

**Montgomery County – DHHS  
Asian American Health Initiative (AAHI) Steering Committee Meeting  
January 23, 2018**

<b>Steering Committee</b>	<b>Present</b>	<b>AAHI Staff</b>	<b>Present</b>
<b><i>Organizational Members</i></b>			
Ji-Young Cho	X	Sobia Ahmad	
Wilbur Friedman	X	Jennifer Chuong	
Michael Lin	X	Perry Chan	X
Mayur Mody		Betty Lam	
Sam Mukherjee	X	Karlie Leung	X
Nguyen Nguyen (Vice Chair)	X	Maria Lejano	X
Thomas Tran	X	Sanjana Quasem	X
Sovan Tun	X	Alice Zic	
Edward Wan			
<b><i>Individual Members</i></b>			
	<b><u>Present</u></b>	<b><u>Guests</u></b>	<b><u>Present</u></b>
Nerita Estampador	X		
Meng K. Lee (Chair)	X		
Sunmin Lee			
Cynthia Macri			
Hina Mehta			
Tho Tran			
Judy Wang			
<b><i>Affiliate Members</i></b>			
	<b><u>Present</u></b>		
Anis Ahmed			

**Welcome (Meng K. Lee, Chair)**

- Meng K. Lee called the meeting to order at 6:17PM.
- Meng stated that the meeting will be recorded. There were no objections.

**Approval of Agenda and Minutes (Meng K. Lee)**

- A motion to approve the agenda was presented. Wilbur Friedman moved to approve the agenda. Michael Lin and Sam Mukherjee seconded the motion.
- Meng called for a voice vote to approve the agenda. There were no objections.
- SC Meeting minutes from September 12, 2017 and November 14, 2017 were shared with SC members prior to the meeting.
- As there was no quorum at the previous Steering Committee (SC) meeting, a motion to approve minutes from the past two meetings was presented. Wilbur seconded the motion.
- Meng called for a voice vote to approve the minutes. The minutes were approved by voice vote. There were no objections.

ACTION: Meeting agenda and minutes approved with no objections.
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### **Steering Committee Guidelines (Wilbur Friedman)**

- The SC draft guidelines were sent to SC members before the meeting.
- Wilbur provided background information on the guidelines. By-laws were originally developed for the committee, but the County Council Ethics Commission determined that the SC cannot have by-laws since they are not a chartered organization or a self-governing committee. Thus, it was decided that guidelines should be developed instead. These current guidelines formalize the rules that SC members have been following.
- Wilbur outlined the intent was to keep the of the guidelines concise and readable and to focus only on pertinent issues.
  - Nguyen Nguyen questioned if it would be necessary to clarify a member's voting right throughout the document. If everyone was under the same understanding that voting rights are different depending on type of membership, then no changes would need to be made.
  - Ji-Young Cho asked if subcommittee descriptions should be included. Wilbur explained that since the need for and status of subcommittees changes over time, it is more practical to avoid detailed descriptions to keep the document relevant.
  - Sovan Tun referenced the term limit of three years for SC members and asked whether this would be automatically renewed, or would re-application be necessary. Wilbur stated that SC officers will notify the Nominating Committee upon a SC member's term completion. The Nominating Committee will then determine their future membership status.
  - Thomas Tran asked if there is a limit to the number of SC members on the committee. Wilbur explained that the number of members is dependent on multiple factors, such as representation from the diverse Asian American community, and not set at a specific number.
    - Ji-Young asked how quorum would be determined if a specific number of members is not identified in the guidelines. Wilbur responded that the guidelines define quorum.
- Meng called for a voice vote to approve the guidelines. The guidelines were approved by voice vote. There were no objections.

ACTION: SC Guidelines approved with no objections.

### **AAHI Program Update (Perry Chan)**

- Maria Lejano introduced herself as AAHI's new Program Assistant.
- Perry thanked the SC members who provided feedback on the Mental Health Toolkit 1. It has since been completed and is currently being piloted at a faith-based organization. It has been reviewed by Betty Lam, Chief of the Office of Community Affairs, MCDHHS. With the feedback that the SC members provided, AAHI is now working on Toolkits 2 and 3. The Mental Health Toolkit 1 is available on the AAHI website for community partners who wish to use it to discuss mental health with their community. In addition, the Toolkit includes evaluations to help capture community feedback.

- Upcoming Friends' Corners will be taking place at two organizations, both focusing on the topics of mental health and senior health.
- Development of Photonovel 4 is currently in progress. Perry thanked Nguyen, Wilbur, and Hina Mehta for providing their feedback on Photonovel 4 at a meeting last month. Two meetings were also held simultaneously, one with parents and one with youth, to engage the community in co-designing Photonovel 4. The focus of Photonovel 4 is the acculturation and inter-generational gap. Both groups will return once a draft is complete to assess how well the photonovel matches their comments at the initial meeting. As a community-participatory project, the major benefit will be that it can better address the community's needs, while at the same time educating the participating community members.
  - Perry commented that the number of participants in the parents group was small. AAHI tried a number of methods to reach out and recruit parents. Thomas asked if AAHI has been able to identify the main reason why the parent participation was low, such as meeting location or transportation. Perry explained that the meeting was scheduled on a Saturday at the AAHI offices, so transportation nor scheduling should have been a problem. The low number of participants may be a reflection of the stigma and taboo attached to the topic of mental health in the community and may indicate the need for more awareness on the topic.
  - Meng asked what evaluation tools are being used to determine the Photonovels' success. Sanjana Quasem, Senior Program Coordinator, explained that multilingual surveys are attached to each Photonovel and are also given to Patient Navigators for distribution. For Photonovels 1 and 2, AAHI received over 50 responses. For Photonovel 3, the results are still being processed. A similar survey will be distributed with Photonovel 4. Meng stated the importance of including the results of these surveys in year-end reports.
  - Perry shared that Alice Zic, Behavioral Health Program Coordinator, has begun using Photonovel 3 as part of outreach and has given a presentation to a group of youth who are part of the Asian American Leadership Empowerment And Development (AALEAD) program on January 23, 2018. Two more youth-focused activities have been scheduled to reach the community.
- There will be an upcoming Mental Health First Aid (MHFA) training on February 17, 2018, for adults located at 1401 Rockville Pike. Perry notes registration is already one-third to halfway full. Invitations have been sent to SC members for recruitment.
- The upcoming Empowering Community Health Organizations (ECHO) workshop topic will be on emergency preparedness. Patrick Campbell, Senior Planning Manager of Emergency Preparedness and Sheltering, has been working with

AAHI staff to set the agenda. The workshop is scheduled tentatively on May 23. Invitations will be sent out once the date and venue is confirmed.

ACTION ITEM: Perry will send out the invitation for ECHO.

- Karlie Leung, Health Education and Communications Coordinator, will shortly be taking maternity leave. In her absence, her duties will be supported by Sanjana and AAHI staff.
- AAHI has four county positions that are available for hiring. Perry has been working with Human Resources to schedule interviews and fill the positions as quickly as possible.
- Due to the vacancies, Perry will be paying close attention to outreach requests in the coming months to ensure demands can be met by the limited amount of staff, especially for events requesting bone-density screenings.
- For the senior wellness program efforts, a contractor has been assisting AAHI for 20 outreach events over the past few months at the White Oak, Rockville, and Schweinhaut Senior Centers. Thomas asked if AAHI has worked with the Ferrara Senior Center. Perry replied that at this stage, AAHI is testing out their senior wellness programming with a few county sponsored senior centers. Effort has been put into building initial relationships with all the centers to form a sustainable program and to gauge community receptiveness.

#### **Plan Ahead – SC Advocacy Activities for Fiscal Year 2019 (FY19) (Meng K. Lee)**

- Meng first provided an update on the budget for Fiscal Year 2018 (FY18)
  - A significant budget shortage in the county has led to each department being asked to put unspent funds into a savings plan and the amount will be returned to the program next year.
  - A \$42,200 cut will not cause problems for AAHI as the amount was generated from the unfilled positions.
- Meng shared that the FY19 budget will be tight. Various council members have expressed interest in helping the minority health initiatives and programs. The Latino Health Initiative (LHI) is intending to request \$250,000, so AAHI will also be looking for the same amount. Last year when advocating for funding, the SC had a clear idea of what programming they were requesting funding for. This year, they need to sit down and consider what new programs are needed.
- Sam Mukherjee recounted that at the last SC meeting with Uma Ahluwalia, Director of the Montgomery County Department of Health and Human Services (MCDHHS), it was discussed that under the current circumstances, AAHI it is not expandable. Looking at most county, state, or federal health initiatives, efforts tend to focus on larger health issues that impact greater proportions of the population, such as chronic disease management. AAHI should follow suit.
- Sam also raised the point that Asian seniors are the fastest-growing segment of the population and noted that ethnic-friendly services are not prevalent.
- Perry noted that the County Executive's budget comes out on March 15<sup>th</sup>. Additionally, it will be important that communication is maintained with the other two minority health programs.

- Meng brought up another issue of importance for Asian communities: patient navigation services. Currently a contractor manages the Patient Navigator Program (PNP) for Asian communities in Montgomery County. It is not a part of AAHI. Meng asked whether the SC should advocate for the PNP to be moved under AAHI.
  - Sam responded that this is Uma’s decision because the County has the contract.
  - Perry shared that the funding for the PNP is separate from AAHI’s funding. The PNP funding is housed under Betty Lam’s office. However, AAHI works very closely with the PNP to provide technical assistance and to refer clients.
  - Meng stated that the issue is that the work of the PNP is critical and necessary for the Asian community. He recognized that the PNP needs more funding. While the County Council understands that AAHI needs more funding, it is challenging because the SC cannot request more funding to AAHI to support the PNP.
  - Perry responded that last time AAHI received the funding increase, AAHI was able to allocate some of the funding for the PNP.
  - When asked about their services, Perry shared that the current PNP contractor serves the community very well and has demonstrated a solid commitment to the care and health of the community. Sam also added that this specific contractor offers quality services, provides services in an array of languages, and is staffed with navigators who work outside regular business hours.
  - Another challenge the current contractor faces is that because they are not a non-profit, they do not benefit from the County Council’s non-profit budget increases.
  - Nguyen stated that because there is currently no issue with the program, there is no need to make changes, but that it should continue to be monitored.
- Sam noted that it is important to keep in mind that next year, many of the individuals in office may change.
  - Nguyen asked if the SC should begin reaching out to candidates and informing them about AAHI’s work.

**Updates from Boards, Committee, and Commission (BCC)**

- **Healthy Montgomery (Nguyen Nguyen)**
  - At the past Healthy Montgomery (HM) Steering Committee meeting, the major topic was the group’s integration into the county. A charter is being developed, and considerations are being made to ensure its structure and leaderships are both inclusive. In the past, HM’s identity has been unclear, however they are moving in the right direction, and a charter will help.
  - HM has furthered its data-driven approach and has engaged with various groups to collect important information. It is working on tools to better understand and to better track where certain services should be targeted.

- At the last HM Steering Committee meeting, they highlighted resources from Montgomery County Food Council to assist county residents in accessing safe and nutritious food which is important in improving community health and quality of life.
  - The resources shared at that meeting can be found at the following link: <https://mocofoodcouncil.org/resources/>
- Nguyen described the need for HM to look beyond certain data points to better understand how diverse groups may not be best represented by macro-level observations.
- Perry stated that HM is preparing to begin work on the next Community Health Needs Assessment (CHNA). Previously, community conversations formed their engagement efforts, however it is unclear if that methodology will be part of the upcoming CHNA.
- Meng suggested Dr. Travis Gayles, the new County Health Officer should be invited to the next AAHI SC meeting, scheduled for March 13, 2018. Perry will check with Travis to see if he would be able to attend, considering it will be two days before the budget release.

ACTION ITEM: Perry will invite Travis to the next SC meeting.

- **County Executive’s Asian American Advisory Committee (Sam Mukherjee, Sovan Tun)**
  - Following the last meeting in December, each group was tasked with budget reductions. Once the county level budget is set in April or May, it will be clearer how much will need to be cut. This will depend on the effects of recent changes to federal tax legislation and its impact within the county.
- **Governor’s Commission on Asian American Affairs (Sovan Tun and Edward Wan)**
  - The November 14, 2017 meeting was postponed to February 2, 2018.
  - The Governor’s Lunar New Year reception on February 8, 2018 will be invite-only this year.
  - The Governor’s Legislative Night will take place in March. The exact date will be confirmed soon.

ACTION ITEM: Sovan will share the date of the Governor’s Legislative Night with SC members once it is confirmed.

- **Governor’s Commission on South Asian American Affairs (Mayur Mody)**
  - Mayur Mody was not present, therefore no update was available.

- **Leadership Institute for Equity and the Elimination of Disparities (Meng K. Lee)**
  - LIEED meetings will now take place every six months and will focus on providing updates of county programs. In the most recent meeting, the focus was on aging and dementia initiatives, and eastern county poverty alleviation.

ACTION ITEM: Meng will share handouts from the LIEED meeting if SC is interested.

**Other Business**

- Sam proposed a new subcommittee to work on determining new AAHI programming in relation to the potential budget increase. Nguyen will chair the subcommittee and will be joined by Michael and Sam.

ACTION: New subcommittee chaired by Nguyen and joined by Michael and Sam was formed.

- Nguyen suggested re-instating the membership committee to work on raising membership levels.
- Meng mentioned that his second term as chair will be ending in the summer, and that a new chair should be nominated.

ACTION ITEM: SC members with nominations for a new chair should be sent to Wilbur.

**Adjourn (Meng K. Lee)**

- Meng adjourned the meeting at 7:58PM.

ACTION: Meeting adjourned at 7:58PM.

**Next Meeting:** Tuesday, March 13, 2018.