



## SDIC Steering Committee Meeting Minutes

June 16, 2010

**Attendees:** ; Everardo Aguilar, UCSD/SDIP; Harrison Bolter, SDIB; Suzi Bouveron, CDPH/CIC; Mary Cruz, Sharp CV; Tania Farley, UCSD/SDIB; April Fernandez, CA Binational Border Health; Aron Fleck, CHIP; Michael Kelly, SD Asthma Coalition; Rachel Hamilton (Chair), YMCA, CRS; Carole Norman, SDBNA; Mike Peddecord, SDSU; Elizabeth Rosenblum, UCSD; Carol Quinn, SDIB

**Regrets:** Josh Buck; GSK; Michelle DeGuire, UCSD/SDIB; Mark Sawyer, MD UCSD/CIC,

**Documents provided at the meeting:** Agenda, draft Funding Request template, draft Coordinator Responsibility Statement, CA Open Letter, May 19 Steering Committee Minutes

Topic	Discussion	Responsibility & Action Items
<b>Announcements and Welcome</b>	Welcome new folks: Harrison Bolter, SD IZ Branch April Fernandez, CA Binational Health Program; Mike Kelly, San Diego Regional Asthma Coalition And Elizabeth Rosenblum, Associate Professor of Clinical Medicine, Department of Family and Preventive Medicine, UCSD.	
<b>Consent Items</b>	Agenda approved. Minutes approved. Action items reviewed.  SDIC Steering Committee (SC) approves to add SDIC name to CA Open Letter  SC votes and approves new coalition URL as <a href="http://www.sdizcoalition.org">www.sdizcoalition.org</a> Carol Quinn offers to check and buy if available other URLs with similar names (e.g. coalition misspelled, .net, .com)	Tania: add SDIC to letter  Carol Q: secure URL(s)
<b>SDIC Budget/Staffing updates</b>	Michelle not available; item tabled until next meeting.	Tania: add to July 21 SC agenda
<b>Officer nominations</b>	Discussion: Tania reminded SC she forwarded the request for nominations of officers to SDIC general membership. Elizabeth Rosenblum responded with an interest in helping with the SC and possibly taking on this position if no one else steps forward. This is	

	under advisement. For Chair elect – Eileen Griffith declined the offer, Sister Krista and others are still contenders. No others have responded	
<b>Workgroup (WG) Updates</b>	<p><u>Advocacy (April):</u></p> <ul style="list-style-type: none"> <li>• Participated in CIC's Advocacy Committee call on June 10th. CIC IZ legislative information/packet is found on the CIC website <a href="http://www.Immunizeca.org">www.Immunizeca.org</a></li> <li>• CIC encouraged local coalitions to set up meetings with local legislators.</li> <li>• Completed list of local legislators.</li> <li>• Followed up With Dr. Mark Sawyer about the SD PBE activity – have not been able to connect yet.</li> <li>• Will revise work plan and finalize purpose of this work group</li> <li>• Initial Advocacy work group meeting is scheduled for June 23 @ 2pm at the COBBH Office – Mission Valley.</li> </ul> <p><u>Vibrant and Viable (Suzi)</u></p> <ul style="list-style-type: none"> <li>• Will revise work plan to focus on strengthening membership and identifying who is missing/needed to support SDIC</li> <li>• Will focus on supporting and promoting other Workgroups' activities.</li> <li>• Will promote website relaunch.</li> </ul> <p><u>Increase IZ Rates (Carole)</u></p> <ul style="list-style-type: none"> <li>• Plan to convene the workgroup after July 1</li> <li>• Will revise work plan</li> <li>• WG will address adolescents and adults</li> <li>• WG is discussing Kick the Flu Summit and related flu season activities</li> </ul> <p><u>Improve Perceptions (Aron)</u></p> <ul style="list-style-type: none"> <li>• This WG has been folded into the Increase IZ Rates WG.</li> <li>• WG members met and brainstormed PR and marketing ideas. Suggest including media component into all SDIC events.</li> </ul> <p>Consensus: 3 SDIC Workgroups have been established. Ad Hoc workgroups will be created as needed</p>	<p>April: promote June 23 mtg @ 2pm Tania: send SDIC list to April Aron: check out feasibility of having April F. and or other SDIC rep attend the CHIP Public Policy Meeting.</p>
<b>Kick the Flu Summit</b>	<p>Consensus:</p> <ul style="list-style-type: none"> <li>• We will hold annual Kick the Flu Summit.</li> </ul>	<p>Mary Cruz: schedule Spectrum Center for early Sept</p>

	<ul style="list-style-type: none"> <li>• Book venue ASAP.</li> <li>• Morning event, ending by noon.</li> <li>• Breakfast only; no lunch.</li> <li>• Agree 1<sup>st</sup> two weeks of Sept is optimal.</li> <li>• Announce date at the July 21 SDIC General Membership Mtg.</li> <li>• First choice is Sharp Spectrum with Rosecrans Coronado Room as back up.</li> <li>• Create Flu Summit Ad Hoc Group during July 21 meeting.</li> </ul>	Tania: book Coronado Room
<b>Coordinator Job Description</b>	Discussion: as written it reflects Tania's duties, but lacks some admin details. SDIC would benefit from creating 2 documents: an official job description (see UCSD examples) and a working document to keep on file with Policy & Procedures (P&P's).	All: review and send Tania comments by Close of Business ( COB) Tuesday June 22  Tania: review and forward to the SDIC General Membership for adoption at July 28 mtg.
<b>Funding Template</b>	Discussion: Template will need to be matched with a detailed description of how to complete form, and a suggested timeline.	Tania will create a description for review by June 17 <sup>th</sup> and send to SC All: review and send Tania comments by COB Tuesday June 22
<b>July 28 SDIC General Mtg. Agenda</b>	<p>Consensus: Meeting time: 1-3pm</p> <p>Agenda items:</p> <ul style="list-style-type: none"> <li>• General intros and announcements</li> <li>• Educational piece**</li> <li>• WG Updates</li> <li>• WG dedicated time/break outs</li> <li>• Networking</li> <li>• Adjourn</li> </ul> <p>**Discussed these options for educational piece:</p> <ul style="list-style-type: none"> <li>• Invite Wendy Wang to present local data</li> <li>• CA pertussis and CIC Pertussis Task Force</li> <li>• 2010-2011 Flu Season and general (universal) recommendations</li> </ul> <p>Consensus: Create Ad Hoc Kick the Flu Task force during meeting</p>	Tania: send SC draft agenda for comment by July 1 <sup>st</sup> .
<b>Next Meeting</b>	<b>Wed. July 21, 9:30 am – 11:30 am HHSA, Harbor Room</b>	Tania: finalize and forward agenda and other necessary documents  WG leads: be prepared with updates

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