

**BOARD OF SUPERVISORS  
ASTHMA TASK FORCE  
CITY AND COUNTY OF SAN FRANCISCO**

Dial-In: 1 877 671-3020 code: 840301  
**DRAFT Report of Meeting Outcomes**  
 Planning Committee  
**Wednesday, September 1, 2004 4:00 – 6:00**  
 Fox Plaza 1390 Market Street, Suite 210

Agenda Review	Outcomes
<p>1. Committee Updates/ Status on priority recommendations</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> childcare sub-committee (shall one be formed)</li> </ul>	<p><b>Environmental Committee:</b></p> <ul style="list-style-type: none"> <li>• Recommendations chart going to tenants groups</li> <li>• <b>SFHA</b> has an addendum as part of recertification new set of requirements that tenants must report water, mold, etc. Tenants will be expected to sign it.</li> </ul> <p><b>Schools and Childcare Committee:</b></p> <ul style="list-style-type: none"> <li>• Letter did not go out</li> <li>• Letter was not signed</li> <li>• Letter was provided by committee member without signatures</li> <li>• Letter needed a contact number</li> <li>• Committee needed to be properly named</li> <li>• Content of the letter</li> </ul> <p>Letter Process was determined as follows:</p> <ul style="list-style-type: none"> <li>• Any task force member can prepare a first draft</li> <li>• Anjali will edit final draft</li> <li>• Anjali will present to co-chairs for proofing/appropriateness</li> <li>• Anjali will provide signatures</li> </ul> <p><b>Clinical Committee</b></p> <ul style="list-style-type: none"> <li>• Scheduled to meet Sept. 20, other guests are invited</li> <li>• RSVP's are coming in response to invitation</li> <li>• We will need a location</li> </ul>
<p>2. Coordinator's Update</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> annual update on ATF activities</li> <li><input type="checkbox"/> Input from Chairs</li> <li><input type="checkbox"/> Org Chart (tabled for discussion on long term planning)</li> </ul>	<p>Progress report was distributed at the last ATF meeting</p>
<p>3. "Parking Bin" items from <b>August</b> ATF meeting</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tally results regarding alternate ATF meeting times</li> <li><input type="checkbox"/> Presentation of ER data @SFGH by Gail at Sept meeting</li> </ul> <p>"Parking Bin" items from <b>July</b> ATF meeting</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 7/04 ATF mtg:Guatemalan Project - spirometers (Gail Herrick-tabled 8/4 mtg.)</li> <li><input type="checkbox"/> 7/04 ATF mtg: Education of 40 public health</li> </ul>	<p><b>Logo:</b> public media center agreed to help ATF with project, draft expected</p> <p><b>Tally:</b> Monday's are the best days after all - a report will be provided at the Sept. meeting          Weeks 1,2,3, Monday afternoon          Coordinator will provide a recommendation based on the and result of the tally          Response to the letter presented by task force member dated: _____          7/4 Education: DPH is currently working to educate</p>

C/O DEPARTMENT OF PUBLIC HEALTH CHILDHOOD LEAD PREVENTION PROGRAM  
 1390 MARKET ST., Suite. 230, S.F., CA 94102 (415) 554-8930

Copies of all documents referred to in the agenda and distributed at the meeting are available during working hours at the Children's Environmental Health Promotion program, 1390 Market Street, Suite 230, and will be available at the meeting.

nurses – tabled	nurses, this issue is being addressed
<p>4. Update on ALA walk –</p> <p>a. AsthmaTask Force Participation – Sophie/ATF letters</p> <ul style="list-style-type: none"> <li>• Mitch Katz</li> <li>• Board of Supes</li> <li>• Mayors Departments (DCYF-MOCD-MOH-Fire-Police)</li> <li>• Business Orgs (SF Chamber-Merchant Associations)</li> <li>• Supervisorial Candidates</li> </ul> <p>b. – KP Ed Theatre</p> <p>c. Teams</p>	<p><b>ALA -</b></p> <ul style="list-style-type: none"> <li>• Sarah's staff will confirm Sophie's participation</li> <li>• Kathy to speak with Sophie regarding ideas</li> <li>• Next steps with tee-shirts - logo date - Beth to ask Michelle to come up with a concept for the ATF font</li> </ul>
<p>5. Membership (status of vacancies)</p> <p>a) Notice of Vacancy to Rules committee (send date)</p> <p>d) Identifying appropriate process for recommendations to ATF before the Rules committee.</p>	<p>Notice: Ad-hoc</p> <ul style="list-style-type: none"> <li>• Vacancy notice will be sent to Rules and Committee sponsor</li> <li>• Notice to ATF of the need to elect Vice President</li> <li>• Discussion on the need to engage the Latino community to help fill the seat</li> <li>• Other agencies serving the Asian community would be great</li> <li>• Housing Rights orgs would be great /Non-Profit housing agencies have been active and may have an interest</li> </ul>
<p>6. Items and or Resolutions referred to the September Agenda (Task Force)</p> <ul style="list-style-type: none"> <li>□ Presentations (Telemedicine, ER Data)</li> <li>□ Communication Policy - Professional conduct - Letters- Signatures-Proof reading</li> <li>□ ATF Sunset - discussion - org chart-timelines-restructuring</li> </ul>	<p><b>Resolution:</b> Letters process</p> <ul style="list-style-type: none"> <li>• Telemedicine Project will be</li> <li>• ATF Sunset- planning committee meeting will facilitate a discussion (1 hour)</li> </ul> <p><u>AAHI is not de-funded</u>, is this an item the task force</p> <p><u>Citywide School Health Committee:</u> The Director has requested an Asthma Task Force presentation: Sept. 20, at 3:30 pm</p> <p><u>ATF has agreed</u> to present</p>
<p>7. Adjourn</p>	

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