

DRAFT

**Board of Supervisors Asthma Task Force
Environmental Committee
Minutes of Meeting held on January 13, 2004
Fox Plaza
1390 Market Street
Suite 230
San Francisco, CA**

Members In Attendance:, Louise Kimbell, Salem Prouty, Neil Gendel, Karen Cohn, Beth Saiki and Aimee Ganz.

Absent Members: : Louise Hill

Guests and Staff: Tirtza Rosenberg

1. Introductions, Agenda Revisions, Approval of Minutes

The agenda was revised to include: Review of Meeting Minutes; Discuss “Action Plan” and revise as needed; Review and discuss “Information Request Chart” and revise as needed; Draft components of letter to Gregg Fortner: Develop agenda for meeting with San Francisco Housing Authority and set a date for the next committee meeting.

The minutes of the December meeting were reviewed. The clarification of the goal was revised to ask the Housing Authority if quality assurance procedure exists now and to assist the Housing Authority in establishing an inspection process which is more timely, more comprehensive, more uniform and more effective, if needed. The minutes were approved.

2. Discuss Environmental Committee Action Plan and Revise as needed

Karen Cohn asked if documentation of the problems is required. She suggested convening the case workers to document what they have seen in client’s homes.

Louise Kimbell stated that could be in addition to the letter, but the letter should talk about the findings from the focus groups and external stakeholders.

Neil Gendel asked if the recommendation would be limited to informal inspections, or if tenant education would be a part. This issue will be considered at a later time.

3. Review and Discuss Information Request Chart and Revise as Needed

Louise Kimbell reviewed the Information Request Chart. She explained the grid as basically being the Environmental Committee’s request to the Housing Authority to give us information so that the committee can better understand what the Housing Authority looks at in their different types of inspections.

The Chart was revised to read “Code enforcement inspection by DBI and DPH” instead of “MOU”. Process Used to Generate Work Order for Inspection was revised to “from Inspection”.

The Type of Information entered into SFHA database was revised to ask for entered into and extract from.

4. Draft Components of Letter to Gregg Fortner

Beth Saiki asked for suggestions of components to a letter to be sent to Gregg Fortner of the Housing Authority.

The suggestions included:

1. Explain the Asthma Task Force and that it has released a Strategic Plan.
2. Note the hearing of the Board of Supervisors and that this recommendation was discussed. Comment that the Task Force was asked to contact the Housing Authority after Naja Boyd had spoken.
3. List the goal of the Asthma Task Force.
4. Request a meeting to address environmental issues that exacerbate asthma.

5. Develop Agenda for meeting with San Francisco Housing Authority

Developing an agenda has been tabled until a response is received from the Housing Authority.

6. Set Time and Date for next Committee Meeting

Beth Saiki announced a new staff person has been hired who will not be available on Tuesday and Thursday afternoon's for meetings. It was suggested that the Committee meet on the First and Third Wednesdays.

Another discussion was held regarding having two meetings a month discussing two different recommendations, or whether to remain with the current recommendation under discussion until it is completed. A decision was made to continue with this recommendation for now.

7. Announcements

Neil Gendel stated there is a charter amendment on the March ballot that MUNI stop using diesel busses. He would like a letter from the committee supporting the issue. Salem Prouty suggested this be brought up to the Task Force as a whole. Beth suggested that Linda Winer might be able to address the Task Force regarding the amendment.

Meeting Adjourned (4:00p.m.)