

**Montgomery County-Department of Health and Human Services**  
**Asian American Health Initiative**  
**Steering Committee Meeting Minutes**  
**March 1, 2011**

<b>Steering Committee</b>	<b>Present</b>	<b>Steering Committee</b>	<b>Present</b>
Harry Kwon (Chair)	X	Sovan Tun	Absent
Anis Ahmed	Absent	Meng Lee (Vice Chair)	X
Nerita Estampador	X	Ji-Young Cho	X
Karen Kar-Yee Ho	X	Wilbur Friedman	X
MunSu (Moses) Kwon	Absent	Lewis Hsu	Absent
Michael Lin	X	Sunmin Lee	X
Sam Mukherjee	X	Wendy Shiau	X
		Betty Luan (HP Liaison)	X

<b>AAHI Staff</b>	<b>Present</b>	<b>Guest</b>	<b>Present</b>
Perry Chan	X	Linda McMillan	X
Betty Lam	X		
Jamie Weng	X		
Sanjana Quasem	X		
Atyya Chaudhry	X		
Rebeka Sultana (Intern)	X		
Patricia Nguyen (Intern)	X		
Karishma Dhru	X		

**Welcome/Introductions:**

Committee Chair Harry Kwon called the meeting to order at 6:12p.m. He welcomed all in attendance and asked attendees to briefly introduce themselves and their affiliations. Harry welcomed Linda McMillan, Senior Legislative Analyst of the Montgomery County Council.

**November 2010 and January 2011 Meeting Minutes Approval:**

Harry Kwon indicated that the November 2010 and January 2011 minutes were distributed prior to the meeting and hoped that all attendees had the opportunity to review them. All steering committee members were in favor of approving both the November and January meeting minutes.

**Presentation by Linda McMillan, Senior Legislative Analyst, Montgomery County Council:**

- Harry Kwon briefly introduced Linda McMillan to the Steering Committee. Harry and Linda McMillan have been trying to plan this meeting for the last year and a half and finally have been able to meet. Harry knows Linda through the Commission on Health, and greatly appreciates all of the insight that Linda will be able to provide AAHI's Steering Committee and staff. Linda McMillan works

closely with George Leventhal, Nancy Navarro, and Craig Rice on the County Council.

- Linda McMillan provided an “About the County Council” informative packet to the Steering Committee. The packet includes: The Council’s Responsibilities, when the Council meets, Council Procedures, Standing Committees, about Council members, The Budget Affordability, Budget Schedule, and Frequently Asked Questions.
- County Council Brief Introduction: Montgomery County has 9 council members. Each of the 9 county council members has an individual staff of about 3-5 members who generally work on constituent issues and monitor issues based on the Council member. The Council also has a central staff who Linda McMillan works under. The central staff serves the Council as the entire body and is split up based on issues. Specifically, Linda McMillan’s main portfolio encompasses DHHS and Housing issues including HHS’s committee and Planning, Housing and Economic Development committee on budget and policy issues.
- Council has a wide range of responsibility: budget, passing legislation for executive department, land use, zoning, master planning, district council sit in for land use, County Council sit in for the Commission of Health.
- Council generally meets on Tuesdays and the Committees generally meet on Monday or Thursdays. Budget Council Hearings: 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>- Tuesday, Wednesday, and Thursday of this month.
- Budget must be approved by June 1<sup>st</sup> according to the charter but generally it is approved the week before Memorial Day, but members have until June 1<sup>st</sup> to pass the budget for the fiscal year.
- Coming up shortly- Thursday HHS will meet to discuss the modernization of their technology to make the services easier for clients and staff. This will enable clients and staff to be more time efficient. Another meeting will be held for the Hoarding task force the following Thursday. Hoarding issues ranging from personal problem to public safety issues will be discussed.
- The Council website has all district information as well as packets for meeting minutes and agenda which is public information.
- If you can not make it to the public meetings you may send a request to the Council President. The Council President’s email is viewed by all members and will go to the appropriate member based on the subject of the letter.
- Linda McMillan also mentioned that they received the letter from the initiative to add the language, culturally and linguistically component to the bill and it was passed.

- About 5 members of the Legislative branch act like the general council for Montgomery County and have spent 6-8 months on budget issues that affect our community. There are very serious budget issues this year more than before. The budget will be more so based on county member's compensation versus cutting staff. The Council has to close a \$300 million gap in budget.
- Linda McMillan stated that she thoroughly enjoyed reading the Storybook: *Voices Among the Silent* on the AAHI website.
- Harry Kwon and the AAHI Steering Committee and staff thanked Linda McMillan for her informative presentation. He then opened up the discussion for a question and answer session for Linda McMillan.
- **Questions for Linda McMillan from Steering Committee members:**
  - Sam-Question: HHS committee members George Leventhal, Nancy Navarro, and Craig Rice discuss the pros and cons of what is proposed by Ike Leggett. At what point do other members of the council have their say? Is it only at the time of the public hearing or the final voting?
    - Linda McMillan: Response- Council members, many times, will share if they have a special concern with other committee chair. For example, reviewing capital budget issue in North Bethesda Community Center. The committee received a memo from Councilmember Roger Berliner, who is not part of the committee. Councilmember Berliner did so to discuss his concerns regarding the executive's proposal to delay the project.
    - Sam-Question: When it goes to the full council they have access to all that has been proposed. After that point not necessarily, they are targeted with any information, unless they want to know.
    - Linda McMillan: Response- Yes, most of them during budget time assign someone from their staff to follow the different committees to keep the council members informed.
  - Sam-Question: Our concern here, budget, program and things, though in principal are public are not so public as many others. We are trying to find a way where they can be integrated into this knowledge before the voting comes. This helps them and it helps us.
    - Linda McMillan: Response- I can say that all council members' offices are quit good with reading correspondence. So if for example, we don't know what the executive is going to propose until March 15<sup>th</sup>. If you have special concerns, you may contact Cara Fienberg, who is in the office of Management and Budget and the manager for HHS issues in the Office of Management and Budget, or Chuck Short Special Assistant to the County Executive. Up until March 15<sup>th</sup> they are the ones who are working on their internal decisions. After March 15<sup>th</sup> then you should write to the council president and I would make it a point to copy Councilmember Leventhal. All of the council member offices will look at that correspondence, especially a correspondence that comes from a standing committee. We really try to make sure that everybody has seen it and makes it into the

packet. I will be honest with you, some groups depending on what the issues facing them try to meet with a council member, which gets very difficult. Once their schedules really get going sometimes, it's better to have those meetings in the fall. Educate them on your issues and what you want to do. Because once April hits, the reality is that they don't have the time to meet with everyone.

- Sam-Question: What if we have discussed last year that some of the presentation from this committee a few members not necessarily from this committee should help them understand how to deal with that, when it comes to their say. Do you think there is time for that?
  - Linda McMillan: Response-You can try. It really just depends on what their schedules are like. I know some people that would like to touch base with the council president. If council president Ervin couldn't meet with you, her chief of staff may meet on her behalf. I
  - Ji Young- Question: Last year I had some experience with the County Council and the County Executives but still I am very confused about the dynamics of the County Executives and County Council. For example, if a grant application is not recommended by the County Executives, can there be an override from the County Council?
  - Linda McMillan: Response- Yes, actually I will say something general then talk about grants. In Montgomery County, the charter is set up to give a lot of authority to the council. So the council can add to and take from the budget, the executive budget is a recommended budget. All the final decisions are made by the council. Grants are really non competitive contracts for non-profit organizations, not like the federal government. The county executive has included community grants in his budget. He has his own process and recommendations for that and sends out a list of who he has recommended. The council has generally accepted all of his decisions. The council has their own process where citizens can fill out applications, have panels and have public discussions for the grants that have been requested. Only 10% that is applied for is approved. Generally, that is in addition to what the executive has approved.
- Perry- Question: Who is doing the monitoring of the grants?
  - Linda McMillan: Response- Because they are all contract grants they get assigned to a department
- Dr. Nerita: Question- Is there a cap?
  - Linda McMillan: Response- They do not have a cap. The only restriction is that you have to be 501(c)3 organizations for council and executive grants. There are a variety of sizes but majority are about \$50,000 to \$75,000 there have been larger ones but generally are small. There are no restrictions on applying again. Some organizations have gotten grants a few years in a row. Last year we had a discussion on health related organizations because of budget restrictions because there were restrictions of the grants for Montgomery Cares. The policy decision was that the council would not be getting additional funding from the council that were getting funding from Montgomery Cares. This has hurt many

organizations because they were counting on the extra money. We know that this has hurt them, but we are trying to keep the reimbursement to \$62.00 all primary care clinics of Montgomery Cares. We may go through the year without having any unfunded visits, but it will be tight.

- Harry: Question- The Health Disparities bill has been approved by the full council, so what happens next?
  - Linda McMillan- Its done.
- Harry: Question- How often do they cosponsor a bill together, is it a common practice?
  - Linda McMillan: Response- Well its common practice that there is more than one committee on a bill but it depends on the issue.

### **AAHI Program Updates:**

- **Outreach and Education:**

Perry provided a brief update on the last two months.

Numbers from July 1<sup>st</sup> to March 2011:

1. Basic Screening: Over 1000 county residents
2. Education: Over 2500 county residents
3. Referrals: 205
4. Breast Self Examinations: 216

Sam raised concern regarding the new recommendations for mammograms adopted by the U.S Task Force; Perry reassured Sam that AAHI continues to follow the Komen Organization's guidelines.

- **Health Promoter Retreat:**

AAHI hosted a Health Promoters retreat on January 29<sup>th</sup>, 2011. The retreat focused on three areas: team building, effective communication and enhancing outreach efforts. Overall, the aim was to empower Health Promoters in health education and the screening referral process.

- **S.M.A.S.H B:**

AAHI supported the Viet Nam Medical Assistance Program (VNMAP) with the SMASH B event and screened a total of 114 people. AAHI has taken a different approach from last years partnership with CCACC. AAHI's role in the CCACC's event was one of leadership. The partnership with VNMAP, AAHI gave technical support during the event. This was an empowering movement for community members that AAHI aims to continue. In the upcoming weeks there will be a results day and vaccinations. This event is also an important marker for data collection.

- **Program manager position update:**

Betty announced that the Program Manager position is officially frozen due to the budget situation.

- **Strategic plan:**

Perry mentions that the Strategic Plan is a guide for the next five years from 2011-2015, to better serve the community. The Strategic Plan encompasses community empowerment, health care access, data collection, partnership and collaboration and organization sustainability. This document is available on the website to the general public. Today the Steering Committee will launch the Strategic Plan on the AAHI listserv.

- **AAHI Website:**

Perry provided a brief overview and tutorial of the newly launched website to help familiarize Steering Committee members. Perry mentioned that the website is linked to AAHI's social media sites which are regularly updated to disseminate current information to the public. In addition, the website content can be updated in house, the platform; Wordpress is similar to Microsoft Word and easy to use. All of AAHI's publications can be found on the website. The website is available in English, Hindi, Korean, Chinese and Vietnamese. Harry noted that AAHI's work and progress not only benefits Montgomery County but is also useful statewide and nationally. Dr. Nerita has recommended placing presentations like the APHA on the website so that the public can view the information online along with the progress of AAHI.

### **Steering Committee Updates:**

#### **A. Guidelines and by-laws:**

We are currently under the Steering Committee Guidelines charter. AAHI steering committee aims to shift to by-laws. This change will encompass changing the current guidelines to something that is time sensitive and easy to attain. The current nominations process in the Steering Committee Charter is lengthy and time consuming. With a change from the current charter to the by- laws will help future steering committee chairs and Vice chairmen with the process. Within the next 4 months, Harry aims to make a change.

#### **B. Nominations and nomination committee:**

June 30<sup>th</sup> marks end of Harry and MK's term as Chair and Vice Chair of the AAHI Steering Committee. Due to the current charter, nominations for the current position change are complicated. A timeline for this process has been distributed at the meeting to show the progress AAHI steering committee members aim to accomplish. Currently, Wilbur is on the Nominations board and welcomes other Steering Committee members to join. AAHI Steering Committee aims to get some nominations within the next few weeks. April 4<sup>th</sup> is when the new nominee will be confirmed, the individual must turn in a statement of purpose. May 10<sup>th</sup>, is when a formal election for the position will be given. A vote to accept the time line was approved by all steering Committee members.

## **Subcommittee Updates:**

### **C. Program:**

Chair of Program Committee: Karen- One formal meeting with Perry, Sanjana and Karen took place. The meeting was based on the goals, long term tasks and the upcoming events of AAHI. Ethnic media outreaches, technical health promoter training are two programs that AAHI aims to increase. Karen, Sanjana and Perry also discussed the VNMAP Hepatitis B event as well as future Hepatitis B projects. Another short term program that the staff and the program committee will concentrate on is the Steering Committee retreat.

### **D. Advocacy:**

Chair of Advocacy: Sam: In the last several weeks he attended a few different occasions. The first one was testifying in front of the council for the 1-11 Bill by George Leventhal. The testifying parties were LHI and others. Sam believes that from this event he gathered that the unification of all of the initiatives may take place. The second occasion was a joint meeting with all of the initiatives and Ike Leggett. The meeting consisted of budget information. Mr. Leggett was not specific about how the budget would be delegated. Sam believes that Uma Aluwalia will not have staff cuts. Sam tried to reach all members there by iterating that a 5% cut could be detrimental for AAHI. Sam tried to make aware that after Julie Bawa's departure AAHI's small staff has shown great progress and commitment to the community. Sam suggests that if all the initiatives join together to inform council members of the overall mission and educate the council on the suffering of community members from the initiatives perspectives could raise more awareness.

Linda McMillan suggested that if AAHI would like to have a meeting with council members that she could be contacted for a strategic meeting with the most council members to have a discussion.

### **E. Data:**

Chair of Data Committee: Sunmin & Karen- Very new committee therefore, no real updates. Karen participated on a conference call on the CHIP presentation on data collection and quantitative information. Basically, the participants gave feedback on their initial plan. Demographics, target groups and limited resources where some suggestions on updates that they made. The first draft of the survey that they supplied the participants was lengthy and was suggested by participants to shorten.

## **Liaison Reports:**

### **F. Governor's Commission:**

No new updates

### **G. Asian American Advisory Committee:**

No new updates

### **H. Commission on Health:**

Sam had no additional updates besides the ones made under the advisory committee meeting discussion earlier.

**Other Business:**

**I. Letter to Mr. Leggett:**

Harry just received this letter last night from, Eduardo Pezo, from the Latino Health Initiative to thank Mr. Ike Leggett. This is also another advocacy effort from all three initiatives to remind Mr. Leggett of the need to preserve the funding/ budget recommendations of the three initiatives. Harry will send an email update regarding this letter to Mr. Ike Leggett to the committee.

**J. 2011 retreat date:**

There are three proposed dates for the Steering Committee retreat. June 4<sup>th</sup>, June 11<sup>th</sup>, and 18<sup>th</sup> are the proposed dates. The retreat is scheduled for 9am to 1:30pm/ 2pm. Harry will be sending out an email to the Steering Committee to set a date based on everyone's schedule.

**II. Adjourn: Time: 8:14 pm**