 nd Draft completed – reviewed with steering committee APPROVED
2	Members who use Facebook were to “like” the Facebook page and send out a request for friends to “like” the page as well	All	June 11, 2014	June 11, with restrictions
3	Work group chair were to set a meeting calendar for their work groups	Work group chairs	June 11, 2014	Indoor and School – June 25; need outdoor and clinical dates

From Meeting Date: 3/12/14

	Action Item	Person(s) Responsible	Due Date	Date Completed
3	Convene a meeting of school nurses and staff, clinicians, CHWs, and ACLAC members to work on a standard AAP	School workgroup	June 30, 2014	
4	Convene a meeting for clinical workgroup/PIF	Janet/Loretta	March 31, 2014	Past due
5	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
6	Develop an adhoc committee dedicated to fundraising for the coalition	Loretta	June 1, 2014	Will send SC invite

From Meeting Date: 2/12/14 (rolled over)

	Action Item	Person(s) Responsible	Due Date	Date Completed
7	Make recruitment contacts to Healthcare/Hospital organizations (White Memorial, CA Hospital Medical Center, and Community Clinic Association).	Dr. Vinetz / Emma Wolfe	Past Due	REMOVE for DISCUSSION
8	Invite LAUSD school physicians and nurse practitioners to the April meeting.	Yolanda	April 11, 2014	April 11, 2014
9	Explore/research what asthma programs look like in other local health departments or similar jurisdictions.	Loretta	May 14, 2014	June 2, 2014