

**Montgomery County – Department of Health & Human Services (MCDHHS)**  
**Asian American Health Initiative (AAHI) Steering Committee Meeting**  
**Tuesday, May 11, 2021**

<b>Steering Committee</b>	<b>Present</b>	<b>AAHI Staff</b>	<b>Present</b>
<b>Organizational Members</b>		Muhammad Hasan	X
Ji-Young Cho		Tammy Wan	X
Wilbur Friedman	X	Phoebe Shih	X
Michael Lin	X	Betty Lam	X
Hina Mehta (Vice Chair)			
Nguyen Nguyen (Chair)	X		
Tho Tran			
Thao Bui	X		
Sovan Tun	X		
Yuchi Huang	X		
<b>Individual Members</b>	<b>Present</b>	<b>Guests</b>	<b>Present</b>
Shruti Bhatnagar		Salsawi Asfaw Kebede	X
Nerita Estampador	X	Karen Thompkins	X
Meng K. Lee	X		
Sunmin Lee			
Cynthia Macri	X		
Judy Wang			
<b>Affiliate Members</b>	<b>Present</b>		
Anis Ahmed	X		

**Welcome (Nguyen Nguyen)**

- Nguyen Nguyen called the meeting to order at 6:07 PM.
- Nguyen asked for permission to audio record the meeting. There were no objections.

ACTION: Audio recording of meeting was approved with no objections.

**Approval of Agenda (Nguyen Nguyen)**

- Today's meeting agenda was shared with members prior to the meeting. Nguyen asked if there were any objections to the agenda.
- Wilbur Friedman moved to approve the motion. Yuchi Huang seconded the agenda. The meeting agenda was approved.

ACTION: Meeting agenda was approved with no objections.

### **Approval of Meeting Minutes (Nguyen Nguyen)**

- The Steering Committee meeting minutes from Tuesday, March 9, 2021 were shared with members prior to today's meeting. A motion to approve the March meeting minutes was presented.
- Wilbur Friedman moved to approve the meeting minutes. Michael Lin seconded the motion. The meeting minutes were approved.

ACTION: March's meeting minutes were approved with no objections.

### **Introduction of new AAHI Staff (Betty Lam)**

- Betty introduced new staff at AAHI. Each new staff member introduced themselves to the group.
  - Muhammad Hasan is AAHI's new Program Manager I and joined on April 12<sup>th</sup>. He has a background in health and data analytics.
  - Phoebe Shih is AAHI's new Senior Wellness Coordinator and joined on May 10<sup>th</sup>. She is a licensed social worker and has worked for Montgomery County government for 21 years.

### **Agenda Items and Community Health Needs Assessment (Nguyen Nguyen)**

- Nguyen reviewed the highlights of the proposal.
  - The theme of the proposal is to request support for Asian American NGOs to provide services to the community related to COVID testing, vaccination, and other issues resulted from the pandemic, such as education, mental health, social services, and so on.
  - The response of the council regarding the proposal was positive.
  - It is very likely that the proposal will be supported and funded but the status is unknown until the budget is approved.
  - When the proposal gets approved, the Steering Committee and the implementing partner will work together on a plan to execute the proposal while ensuring equitable opportunity.
  - Wilbur asked, "Assuming we get the money, how do we divide the money equitably?"
    - Nguyen suggested to work with a partner (possibly PCC) to develop a set of guidelines and criteria; might be a grant process.
    - Betty said that they will work with a lead organization, PCC. PCC has experience working with the Latino COVID response effort. It is necessary to have a lead organization to run the grant process on behalf of the county.
  - Michael asked, "Do we have an outline to hand out to organizations to give them time to think ahead?"

- Nguyen replied that the proposal has been shared with the community organizations to give them an idea of what can be supported.
- Betty added that the scope of the grant will be developed depending on funding allocation. A project manager can help develop the scope of the grant. Details of the grant process will be formulated when the proposal and funding are approved by council.
- Nguyen announced that the community health needs assessment focus group with the SC will take place at 6:30pm.

### **Community Health Needs Assessment Focus Group (Karen Thompkins and Salsawi Kebede)**

- Karen Thompkins and Salsawi Kebede from Healthy Montgomery came onto to the meeting to conduct a “Community Health Needs Assessment” focus group discussion.
- Salsawi Kebede talked about interview protocol and the purpose of the community health needs assessment.
- He asked the group for a round of introductions.
- He posed the following questions:
  - How would you describe the community you serve (geographic area or population)?
  - What do you perceived are the most important health issues or concerns affecting the community you serve?
  - What are the biggest challenges or barriers to being healthy for the community?
  - What resources currently exist in the community that help people live a healthy life?
  - What additional resources would you like to see in the community to address the health issues, concerns, challenges, barriers you identified?
- Salsawi ended the group discussion and Karen stated that they are collecting data until the end of June

### **Final Questions About the SC Proposal**

- Yuchi stated that it was a very good proposal and thanked the team for their efforts. Nguyen said that each group probably already knows what they would need funds for.

### **AAHI Program Updates (Betty Lam)**

- Betty noted that AAHI is currently working with the public health team and FEMA on organizing a few vaccination events.
- AAHI helped by making calls to small businesses to promote the FEMA vaccination events at community sites.
- AAHI developed several online resources for the community.
- Sami developed a resource guide about hate/bias, where to get help, etc.
- AAHI's April newsletter is out.
- Two new mental health videos have been added online.
- MK asked about personnel updates. Betty replied that she is working diligently to recruit the Program Manager II position. Nguyen asked to share AAHI job opening with the group.

### **Adjourn**

- Nguyen adjourned the meeting at 8:09 PM.

ACTION: Meeting adjourned at 8:09 PM.
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**Next Meeting:** Tuesday, July 13th, 2021.