



## Fall Prevention Coalition - Los Angeles (FPC-LA)

Wednesday, November 16, 2011, 10:00 – 12:00 pm

Braille Institute – Community Room

741 N Vermont Ave., Los Angeles, CA 90029

Attendees: Martha Mirada, be.group; Phyllis Amaral, Center for the Partially Sighted, Emily Nabors, Anna Nguyen, Greg Misiaszek, Fall Prevention Center of Excellence; Mike Murase, Little Tokyo Service Center; Helen Davis, LA Dept. of Aging; Rick Sewell, LA County Fire Dept.; Laura Gzadziak, Rita Mozian, Douglas Melnick, LA Public Health Dept.

### I. GOALS of MEETING:

*Make decisions about key activities, structure, and functioning of the next stage of the Coalition based on survey results*

### II. KEY ACTIVITIES

*Members went through the key activity suggestions on pages 7-8 of the survey results summary, keeping in mind the top voted strengths, opportunities, weaknesses, and challenges. Only key activities that member(s) volunteered to actively support were discussed; they are listed below. (Individual names underlined below were not present during meeting)*

**TO DO: For those who were not in attendance, please send your contributions to Coalition key activities by [annaquyn@usc.edu](mailto:annaquyn@usc.edu) by Wed, Dec 7 @ 5p**

#### a. Monthly Calendar / E-mail Listserv / FP Publicity

- i. Activity to help members stay connected, network with each other, leverage power of organizations, share resources, and spread our reach as widely as possible
- ii. **Helen** = send e-mails monthly about relevant activities/events for all member organizations to interconnect, and to have a centralized list to make members aware of events, send info to be disseminated, send requests for vendors or speakers, etc.
  1. **Helen** will send out reminder e-mail requesting events, etc.
  2. **All** to send info to Helen by 1<sup>st</sup> Tuesday of the month;
  3. **Helen** will send out e-mail by the 2<sup>nd</sup> Tuesday; from January 2012
  4. **All** respond to e-mail if they intend to attend events
  5. **TO DO: Helen & Phyllis A.** to work on information form for upcoming events
- iii. FP Publicity: rather than pursue a publicity campaign or re-framing FP effort, members agreed to publicize FP activities conducted by Coalition
- iv. **Laura G.** = will e-mail related events and requests for speakers that the Speakers Bureau cannot fulfill to Helen for inclusion in monthly email

#### b. Funding

- i. **Linda C.** – follow up about possible donor

#### c. Sharing Resources

- i. **TO DO: EVERYONE** to identify their own related print resources that can be shared and a brief description of how members can get it (e.g., website, contact person), time needed in advance of requests, etc.; those who use the resources will need to track what is disseminated where and return that info. to resource sharer. Send resource descriptions to Phyllis Amaral at [pamaral@low-vision.org](mailto:pamaral@low-vision.org)
- ii. **Phyllis A.** = work study who can make PDF links for resources so that they are on a centralized location

#### d. Information Development

- i. **Douglas Melnick** = assist with Armenian and Russian translations

- ii. **Phyllis A.** = assist with developing vision handout and handouts for individuals with low vision
- iii. **Laura G.** = assist with translating Speakers Bureau PPT into Spanish
- iv. Side project: Emily & Anna, Rickey = develop FP info for fire fighters
- v. Side project: Emily, Anna, Kelly/PH, Rickey = develop screening tool to incorporate medical orgs and fire departments; PH will work to validate
- e. **Information Dissemination**
  - i. **TO DO: Emily & Anna** to explore funding for print resources
  - ii. Side project: Laura G. & Rickey = work with individuals at the VA
  - iii. Side project: Helen & Rickey = work on SNAPs (Special Needs Awareness Program)
  - iv. **Rickey** = disseminate File of Life to older adults
  - v. **Laura G.** = will disseminate DVD copies of *The Falling Monologues*
  - vi. **Phyllis A.** = will disseminate FP handouts at events she attends and to low vision network
  - vii. **Rita** = will disseminate FP handouts at events she attends
- f. **Community Presentations**
  - i. **Rickey** = presentations in the community
  - ii. **Rita** = can do Speakers Bureau presentations in SPA 1 & 2
  - iii. **Martha** = be.group can do FP presentations in be.group communities
- g. **Evaluation** (*can help with funding, improving morale, rationale for FP efforts*)
  - i. **Oscar Lopez (PICF)** = Helen: he can report on PiCF FP program results
  - ii. **TO DO: Emily & Anna** to develop short reporting form for Coalition members to fill out monthly/quarterly; presentations made, handouts disseminated; possibly linked to monthly e-mails
  - iii. **Kelly/PH** = provide hospital / death rates by SPA

### III. STRUCTURE & OPERATIONS

- a. Network
  - i. Concern expressed that without a lead agency, things may fall apart
  - ii. Members felt we need to approach AAA and PH to see if they can assume leadership position and what would be required to do so
  - iii. **TO DO: Emily & Anna** to draft description of what lead role entails
  - iv. **TO DO: Jon to speak with Laura T.**
  - v. **TO DO: Emily & Anna** to speak with **Kelly**
- b. Meeting frequency: Quarterly in-person received top votes in survey
  - i. In-person meetings are important for networking
  - ii. If members get dates in advance we should expect of our members to make these 4 meetings/year
  - iii. Members felt we could not decide on meeting frequency before solidifying structure (e.g., lead or no lead, coalition or network)

### IV. NEXT STEPS: *To Dos for members (in addition to 'To Dos' above)*

- a. Connect with a Coalition member you want to partner with and haven't already
- b. Disseminate FP handouts (circulation desk, send to Network, bring to meetings)
- c. Based on survey results and progress made in meeting, draft a mission for the next stage of the Coalition

### NEXT MEETING:

Wed, December 14, 2011 from 10:00a – 12:00p @ Braille Institute