



## MINUTES

Members in Attendance: Peg Strub, Gloria Thornton, Karen Cohn, Marie Hoemke

Absent Members: Barbara Conner-Anderson, Maria Elena Alioto, Niels Tangherlini

Guests and Staff: Gail Herrick, Nan Madden, Anjali Nath, staff

Item	Meeting Notes/Decisions	Outcomes
I	<b>Welcome, Introductions &amp; Sign In</b> Facilitator: Peg Strub      Timekeeper: Nan Madden      Recorder: Anjali Nath	
II	<b>Review Agenda &amp; Set Time</b>	<b>Minutes approved</b>
III	<b>Website</b> \$5,000 officially received by ARC, Inc. from McKesson Foundation for website was deposited. Anjali agreed to write thank you letter to McKesson Foundation Karen handed out website project plan as a flow chart. Informed committee that there is no incentive to use the DPH website because we need to budget for maintenance. City Webmaster (DTIS) has agreed to host website for ATF as part of SFGOV. Will have consistency of appearance.  Discussed need for content areas to be developed.  Agreed that Planning Committee can discuss how to best utilize PMC (Public Media Center).	<b>Anjali</b> will write thank you letter to McKesson Foundation on behalf of ARC, Inc. for ATF project.  <b>Anjali and Karen</b> will be meeting with city Webmaster.  <b>Everyone</b> should email content to Anjali and CC Peg by Jan 13th. Peg and Anjali will compile.  <b>Gloria &amp; Gail</b> will brainstorm the steps on how to access the system
	<b>Update on City Budget request</b> <i>a. Update on Review course and certification</i> -Karen distributed a flow chart that laid out process and workplan for this project reviewed by Gail Herrick, project coordinator. Those certified as AE-Cs will be considered Asthma Resources at their sites. A letter to participant supervisors requesting release time was reviewed and edited. Gloria mentioned that it is likely that Blue Cross can arrange for CEUs for physicians who participate in the prep course. Participants include MDs, NP,	

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	<p>Pharm Ds (working list of prospective participants was distributed).          -Karen Smith will be running coaching sessions and will be paid through DPH. Review course will be run by outside organization (waiting for bid).          -\$3000 of allocation for resource guide will shift to help pay for Karen Smith's time.          -Discussed need for refreshments/lunches at each session. Gloria said she might be able to help. Zolair and Glaxo have offered in the past. Differences in opinion on corporate support. Peg indicated Kaiser is interested and might be able to assist. Peg will speak with Kathy Thomas Perry about this.  <b>-Items for next meeting:</b></p> <ul style="list-style-type: none"> <li>• Figure out a way to process/prioritize which participants can be paid for (can only pay for 35 out of 75 potential participants)</li> <li>• Do we want MOU to be sent earlier in the process?</li> <li>• Discuss what support looks like</li> </ul> <p><b>b. Care Plan folders – Update on conference call held</b>          Marie provided overview of SFUSD's development of Emergency Care Plans. Explained that one year ago a group went to grand rounds to show a PowerPoint to inform the medical community about the Plans. Still these Care Plans are not being returned to the schools. Currently working to finalize agreement on what information needs to go into the folders for providers in order to get them printed up. A conference call was held with Marie, Gloria, Anjali and two principals. Agreed upon the same content that Blue Cross provided in the folders they distributed (Fax numbers, Medications Form, chronic disease forms).</p>	<p><b>a.</b>  <b>-Send leads on refreshments/lunches for courses to Karen C.</b>  <b>-Peg speak with Kathy TP re: lunches for review sessions paid by Kaiser</b></p> <p><b>b. Nan &amp; Marie will draft fact sheet and asthma meds law</b></p>
	<b>ATF Workplan</b> - nothing to update	
<b>IV</b>	<p><b><u>Unfinished Business:</u></b>  <b>-Update on Medi-Cal Hospital/Uninsured Demonstration Healthcare Coverage – Discussion on providing input – No update</b>  <b>Discussions with Hospital Council - Ron Smith suggested communication with Kaiser Permanente about the possibility of Kaiser developing three teams to treat asthma in all the clinics in the City.</b></p>	
<b>V</b>	<p><b><u>Next Meeting:</u></b>  <b>Monday, January 23, 2004, 12-2pm, City Hall Rm 278</b></p>	

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