

**DRAFT**

**Board of Supervisors Asthma Task Force  
Planning Committee  
Minutes of Meeting held on January 21, 2004  
Fox Plaza  
1390 Market Street  
Suite 210  
San Francisco, CA**

Members In Attendance:, Beth Saiki, Karen Cohn (For Peg Strub), Deanna Rossi, Marie Hoemke, Julie McKown, Gloria Thornton, Anne Kelsey Lamb, Kathy Thomas Perry, LeConte Dill.

Absent Members:

Guests and Staff: Tirtza Rosenberg

**1. Introductions, Agenda Revisions, Approval of Minutes**

The agenda was revised to include: A presentation by Marie Hoemke regarding Dr. Bergman who will present to the general Task Force on Monday.

**2. Goals of our New Chair and Vice Chair**

LeConte Dill reviewed her goals for the Asthma Task Force. They include:

Promoting the Task Force and raising the visibility through media and community outreach  
Increasing the membership  
Increasing the connection to communities and various statewide agencies  
Implementing the Strategic Plan  
Promoting other activities regarding asthma

Kathy Thomas Perry reviewed her goals for the Asthma Task Force. They include:

Promoting the Task Force and raising the visibility through media and community outreach  
Increasing the membership  
Increasing the connection to communities and various statewide agencies  
Implementing the Strategic Plan  
Promoting other activities regarding asthma  
Support to all Task Force members  
Facilitating the purpose and intent of the Task Force  
Develop a plan to receive information and processing it in the areas and direction it needs to go  
Insure that the public is informed and has access to the Task Force  
Coordinate activities in compliance with the Sunshine Ordinance and the Brown Act  
Expedite the business of the Task Force, (This will involve referring items to the appropriate committees for consideration.)

**3. New Advocacy Coordinator**

Beth Saiki announced Anjali Nath has been hired as the new Advocacy Coordinator. She will start February 9.

She recently moved from Boston to San Francisco. She has a Masters in Public Health and served for about three years as Coordinator for two tobacco control coalitions. During that time she did quite a bit of partnership work with Boston's Asthma Coalition. She will be unavailable on Tuesday and Thursday afternoon.

She will be working closely with the Chairs of the committees to help set up the agenda, may co-facilitate the meetings, perform research, promotional tasks, draft documents, i.e. Program Support. Kathy, Beth and LeConte will meet to further discuss Anjali's responsibilities.

#### **4. ATF Evaluation Survey**

Beth reported she contracted a woman at UC Berkeley who will analyze the surveys by Monday, January 26. A discussion was held about when to distribute the results of the survey. The fact that the results are in will be announced on January 26. The Planning Committee will then analyze the results and they will be distributed at the February meeting.

Beth stated that funding for her involvement in the Task Force was received from Prop. 10, from the California Department of Health Services. This will end in August. They have asked for the Task Force to complete an evaluation survey.

Anne Kelsey Lamb stated that CAFA may have another survey.

#### **5. Committee Reports**

##### Clinic

Karen Cohn reported the two goals remain. The survey has gone out to medical providers. The survey will look at what services they have, or don't have, and will create a baseline inventory. MarieElena is working on collating the information from the survey. Gloria Thornton is working on collating the information from the medical providers.

##### Environmental

Karen Cohn reported that during her absence Beth Saiki and Louise Kimbell devised a way of soliciting information from the Housing Authority to further the goal of understanding the inspections that are already occurring. The next step is to draft a letter to be sent to Gregg Fortner requesting a meeting to answer questions that will arise from the information gathered through the grid.

The committee will meet on Wednesdays in February. The committee will possibly switch to two meetings a month in order to begin working on the second recommendation.

##### Schools/Child Care

Marie Hoemke reported the Schools Committee meets twice a month. Two meetings were postponed to due illness and a conflict with the Holidays. There was a meeting this week.

The Board of Education has passed the Asthma Action Plan Resolution. They have three years to comply with the resolution. The Superintendent has directed that a District Asthma Team convene. It is chaired by Trish Bascom. They have created an Asthma Emergency Plan.

The Schools/Child Care Committee is now moving on the Recommendation Two, Indoor Air Quality. The committee has reviewed the history of what has been done since 1996 and will be having the EPA, DPH, and the School District attend upcoming meetings to learn of unmet needs, ideas for changes to advocate for, and a plan of action.

#### **6. CAFA Statewide Policy Agenda**

Anne Kelsey Lamb reviewed the history of the CAFA Statewide Policy. CAFA held a conference in November and developed two bills they felt the coalitions could work on on a statewide basis. One bill is regarding indoor air quality in schools, the other is on diesel. The question is to what level the individual coalitions would like to get involved on the issues. Anjeli, Beth and RAMP would be doing the bulk of the work.

Marie stated she would be interested in working on legislation. She went on the state that the School District has a contract with Laidlaw and she would like to look into the contract. Karen Cohn talked about diesel in construction.

Anne stated \_\_\_\_\_ is trying to identify a major construction site that can be used as a sample to try to change regulations around construction.

#### **7. Dr. David Bergman**

Marie Hoemke spoke about Dr. David Bergman from Hewlett Packard Children's Hospital at Stanford. He has been very involved with chronic disease management, particularly when children are away from the home environment. He has been very interested in the educating care takers about the health needs of children with chronic disease, in the absence of the parent/guardian.

The Asthma Resource Center of San Francisco was approached by Dr. Bergman and has facilitated entry of an asthma Telemedicine Projects into the San Francisco Unified School District. Three elementary schools in the Bay View Hunters Point are piloting the project ; 83 children are enrolled.

Dr. Bergman has found that the various organizations are not really working together in attempts to work on asthma issues. A meeting was held with the California Endowment to discuss this. The Endowment funds three programs in San Francisco, ATF, Asthma Telemedicine and Yes We Can. The Endowment may be willing to fund consultation and leadership support. Kathy suggested the California Endowment be invited to a general meeting of the Asthma Task Force to give their perspective on what is and isn't working.

#### **8. ATF Membership**

Kathy distributed a copy of a "Motion to adopt a standard procedure for conducting business of the San Francisco Asthma Task Force".

She stated the agenda should be numbered and must list Action Items. She asked that resolutions be used to track the positions of the Task Force and that they be numbered with the year, month and date. The resolutions are to be listed separately on the agenda, along with a description of the action to be taken. After that, a vote will be recorded. The vote will be

recorded by a roll call. When an item is brought up it is to be given to a committee, then brought back to the general meeting.

Kathy suggested the following standing items for the agenda:

Roll call (to ensure a quorum)  
Introductions  
Minutes of the previous meeting  
Introductions of Resolutions  
Introductions of New Business (including presentations)  
Adjournment

Karen Cohn added that all meeting notes should go out immediately, stamped as “Draft”.

Deanna Rossi suggested that resolutions also have an additional code, to distinguish each if there is more than one at a meeting.

Beth Saiki brought up the topic of attendance and what should be done regarding members who miss many meetings.

Kathy stated she will be sending out copies of the bylaws to those people who have been absent and reminding them of their commitment to the Task Force. Karen suggested including adding how the format of the meetings will be changing.

### **9. Next Planning Committee Meeting**

The February Planning Committee Meetings will be Wednesday, February 4 and Wednesday, February 18.

**Meeting Adjourned (6:30p.m.)**