



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

**Meeting Notes  
February 13, 2013**

**Attendees: Bob Vinetz, Carlos Aguilar, Carrie Tayour, Janet Scully, Jessica Tovar, Katie Balderas, Monica Morello and Aarti Harper (via telephone)**

ISSUE/TOPIC	DISCUSSION	ACTION/FINDINGS	PERSON(S) RESPONSIBLE
Welcome and review agenda <ul style="list-style-type: none"> <li>• Minutes &amp; action items from last meeting</li> </ul>	<ul style="list-style-type: none"> <li>• The meeting was called to order at 9:40am.</li> <li>• Meeting minutes and action items were reviewed.</li> </ul>	1) Minutes were approved as written.	
ACLAC Strategic Plan Revision <ul style="list-style-type: none"> <li>• Review of key concepts</li> <li>• Presentation of revised goals &amp; objectives</li> <li>• Discussion &amp; approval</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed vision/mission statement, defining goals and objectives, spheres of influence and Steering Committee role in developing goals and objectives.</li> <li>• Reviewed each Workgroup's revised goals and objectives.               <ul style="list-style-type: none"> <li>○ Clinical Workgroup – Suggestions from the group include combining and consolidating some of the objectives.</li> <li>○ Pull out any objectives that are cross-cutting and have them be Coalition-wide objectives.</li> <li>○ Indoor Environments – minor revisions suggested.</li> <li>○ Outdoor Environments – minor revisions suggested.</li> <li>○ Healthy Schools – slightly revised goal statement to include all people. Modified bullet #2.</li> </ul> </li> <li>• Next steps are to develop strategies for each of the objectives. Workgroups will use a work plan template to develop the specific actions to complete each objective.</li> </ul>	1) Dr. Vinetz mentioned that our objectives should at least be measureable so that we can evaluate our work. Monica agreed and explained the process for evaluation. 2) Monica will send out comments and revisions to the goals and objective out to the group for final feedback. 3) Co-chairs will schedule a meeting with their workgroups to develop strategies and action plans and then present them at the May Steering Committee meeting for review and approval.	1) n/a  2) Monica  3) Workgroup Co-Chairs
Workgroup Leadership Protocol <ul style="list-style-type: none"> <li>• Procedures</li> <li>• Templates</li> <li>• Process evaluation plan</li> </ul>	<ul style="list-style-type: none"> <li>• Monica went over the Workgroup Leadership Protocol.</li> <li>• Dr. Vinetz suggested putting the workgroup templates on the ACLAC website.</li> </ul>	1) Post Workgroup Leadership Protocol and templates to ACLAC website. 2) Monica is available and willing to assist with processing Workgroup meeting evaluations, minutes, etc. Just communicate what you need help with.	1) Monica
ACLAC Organizational Guidelines <ul style="list-style-type: none"> <li>• General membership requirements</li> <li>• SC attendance</li> </ul>	<ul style="list-style-type: none"> <li>• General membership requirements – 1) Adhere to the mission, vision, goals, and the organizational guidelines of the Asthma Coalition of Los Angeles County; 2) Sign and submit a membership application form to the Steering</li> </ul>	1) Continually follow and uphold the membership, voting, and attendance requirements of the ACLAC per the Organizational Guidelines.	1) All Members

ISSUE/TOPIC	DISCUSSION	ACTION/FINDINGS	PERSON(S) RESPONSIBLE
<ul style="list-style-type: none"> <li>Membership forms</li> </ul>	<p>Committee, will be considered for membership by the Steering Committee.</p> <ul style="list-style-type: none"> <li>Voting: Each member organization is entitled to one vote.</li> <li>Members must participate in a minimum of 50% of scheduled meetings per calendar year in order to be considered members in good standing and maintain voting rights.</li> <li>Steering Committee Attendance – Our bi-laws state SC members cannot miss 3 consecutive meetings.</li> <li>All members are required to submit a completed membership form. Only those members who have a form on file with the Coalition will be eligible to vote.</li> </ul>	<ol style="list-style-type: none"> <li>Submit a Membership Form to Monica, if not already submitted.</li> </ol>	<ol style="list-style-type: none"> <li>All SC Members</li> </ol>
<p>General Updates &amp; Discussion:</p> <ul style="list-style-type: none"> <li>Childhood Asthma Leadership Coalition – Sustainable Funding Webinar</li> <li>ACLAC Facebook status</li> <li>Summary of the January General Meeting Evaluations</li> <li>S.A.F.E. Presentation in April</li> <li>World Asthma Day activity planning/Intern</li> </ul>	<ul style="list-style-type: none"> <li>Childhood Asthma Leadership Coalition Webinar – MA Asthma Coalitions: <ul style="list-style-type: none"> <li>Raised awareness – gaps &amp; needs for better policy</li> <li>Support legislation</li> <li>Developed best practices/business case</li> <li>Coordinated efforts</li> </ul> </li> <li>For insurers/payers to cover CHWs, they need an evidence base for best practices (cost effectiveness)</li> <li>CHWs should all have: <ul style="list-style-type: none"> <li>Standardized training</li> <li>Standardized skill assessment/evaluation</li> <li>Easy referral system</li> </ul> <ul style="list-style-type: none"> <li>Resources: The Community Guide; CDC National Asthma Program</li> </ul> </li> <li>Facebook page update: Monica started posting more information on the page back in December and the traffic on our FB page has increased greatly - 23 new likes, total reach increased from 2 to 167.</li> <li>Katie requested that Esther cover other updates and accomplishments in her presentation as well.</li> <li>New UCLA intern will be with ACLAC from March to June. She will be helping to plan the Asthma Awareness Event in May. Monica asked the SC for some intern project ideas.</li> </ul>	<ol style="list-style-type: none"> <li>For more information about the Childhood Asthma Leadership Coalition, go to <a href="http://www.mcanonline.org/index.html">http://www.mcanonline.org/index.html</a></li> <li>Send asthma policy-related information, materials, announcements, etc. to Monica to post on the ACLAC Facebook page.</li> <li>Email Ester SC approval for S.A.F.E. presentation in April.</li> <li>Submit any policy and planning project ideas for the ACLAC intern to Monica.</li> </ol>	<ol style="list-style-type: none"> <li>n/a</li> <li>All SC Members</li> <li>Monica</li> <li>All SC Members</li> </ol>