

**DRAFT**

**Board of Supervisors Asthma Task Force  
Planning Committee  
Minutes of Meeting held on February 9, 2004  
Fox Plaza  
1390 Market Street  
Suite 210  
San Francisco, CA**

Members In Attendance:, Marie Hoemke, Julie McKown, Gloria Thornton, Anne Kelsey Lamb, Kathy Thomas Perry,

Absent Members: Beth Saiki, Karen Cohn (For Peg Strub), LeConte Dill.

Guests and Staff: Tirtza Rosenberg and Anjali Nath.

**1. Introductions, Agenda Revisions, Approval of Minutes, Welcome to Anjali Nath**

There were no agenda revisions. Marie Hoemke stated she occasionally receives mail for the Asthma Task Force and suggested there be an official person to receive the mail. Tirtza Rosenberg was asked to receive the mail. Review of the minutes was tabled until the next meeting.

**2. Review Summary Report of Asthma Task Force**

Anne Kelsey Lamb stated the purpose of the survey was to evaluate the way the Task Force was functioning and see if there need to be changes after putting together the Strategic Plan. The survey was also required as part of the CAFA initiative.

Anne stated there were some very positive findings where people felt great about their participation, about the way the process went, about the skills the coalition has to move forward. However, there were also concerning comments from people.

Anne went on to suggest that what the Planning Committee needs to look at are which items need to be addressed by the coalition and does the committee want to present the survey to the total Task Force? Are there changes the Task Force wants to make based on these findings?

Gloria Thornton pointed out the comment that the principal drawback of participation with the Task Force, and various members of the Task Force, was being viewed negatively. This comment was made in the summary.

Kathy Thomas Perry stated this process for the Task Force is over since it covers the creation of the Strategic Plan. The question at the time is "How to present this to the greater body?" Her suggestion is to present the details in file and present the summary at a public meeting. The Task Force members will receive the whole report. Another suggestion is to continue the discussion at the next Planning Committee meeting in order for everyone to have a chance to review the report.

Marie Hoemke stated that with the new leadership we are now following the process of city government closely, which will automatically address some of the issues brought up in the report.

It was agreed to table discussion on the survey until the next Planning Committee meeting to give Beth Saiki an opportunity to look at the survey and be able to comment.

### **3. Sub Committee Reports**

#### **Schools**

Schools Committee is now being educated on the indoor air quality policy and issues in the San Francisco Unified School District. Shelley Rosenbloom, Head of the Indoor Air Quality Division of the Environmental Protection Agency for this region, presented at the meeting regarding the issue regarding schools. He spoke about a issues and process in the areas covering Hawaii and the western United States. His experiences range from districts which have been extremely successful to districts which have problems getting started. San Francisco falls in the lower end of the middle of the range.

The next meeting will be Tuesday, February 17 will host Ed Ochi, Industrial Hygenist for San Francisco Unified School District. Mr. John Bidoff, Executive Director of Facilities, has been invited to speak. He has declined.

#### **Clinical**

Gloria Thornton reported the Clinical Committee is working on the two surveys. She has just sent out the payor survey to everyone for final editing. Peg is compiling pieces of the other survey from Maria Elena and Lisa Kroon. Tirtza and Karen Cohn will then compile the information.

#### **Environmental**

Tirtza Rosenberg reported that the letter to Gregg Forter, Director of Housing Authority, has been given to Supervisor Maxwell for her signature. It is on her desk now.

The remainder of the meeting was spent reviewing the Housing and Building Codes to decide what to address in the meeting with Gregg Fortner.

#### **Actions for Consideration**

Shall we invite a representative from the California Endowment to present to the Planinng Committee and/or the General Task Force?

Shall we invite Rajiv Bhatia to present the most recent statistics on asthma?

Marie Hoemke identified the local representative as Jacob Moody. The Endowment is update or modifying the guidelines for future grants. One of the major concerns is sustainability of the programs after the grant period ends. The feeling is that while there are many community based organizations working on any given issue, the organizations do not work together. They would like to see a “population based approach”. However, the way the various grants are set up, does not encourage communication between the various organizations.

Gloria Thornton suggested Jacob Moody might have been talking about submitting combined funding proposals. Gloria stated that two important players who are missing from the Task Force are Yes We Can and the San Francisco Health Plan. Yes We Can was originally represented on the Task Force.

Kathy Thomas Perry stated it's also important to know what the expectation is of the various funders. Kathy stated the Task Force needs to ask the organizations that have community health workers, the outreach component, to provide information on the effectiveness, or how they evaluate the effectiveness. Gloria Thornton said that two things Jacob Moody are interested in are the asthma registry and centralized case management.

Kathy Thomas Perry suggested convening a hearing of the parties who provide direct services to investigate what working in the various community based organizations and to find out where the gaps are.

Marie Hoemke has a contact at the ad council and at the public libraries for submission of asthma information.

Gloria Thornton suggested convening a focus group with community health workers to find out what the issues are regarding family education.

#### **4. New Business**

Marie Hoemke stated there is a new member of the Board of Supervisors and a new member of the Board of Education. She suggested meeting with them, giving them a copy of the Strategic Plan and telling them about the Asthma Task Force. Kathy Thomas Perry suggested writing a resolution for a policy briefing newly elected or appointed officials.

#### **5. Resolution form and process for recording the resolutions**

Kathy Thomas Perry introduced and reviewed a form for writing a resolution. All resolutions will go to the Planning Committee. Tirtza will maintain a log of resolutions. Each resolution will be numbered: year, PC(for Planning Committee), the initials, in lower case of the committee that submitted the resolution and the number of the resolution, i.e. the first resolution of the year, submitted by the Clinical Committee, would be numbered – 2004PCcc1. The forms will be submitted to Kathy Thomas Perry who will type them for presentation to the Planning Committee.

#### **6. Next Planning Committee Meeting**

The next Planning Committee Meeting will be Wednesday, February 18.

**Meeting Adjourned (6:00p.m.)**