Montgomery County – Department of Health & Human Services (MCDHHS)
Asian American Health Initiative (AAHI) Steering Committee Meeting
Tuesday, January 10, 2023

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<tr>
<th>Steering Committee</th>
<th>Present</th>
<th>AAHI Staff</th>
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<td>Organizational Members</td>
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<td>Nguyen Nguyen (Chair)</td>
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<td>Muhammad Hasan</td>
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<td>Hina Mehta (Vice Chair)</td>
<td>X</td>
<td>Tammy Wan</td>
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<td>Pallavi Gowda</td>
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<td>Michael Lin</td>
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<td>Ji-Young Cho</td>
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<td>Wilbur Friedman</td>
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<td>Tho Tran</td>
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<td>Thao Bui</td>
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<td>Yuchi Huang</td>
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<td>Individual Members</td>
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<td>Guests</td>
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<td>Shruti Bhatnagar</td>
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<td>Hyun Sun Park (KCSC)</td>
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<td>Nerita Estampador</td>
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<td>Meng K. Lee</td>
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<td>Cynthia Macri</td>
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<td>Judy Wang</td>
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<td>Affiliate Members</td>
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<td>Anis Ahmed</td>
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Welcome (Hina Mehta)
- Hina Mehta called the meeting to order at 6:08 PM.
- Hina asked for permission to audio record the meeting. There were no objections.

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

Approval of Agenda (Hina Mehta)
- Today’s meeting agenda was shared with members prior to the meeting. Hina asked if there were any objections to the agenda.
- Wilbur Friedman asked to change the “July 2022 minutes” written in the agenda to “September 2022 minutes”.
- Wilbur moved to approve the agenda and Yuchi Huang seconded it.

ACTION: Meeting agenda was approved with one change.
Approval of Meeting Minutes (Hina Mehta)

- The Steering Committee meeting minutes from Tuesday, September 13, 2022, were shared with members prior to today’s meeting. A motion to approve the September meeting minutes was presented.
- Wilbur moved to approve the meeting minutes. Yuchi seconded the motion.

ACTION: September’s meeting minutes were approved with no objections.

AAHI Program Updates (Sanjana Quasem & Muhammad Hasan)

- Sanjana Quasem shared AAHI program updates from September 2022-January 2023. She highlighted activities AAHI has completed or is working on related to community engagement, community empowerment, capacity building, and change catalyst. She also mentioned various County opportunities including a Planning Specialist II position opening at AAHI. See the attached presentation slides for her full update.
- Yuchi commented that AACE is a good idea and wanted to know what the definition of “excellence” is and how it’s measured. Sanjana explained that it’s building the excellence of the Asian American community through increased capacity.
- Hina asked Sanjana about the program report regarding facilitators for the data roundtable. Hina asked if the expert can be from a different jurisdiction to which Sanjana replied, yes. Sanjana added that it will be a paid position, as well as in-person so the candidate will have to travel.
- Hina asked regarding the youth mental health program and the length of time of the program. Sanjana explained that the workshops would be on specific days and that they are also working with VisArts to help provide materials to those in need. Muhammad Hasan clarified that the art competition will have two workshops and it will be a longer duration. The art therapy will be a month-long with 4-5 workshops depending on the amount of engagement.
- Muhammad gave an overview of the Healthy Communities Fund including a discussion about the awardees and funding categories. See the attached presentation slides for his full update.
- Yuchi added that the presentation was informative and asked for a copy of the PowerPoint.

ACTION Item: AAHI will provide all slides related to program updates. AAHI will share requirements as soon as AACE website goes live.

Annual Retreat Recap (Hina Mehta)

- Hina discussed the main points of the retreat and focus on future action items.
The three priority areas during the retreat were: funding & capacity building, education & outreach, and data.

She discussed the goals for FY23 and the immediate next steps. See attached slides for more information.

Sanjana confirmed with the Steering Committee that having an Education and Outreach subcommittee is a good idea.

- Hina agreed that it was a good idea to help identify gaps and fulfill those.

**Steering Committee Guidelines (Hina Mehta)**

- Hina mentioned that there would be no voting on the guidelines today, but a chance for refresh on the guidelines.
- Hina shared her presentation on the summary of the guidelines. See attached slides for more information.
- Hina asked the committee if membership renewal should require a vote.
  - Yuchi strongly suggested that after 3 years membership renewal should require a vote.
  - Meng Lee shared that he thought the current process was fine and no change was needed.
  - Michael Lin also agreed that no voting was needed, as long as the SC tracks membership and those who’s membership should be terminated due to inactivity were acted on.
  - There was a lengthy discussion on whether or not SC members should be required to go through a vote after their three-year term is completed. After much back and forth, it was decided to keep the Guidelines as is, meaning no vote is required if a member would like to renew their membership after 3 years.
- Wilbur commented that he would like to see the removal of “Robert’s Rules of Order” from the guidelines. Hina noted the point.

**Subcommittee Updates**

**Data Subcommittee**

- Judy Wang reviewed the AAHI SC Retreat Report and the discussion around data collection. There were two main tasks around data collection:
  - Collecting data for capacity building
  - Outreach and education data

**Advocacy Subcommittee**

- Hina added updates from Advocacy Subcommittee. She said that they would introduce the new County Council members to AAHI. She encouraged the committee to keep advocating.

**Boards and other committees**
• Cynthia added that there’s a vaccination clinic to sign up for on the CCACC website.
• Cynthia Macri added that CCACC has a diabetes management workshop and that there’s a chronic pain workshop in March.

**Adjourn**

• Wilbur moved to adjourn the meeting and MK seconded.
• Hina adjourned the meeting at 8:02 PM.

**ACTION:** Meeting adjourned at 8:02 PM.

**Next Meeting:** March 14, 2023