



SDIC Steering Committee Meeting Minutes

August 18, 2010

Attendees: Everardo Aguilar, UCSD/SDIP; Suzi Bouveron, CDPH/CIC; Mary Cruz, Sharp CV; Mark Sawyer, MD UCSD/CIC; April Fernandez, CA Binational Border Health; Rachel Hamilton (Chair), YMCA, CRS; Carole Norman, SDBNA; Mike Peddecord, SDSU; Blanca Casabaum, HHSA/MCH and Heidi Unruh, PHS/EISB, Diane Dire, GSK and Tania Farley, UCSD/SDIB

Regrets: Harrison Bolter, SDIB Aron Fleck, CHIP; Heidi Deguzman, UCSD/SDIP

Documents provided at the meeting: Agenda, draft Funding Request template, July 21 Steering Committee Minutes, SDIC Budget FY 2010-11, draft KTF Exhibit letter, SDIC General Meeting Agenda Template and draft letters RE: AB 354

Topic	Discussion	Responsibility & Action Items
Welcome	Welcome new attendees: Heidi Unruh, PHS/E&ISB and Diane Dire, GSK	
Consent Items	Agenda: Tania presented an updated agenda. Minutes: reviewed and approved Action items: reviewed/discussed/consensus <ul style="list-style-type: none"> • Final Budget shared and approved. • Funding Request Proposal Template- approved. • SDIC Coordinator position description- approved • SDIC Gen Meeting Agenda Template- approved • Change mtg time from 9:30 am – 11:30 am? 	Mary Cruz agreed to take on the SDIC Co-Chair position along with Rachel Hamilton for FY 2010-11. Tania to add approved items to the P&P
SDIC Budget	Discussion: <ul style="list-style-type: none"> • The SDIC Budget for activities for this year is \$5,075. • SC can utilize funds at their discretion. Consensus: <ul style="list-style-type: none"> • Continue to provide refreshments for the gen. meetings @ \$50 per meeting (4 mtgs this year). 	Tania to include in P&P.
Funding Request Template	Discussion: <ul style="list-style-type: none"> • SC reviewed and approved Funding Request Template. • The Chair will sign off on the Request for Funding Proposal once 	Tania will make changes to the draft Workgroup Request for Funding Proposal add to P&P



	<p>approved by the SC.</p> <p><u>Consensus</u></p> <ul style="list-style-type: none"> • SC said No to formation of a funding subcommittee 	
SDIC Policies and Procedures	<p>Discussion:</p> <ul style="list-style-type: none"> ▪ SDIC Policies and Procedures will continue to be amended and created. ▪ The coordinator can create and update these and forward to SC for review and approval ▪ Shared most recent copy with new attendees. Will add new approved documents <p><u>Consensus:</u> SC said No to a 2-3 person P&P subgroup.</p>	Tania to update P&P
New Business/Misc.	<p>PAC Mtg Update and request for SDIC representation: SDIC rep. - Dr Sawyer – requested a regular attendee from the SDIC SC to attend the PAC meetings which are held every other month. The PAC is an independent entity that provides expertise/advice to the IZ branch. Request a regular standing report to the PAC. Another option is to provide some notes to Mark to share with PAC. Generate ideas and support for each others efforts.</p> <p>Dr. Peddecord asked if there were any questions from the data presentation he gave at the last SC meeting. It was discussed that reminding the SDIC about the work we do as being data driven. Thoughts and analysis.</p>	<p>Suzi Bouveron agreed to attend in the future however she is not available for the mtg on Sept 1. Tania will forward some notes for this meeting.</p> <p>Email Dr. Peddecord if you have any thoughts about the data or analysis presentation.</p>
Fiscal Agent and Funding Issues	<p>Discussion: UCSD will continue as the fiscal agent for the SDIC. UCSD Policies and procedures will be followed for all fiscal activities until such time that an alternative fiscal agent can be secured. This may lend more flexibility to SDIC procedures.</p> <p>The SC is interested in securing funds from all sources including for profit organizations such as Pharmaceutical companies. Although it is understood that the UCSD/SDIP and the County have a policy in place to not accept funds from pharmaceutical companies, the SC is interested in securing these types of funds. Accepting these funds does not endorse any on company or product. Aron Fleck with CHIP mentioned the possibility of being a fiscal agent for the SDIC. Dr.</p>	<p>Tania is following up with Aron on this possibility of CHIP being a fiscal agent</p> <p>Dr. Sawyer will check into feasibility of UCSD receiving external funds</p> <p>Tania to add to P&P</p>



	<p>Sawyer offered to look into the feasibility and logistics of the UCSD contract receiving funds or is there a possibility of setting up a separate account managed by UCSD for the SDIC.</p> <p><u>Consensus:</u></p> <ul style="list-style-type: none"> - The SC agreed to solicit funds from “for profit” organizations including pharmaceutical companies to fund future SDIC activities and events. - The Chair will sign any correspondence on behalf of the SDIC. 	
<p>SDIC General Membership Meeting Agenda</p>	<p>Discussion: Reviewed draft agenda and suggested formatted changes.</p> <ul style="list-style-type: none"> - Awards and recognitions right after welcome - Education /presentations - SC updates - WG updates - announcements - announce next meeting and Upcoming events - Networking - Add website <p><u>Consensus:</u> Approved the template with suggested changes.</p>	<p>Tania to add to the P&P</p>
<p>Workgroup (WG) Updates</p>	<p><u>Kick the Flu Summit Planning Workgroup (Mary Cruz)</u></p> <p>Plans are coming along. Catering services will be secured approx \$1500. Speakers are almost confirmed. Expect about 160. Coordination of the workgroup will continue via email. Soliciting an exhibit fee of \$500 from for profit organizations a letter will go out under Rachel's signature. Dr. Sawyer offered to look into the feasibility and logistics of the UCSD contract receiving funds or is there a possibility of setting up a separate account managed by UCSD for the SDIC. He will get back in a couple of days.</p> <p>Other Discussion:</p> <ul style="list-style-type: none"> ▪ Decision making within Workgroups – the WG has the leeway to independently decide activities and outcomes. The SC should be 	<p>Send letter to for profit organizations requesting an exhibit fee, send under Rachel's signature.</p>



	<p>notified of the activity. The SC would provide input and guidance when there are when there are decisions to be made – I.e. letter to legislatures and Dr. Wooten.</p> <p><u>Consensus:</u></p> <ul style="list-style-type: none"> • No honoraria for speakers. Do not want to set this as precedence for SDIC activities. • For the Pt speaker, possibly secure a gift card for his time. • For future KTF Summits – keep speaker expertise local. <p><u>Advocacy (April Fernandez)</u></p> <p>Had a special meeting on Aug 3 to talk about sending letters to local legislatures regarding AB 354. The WG agreed to send letter. AB 354 is gaining momentum and is on the senate floor, Prepared letters to local legislators, have Rachel sign and send ASAP. Crafted a letter to Dr. Wooten will send directly after Rachel H. has signed. CIC Advocacy call is Thursday, Aug 19th. WG agreed to hold standing meetings 4th Wed. of each month. Next meeting is Sept. 22nd.</p> <p><u>Membership & Marketing(Suzi Bouveron)</u></p> <ul style="list-style-type: none"> • Held meeting Aug 17th • Agreed to meet 3rd Tuesday of each Month at 1pm at the HHSA Rosecrans Complex, University Room • “Power Poll” results: • Preferred communication methods: email and website; no blog! • Website features: calendar of events and trainings, SDIC meetings schedule, list member organizations and link to member org. websites. URL is not live yet. Will work with Carol Quinn to develop the template for the New SDIC website/pages. • Topics for future Gen. Meetings: SDIR overview, VFC overview and history, Real stories from families and individuals affected by VPD’s, Eric Courchesne and school nurses- their role in IZ’s and PBE’s. • SDIC Membership – this WG will review current membership list and come up with definitions of “a member” <p><u>Increase IZ Rates And Improve Perceptions (Carole Norman)</u></p>	<p>Add this to P&P</p> <p>Add letters to SDIC files</p> <p>Suggested link to review: www.sdplanning.org</p> <p>Next WG meeting – Sept 21st. – Should WG minutes go to SC? Post to webpage?</p>
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	<ul style="list-style-type: none"> • No update <p><u>Ad Hoc Work Group: SDIC 20th Anniversary Event</u></p> <ul style="list-style-type: none"> ▪ No update 	
Announcements	Sept 24 th – SDBNA Community Flu Clinic will be held at the MLK Recreation Center on Skyline Drive.	
Next Meeting	Wed. September 15, 2010 9:30 am – 11:30 am HHSA, Harbor Room	<ul style="list-style-type: none"> ▪ Tania will finalize and forward agenda and other necessary documents ▪ Bring calendar to next meeting ▪ WG leads will prepare updates to share at meeting ▪ All: send Tania agenda items

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