

**Montgomery County – DHHS
Asian American Health Initiative (AAHI) Steering Committee Meeting
May 08, 2018**

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

Welcome (Meng K. Lee, Chair)

- Meng K. Lee called the meeting to order at 6:14PM.
- Meng stated that the meeting will be recorded. There were no objections.

Approval of Agenda and Minutes (Meng K. Lee)

- Steering Committee (SC) meeting minutes from March 13, 2018 were shared with SC members prior to the meeting.
- A motion to approve the agenda and meeting minutes from the March 13, 2018 meeting was presented. Yuchi Huang moved to approve the motion and Wilbur Friedman seconded the motion.
- Meng called for a voice vote on the motion to approve the agenda and meeting minutes. There were no objections.

ACTION: Meeting agenda and minutes approved with no objections.

Discussion of AAHI Blueprint (Harry Kwon)

- Meng introduced Harry Kwon, who was there to present on the AAHI Blueprint, to the SC.
- Harry stated that his presentation would include a high-level preview and overview of the Blueprint.
 - The Blueprint will serve as a strategic planning document for the next decade for AAHI.
 - It is a plan of action, driven by data and by input from community and key stakeholders. There are three broad objectives for the Blueprint. First, it will help guide planning for AAHI programming moving forward. Second, it will allow the county government to better understand AAHI's critical role in the community. Lastly, it will help inform the community about AAHI's services.
 - AAHI serves the community extremely well by sharing materials and educating and providing information on different health needs. At the same time, AAHI has pioneered in capacity building. Moving forward, AAHI should focus on the systems aspect of health and wellness to identify the health needs, current practices of access to health information, and opportunities of better integration of services on the systems level.
 - The Blueprint will assess three areas.
 - First are the perspectives on community health priorities from the community, government, and healthcare providers. In the past, AAHI has looked to the community for assessments on health care needs, but looking forward, the focus needs to expand to the two latter groups. The need is to get their perspectives on what AAHI priorities should be.
 - Another key issue includes how the community currently accesses health information and health services. Community assessments are needed to figure out ways to present programs in a more focused and efficient manner, such as the increased use of social media, to better drive AAHI program reach and efforts.
 - Lastly, the Blueprint will assess future strategic opportunities for AAHI. In the past AAHI has been a main driver in expanding health education and services in the community, but in the future perhaps it should look for potential partners to help serve or augment its work. This may require AAHI SC members to serve on other boards, on governmental bodies, on health networks or on health systems' boards. This will help AAHI garner increased conversation and policy recommendations.
 - Data sources will come from a multitude of places, including surveys, interviews with stakeholders, focus groups, and archived data analyses.
 - Key stakeholders include AAHI SC members; community leaders; Montgomery County governmental agencies; outreach partners like churches and faith based institutions, who have in the past worked with AAHI; and system representatives like state and federal officials, area health care leaders, and health system focused actors, some of whom AAHI has worked with in the past.

- The Blueprint outline consists of the following sections: Foreword; Acknowledgements; Introduction; Approach/Methodology; Priority Areas; Conclusion; Appendices.
- The timeline for the Blueprint is very aggressive. The report is expected to be finalized in December 2018.
- Perry Chan noted that Harry had already prepared a Word document of the Blueprint outline that Perry shared with Meng and others. Preliminary feedback was given and that feedback has not been reflected in Harry's presentation.
- Meng noted the importance of the Blueprint for AAHI. It will serve two main purposes. First, it will guide AAHI's future projects for the next five to ten years. Additionally, it will inform those working outside of the Asian American health field about the different health priorities within this community. AAHI SC members can really help with this second purpose as the Blueprint moves forward.
- Sam Mukherjee called the Blueprint very impressive and commented that Harry had provided a very rich skeleton. He continued to expand on how the Blueprint can serve as a document that Montgomery County officials can potentially refer to when trying to understand the scope of AAHI and the programs and services it offers in the future.
- Perry anticipates the official launch of the Blueprint to be in May 2019, celebrating Asian/Pacific American Heritage Month. Sam recommended that the County Council is invited to the launch, as they are rather unaware of what AAHI does and it is important that they have a better understanding.
- Harry noted that the Blueprint will update the Strategic Plan which expired in 2016. A lot of what AAHI does and has been doing is providing different health programs and services. We need to look more broadly at what AAHI needs to do, specifically around program planning, strategic opportunities, and leveraging partnerships.
- Yuchi asked if a digital copy of Harry's presentation will be distributed to AAHI SC members because the hard copy is extremely difficult to read. Yuchi also wondered if other counties have similar programs to AAHI that can serve as a model as AAHI develops its Blueprint. Finally, in the area of data analysis, Yuchi wanted to know if Harry has any measurement matrix to gauge AAHI performance as it moves forward, or trend analysis to help determine the health needs of the Asian American community.
 - Harry replied that the electronic file will be distributed.
 - Harry also noted that as far as county-wide organizations are concerned AAHI is actually pretty unique, which makes comparison and benchmarks difficult.
 - Harry responded that moving forward, they will determine what AAHI should be monitoring to assess the health of the community.
- Nguyen Nguyen suggested that there should be a focus on distinguishing between health promotion and sickness prevention, and that the distinction might inform the Blueprint moving forward. Sam agreed that AAHI needs to introduce the concept of "wellness" into the community and that this will help bring a comprehensive approach to their services.

- Meng suggested that AAHI look at Asian countries to see what strategies are working there that can be integrated into American healthcare.
- Mayur Mody noted that promoting the general wellness of the community is indeed an important to focus on moving forward.
- Tho Tran recommended taking an inventory of other organizations to understand what is currently available and who is doing what.
- Perry said that the mission statement of AAHI needs to be updated to meet what AAHI actually does. The mission statement was initially developed in 2004 and focuses heavily on health education. However, we need to focus more on wellness. This can be an important offshoot of the Blueprint process.
 - Sunmin Lee agreed that the mission statement should be updated. She recommended that the mission statement should be drafted first so that it might frame the Blueprint as it moves forward.
- Ji-Young Cho asked what role the SC should play moving forward.
 - Harry responded that there are three particular areas of support needed from the AAHI SC. First, a number of data collection instruments will be developed and the SC feedback on those instruments are needed. Second, the AAHI SC will need to participate in key informant interviews and/or focus groups. Lastly, SC input will be needed to determine which other groups to consider and approach when it comes to including other data and perspectives.
- Meng stated his belief that data prediction is another thing to consider, not just data collection. He provided the analogy of building a bridge, stating that you cannot build a bridge unless you know how many people and cars will be driving on it in the future.
- Perry asked the SC members to send him any examples of Blueprints that they like. Additionally, he requested they send him any data they may have access to regarding Asian American demographic trends in Montgomery County.

<p>ACTION ITEM: SC members should send Perry examples of Blueprints they like and any Asian American demographic data trends in Montgomery County they may have access to.</p>
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- Mayur observed that there needs to be more SC members sitting on other boards to increase the AAHI's visibility.

Selection of New Chair/Vice-Chair (Nominations Committee)

- Meng announced that his term as Chair and Nguyen's term as Vice-Chair ends on June 30, 2018, creating two new vacancies.
- As Chair of the Nominations Committee, Wilbur nominated Nguyen as Chair for the next term. He then opened the floor to any additional nominations. There were none. Wilbur moved that the SC name Nguyen as Chair.

- Meng announced there is a motion on the table for Nguyen to be named as Chair of the SC. Meng asked if there were other nominations from the floor. There were none.

ACTION: Nguyen was nominated to be Chair of the AAHI SC for the term beginning July 1st, 2018.

- Meng asked that all those in favor of the motion for Nguyen to be named as the next Chair to raise their hands. The vote was unanimous.

ACTION: Nguyen was voted Chair of the AAHI SC for the term beginning July 1st, 2018.

- Meng stated for the record that everyone on the SC is “highly qualified” to serve as Chair of the SC. He wants to establish a tradition that anyone can serve, so no one should be shy or step back from the opportunity.
- Nguyen remarked that he is honored to be Chair. He echoed what Meng stated earlier: that everyone at the table is qualified to be Chair. One of his goals and commitments is to foster through activities a vehicle that will encourage all SC members to run for Vice-Chair and Chair.
- Wilbur then moved the discussion to the Vice-Chair nomination. He nominated Meng to serve as Vice-Chair starting on July 1st, 2018 and Sam to serve as Vice-Chair starting on July 1st, 2019. Wilbur previously spoke with both of them and they have agreed to this setup.
- Wilbur then asked if anyone from the floor had a nomination to offer. There were no other nominations.

ACTION: Meng was nominated to be Vice-Chair of the AAHI SC beginning July 1st, 2018 and Sam was nominated to be Vice-Chair beginning July 1st, 2019.

- Nerita Estampador asked why Wilbur had nominated both Meng and Sam to serve in one-year capacities. Meng responded that he would rather step down, but there needs to be continuity in following through with programs and initiatives from the previous term. Nerita expressed the opinion that perhaps new individuals should be added to the top positions. Wilbur acknowledged that point as the primary countervailing argument, but in this case, there is a need to tend to important AAHI unfinished business with DHHS and the county government.
- Mayur agreed with Wilbur’s point. Mayur highlighted that there will be new people coming into the county government, both in the executive office and County Council. Mayur said in such a case having experience on the SC leadership will be important.
- Meng asked if anyone wanted to nominate another candidate from the floor. There were no nominations.
- Wilbur moved to nominate Meng and Sam as the Vice-Chairs for 2018 and 2019, respectively. Nerita seconded the motion. Meng asked that all those in favor of the motion to raise their hands. The vote was unanimous.

ACTION: Meng was voted Vice-Chair of the AAHI SC beginning July 1st, 2018 and Sam was voted Vice-Chair beginning July 1st, 2019.

Advocacy Updates and Review (Sam, Meng)

- Meng noted that in the last four years AAHI has been working very hard on several issues. Two years ago, AAHI received an additional \$250,000 to their budget. Last year, AAHI asked for the conversion of their contracting positions and in Fiscal Year 2018 received approval for half of those conversions. The other half were supposed to take place in Fiscal Year 2019.
- In the budget proposal that was recently submitted, the funding for the remaining positions at AAHI was not included. In the last several weeks Meng has been working with Council members and was able to get the funding for the positions placed on the reconciliation list.
- Meng provided some brief history of the budget process and AAHI's past activities. The budget is submitted every January/early February, Ike Leggett submits his budget to the County Council. This year, the AAHI SC, along with the Latino Health Initiative Steering Committee, submitted a letter to the County Executive reminding him of the promise made to convert the remaining positions in Fiscal Year 2019. This included four positions at AAHI, four positions at the Latino Health Initiative (LHI), and one position with the Leadership Institute for Equity and the Elimination of Disparities (LIEED). Once the County Executive released his budget, these positions were not included. In March and early April AAHI had a meeting with the three County Council members who are on the HHS Committee, George Leventhal, Roger Berliner, and Craig Rice. All agreed to add funding for position, except for the LIEED position.
- The full council will vote on this issue tomorrow, Wednesday May 9, 2018. AAHI needs five votes. All SC members are urged to attend, if schedule permits. It would be educational as to how budget process works, and strengthens the case for AAHI, showing that AAHI SC takes this matter seriously.

ACTION ITEM: SC members are encouraged to attend the County Council budget hearing on Wednesday, May 9, 2018 at 10:30am in the County Council conference room.

- Sam commented on the need for the AAHI SC to increase its visibility in matters like this. He recommended the AAHI SC take note of the LHI SC and their advocacy efforts. In these situations, they often show up with matching t-shirts and signs, which have a big impact on the Council. Meng agreed and noted that the LHI SC is really involved when it comes to advocacy.
- Sam also offered some updates around the County Executives (CE) Asian American Advisory Group,
 - He shared how in the past, they called Carolyn Chen, who is the new grants review person for the CE.
 - For years, there have been complaints about the disparity in what groups have received CE grants. The CE Asian American Advisory Group sought a meeting with Carolyn to discuss this issue. However, the meeting was

not very productive. The group asked a lot of tough questions, but she did not answer them and then left abruptly.

- Mayur agreed that there is some bias in the system. He had applied to be a grant reviewer, but was eventually rejected because of his affiliation with Holy Cross. However, other individuals with similar affiliations were not rejected.
- Sam said that regardless of the outcome, the AAHI SC should have a call with Carolyn Chen to ensure that the reviewer group has more transparency and equal representation of Asians. Meng noted that AAHI SC should bring this up at the next Council meeting. Sam said that in the past, they had done exactly that, and had requested a meeting to educate the reviewers on Asian Americans. However, the request was denied. Meng noted again that calling the Council members is the only way to make a change in this situation.

AAHI Program Update (Perry Chan)

- Perry provided some updates around AAHI's behavioral health programming.
 - AAHI is continuing to provide the Mental Health First Aid training. There were two trainings held in March and another one will be held in May in partnership with the Asian Indians for Community Services (AICS).
 - Friends' Corner around mental health and senior health has been continuing.
 - As mentioned in previous meetings, AAHI has recruited a group of Mental Health Ambassadors to assist with Photonovel 4. The English version of the photonovel has been completed and AAHI is in the process of completing the photonovels in the different Asian languages.
- On May 23rd there will be an ECHO workshop about emergency preparedness.
- Perry provided updates on the hiring of various positions
 - For the Resources Coordinator a person has been identified and Human Resources is making an offer.
 - Interviews for the Senior Wellness Program Coordinator will take place next week.
 - The Health Promotion position will need to be reposted as none of the candidates from the previous search were a good fit.
 - Three positions are now open with the County. Additionally, a fourth position is open with the Primary Care Coalition, the Behavioral Health Program Coordinator, which is posted on the website. The AAHI SC should forward that announcement if possible.
- Perry shared that he received a call from the federal government's Office of Minority Health (OMH). They have a new director, Dr. Matthew Lynn, and he is interested in meeting with AAHI. A potential date and time has been set for this meeting on Friday, May 18, 2018 in the afternoon. All SC members are invited to attend.

<p>ACTION ITEM: SC members are invited to attend an event with Dr. Matthew Lynn, the director of the federal Office of Minority Health.</p>
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- This would be a great introduction for AAHI SC members to see how the federal government is organized and operates in the health sector, in comparison to the local government process and structure. Conversely, OMH is interested in learning more about grass-roots community health efforts in the minority community. Additionally, this event will serve as a celebration of Asian/Pacific Islander Heritage Month.
- Perry promised to send out more information, especially once a venue is settled upon. Perry wants all AAHI members to be there, and may invite other speakers to cover special interest areas.
- Perry requested for OMH to present the AAHI SC with a proclamation or letter of thanks to acknowledge their hard work. He has not yet received confirmation from OMH around this.

Other Business

- Sam announced there will be a Mental Health First Aid Training on Saturday May 19, 2018 at the AAHI offices, hosted in partnership with AICS and AAHI. It will be a free one-day, 8-hour training, including two meals. There are currently six seats still remaining. SC members are encouraged to invite their community members. Attendees should be adults, but students, age sixteen and above, are also eligible. There must be at least fifteen attendees in order for the training to be offered free of charge, otherwise a cost of \$100 per person will be incurred.

<p>ACTION ITEM: SC members should encourage and invite their community members to attend the Mental Health First Aid training on May 19, 2018.</p>
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- Yuchi thanked Perry for sending the SC members the report published by the Public Health Officer. He asked if it would be possible for SC members to receive a summary of the data points that were related to Asian Americans.
- Mayur suggested that sometime in October the SC meet with the Office of Management and Budget (OMB) to discuss AAHI's work and get a head start on budget advocacy.
 - Meng responded that the SC has never talked to OMB before, so he is unsure who to approach. Mayur shared that the Primary Care Coalition (PCC) and the safety net clinics makes such visits annually to OMB, and they meet with specific individuals. Meng responded that PCC and AAHI are different in terms of how they ask for their funding. However, he said that it might be something to look into in the future.

Adjourn (Meng K. Lee)

- Meng adjourned the meeting at 8:04 PM.

<p>ACTION: Meeting adjourned at 8:04 PM by unanimous consent.</p>

Next Meeting: Tuesday, July 10, 2018