

Montgomery County-Department of Health and Human Services
Asian American Health Initiative
Steering Committee Meeting Minutes
May 18, 2011

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

AAHI Staff	Present		
Perry Chan	X		
Betty Lam	X		
Jamie Weng	X		
Sanjana Quasem	X		
Atyya Chaudhry	X		

Welcome/ Introduction

Steering Committee chair member Harry Kwon welcomed everyone to the May conference call meeting. The Steering Committee meeting was originally scheduled for May 10th, 2011; however, due to a large volume of unavailability, the meeting was rescheduled via conference call on Wednesday May 18th, 2011. This conference call focused on updates and the actual meeting will be held at the Steering Committee Retreat on Saturday, June 11th, 2011.

AAHI Program Updates

Perry provided AAHI program updates on outreach and education, as well as the technical assistance workshop, Empowering Community Health Organizations (E.C.H.O) Project 2011.

Outreach and Education

- Perry informed Steering Committee members that May is mental health awareness month and AAHI staff is currently working with two ethnic

newspapers, the Washington Chinese News and The Korea Daily, to publish an article about mental health. Steering Committee member Moses and the Office of Behavioral Health have helped review the article content that was drafted by AAHI staff.

- In-addition to the mental health articles, AAHI is planning to implement a workshop with Asian American LEAD (AALEAD) - a Montgomery County community-based organization, targeting Asian American youth. The workshop will be held on Tuesday, May 24th, 2011 and will focus on mental health among youth. The workshop will provide information on how to be mentally healthy through stress management.
- AAHI also attended a mental health resource fair that was organized by the Mental Health Commission Advisory Board. It was held on Thursday, May 12th, 2011 in the Executive Office Building. Perry mentioned the event was a good opportunity for AAHI to network with various providers.

Empowering Community Health Organization

- Perry provided an update on the technical assistance workshop, the first of the series will be a training *MCDHHS101*. This training will focus on the health services and resources available in Montgomery County. The workshop will be held at the Silver Spring Civic Center on Thursday, May 19th, 2011. The workshop will not only provide information on health services, but also human services such as income assistance, utility and housing services. The focus of this event is to educate community leaders and partners who work closely with their communities. By providing information of Montgomery County resources to AAHI's partners, they can use the information they have gained at the workshop to better serve the people in their community.
- Perry informed the Steering Committee members that he has sent an invitation to all Steering Committee members and that RSVP is still open for those who would like to attend.
- To wrap-up AAHI program updates, Harry asked the group if there are any questions for Perry.

- Steering Committee member Karen Kar-Yee Ho reported that she saw the latest newsletter and that she was impressed; however, she was wondering if there is any tracking device on the website; a way to track the volume of viewers.
 - Perry informed Steering Committee members that due to limited funding, AAHI is now manually administering the website and do not have tracking device.
- Karen also mentioned that there are many great stories from the community; one example is the stories in the storybook. Her question is if there is a way to get all these great stories on the website.
 - Perry suggested that for the feature page, he would like it to be proactive and to have feature short columns in the newsletter to reach different audience. Karen agreed with Perry by stating that this is a great idea because it will keep the information current and dynamic and keep readers more engaged.
- Harry asked if there is any collaboration with mental health advisory committee in regards to the mental health outreach.
 - Perry responded that the mental health resource fair was a result of collaboration. Steering Committee member Wilbur also informed the rest of the members that he has been attending a few mental advisory committee meetings.

Steering Committee Letters

- Harry thanked the members for reviewing the Steering Committee letters and by providing comments and support. They have submitted two letters in the past 2-3 weeks to the council president and council members.
 - The first letters is about the budget issue- asking to maintain the budget and to protect AAHI from the budget cuts.
 - The second letter is a request to provide more support to AAHI for hepatitis B efforts in the community.
- According to Harry, both of these letters will provide an opportunity to educate current and new county council members about the importance of hepatitis B awareness in the Asian American population, and the various

activities AAHI has completed to improve the health of Asian Americans with limited resources.

- Betty Lam informed the members that the \$25,000 on the reconciliation list is recommended to be placed in the budget.

Steering Committee Membership

- Perry thanked Steering Committee members Wendy and Nerita for serving on the membership committee to help facilitate the membership process. Currently, there are three members who are due for renewal and after Wendy and Nerita review the application, they will send the applications to all Steering Committee members for review and approval. By end of the week, Perry will conduct a follow-up with two applicants about renewing their membership.
- In addition- there is one new applicant that will be reviewed with the rest of the Steering Committee members. The membership approval deadline is this Friday, May 20th, 2011 and the Steering Committee membership process will be finalized as well.
- Harry provided an update on Dr. Lewis Hsu who will step down as Steering Committee member as he has accepted an academic position in the Chicago area. Dr. Hsu has been with AAHI Steering Committee for several years and has contributed a lot to the group.

Steering Committee Retreat

- The Steering Committee Retreat will be held on Saturday, June 11th, 2011 at the Executive Office Building from 8:30am- 3:00pm.
- Steering Committee chair member Harry thanked Karen, program committee and AAHI staff for organizing the event. Perry informed the members that there would be four main components of the event, and the components are as follows:
 1. Team Building
 2. FY11 Accomplishments Review
 3. Strategic Planning
 4. Advocacy Training

- The facilitator for the event is Julie Kim - she is employed at the University of Maryland and is well aware of the Asian American community and she has experience with retreats and advocacy training.
- Perry would like to know if members have any dietary restrictions or food preferences for lunch. Please email Perry by May 27th, 2011.
- In regards to reservation, majority of Steering Committee members have already RSVP. If not, please email Perry for more detail.
- On behalf of Sunmin Lee, Perry provided updates: AAHI staff and Sunmin have looked at AAHI data and have updated the data workgroup. Hepatitis B is one of the pilot areas that have been a focal point on and AAHI has collected a great amount of hepatitis B data. They would like to further refine and improve the data and gain advice on how to publish this set of data on the national level. The data will be used for improving program, informing stakeholders and contributing to the public health field.

Nominations

- Harry informed all Steering Committee members and AAHI staff that the nominations will end on Monday, May 23rd, 2011. Harry sends out his thanks to Wilbur and Wendy for serving on the nominations Committee.
- The initial plan is to conduct a two-week open nominations period and termination on Friday, June 3rd, 2011. At the retreat, updates on nominations and an opportunity to elect future officers will take place.
- For addition information about the nominations list, contact Wilbur, as he has the list.

Adjourn

- Sovan informed AAHI staff that one Cambodian girl is planning on attending the Technical Workshop.
- Betty informed Steering Committee members and AAHI staff that as soon as tomorrow morning, May 19th, 2011, the council will release the approved budget. Staff can check the council website for updates.

- CCACC is having a health fair this coming Saturday, May 21, 2011 with AAHI's support.
- Steering Committee chair member Harry adjourned the conference call at 6:42pm and thanked all members and staff for their support, thoughts, and feedbacks. Harry suggested that all should stay tuned to emails since it is the most effective way for communication.