



Agenda for Monday, August 22, 2005;
2:00 - 4:00pm, City Hall, Room – 278
1 Dr. Carlton B. Goodlett Place, SF CA 94102

Welcome (3 minutes) Chair/Secretary

Determine if a quorum is present/ Appoint timekeeper

Housekeeping Items (4 minutes) All

- Approval of minutes
- Modifications to today's agenda?
- Necessary change of dates for upcoming meetings?

Membership Update (3 minutes) Chair

- Membership changes & Vacancies posted

ACTION ITEMS FOR QUORUM VOTE (15 minutes) All

ELECTION OF ATF OFFICERS

A. Resolution to reduce the number of voting seats on the task force - The members of the ATF vote to request the Board of Supervisors to amend Chapter 19A of the San Francisco Administrative Code which authorized the existence of the Asthma Task Force, in order to reduce the number of voting members, from 20 to 14 members, so that quorum voting will be more easily achieved at scheduled meetings. The details of seat reduction are enclosed with this agenda. In addition, the formalized participation of three additional City agencies is requested as non-voting members of the ATF.

- *Discussion*
- Rollcall Vote

B. CAFA MOU between ALASFSM & ATF – Review and approve MOU (enclosed) intended to establish agreements on the operating relationship between the Task Force and the American Lung Association (Fiscal Agent) throughout the implementation of the CAFA grant period. CAFA (Community Action to Fight Asthma) is the statewide initiative through which The California Endowment has provided funds secured by the American Lung Association of San Francisco and San Mateo Counties to support the work of the task force.

- *Discussion*
- Rollcall Vote

Recommendations to the Board of Supervisors for legislation, funding priorities or city policies—from Committees or individuals (5 minutes) Committee chairs; All

- Funding proposals Pending?
 - Update on Add-back Budget Process with Board of Supervisors; next steps
- Legislative proposals pending?
- Policy proposals pending?



3-year Workplan Development: Session II (50 min)

Karen & Julie
All

- **Review as a whole Ideas produced by committees**

- **Task Force Goals and Objectives – Determine all desired objectives/ideas that would lead full ATF as close as possible to achieving its larger Goals.**
 - Ideas proposed by committees should inform the overall goals and objectives of the full task force. The task force can decide how to best accomplish it’s goals and objectives:
 - Look at future work ideas proposed (ID gaps, additional activities, Opportunities for collaboration) – what will lead you to the larger goals?
 - Include any *systems* desired to be in place by end of 3 years
 - Ensure ideas fit into either *legislative action, policy, or funding*
 - Communications plan – how does it fit in?
 - Effective and meaningful structure and function of task force
 - Based on Task Force Goals and Objectives, what is most effective, meaningful and feasible way of getting work done?: Is work and participation project-based? Committee-based? Both? Other?
 - Through what type of meeting structure and frequency will voting and non-voting members and participants best be able to work on the activities toward the goals and objectives?

Request for items to be discussed in Planning Committee (4 min) All

Public Comment (3 minutes) Public

Announcements (3 minutes) All

Adjourn All

Copies of all documents referred to in the agenda are available at the meeting, and during working hours c/o DPH Children’s Environmental Health Promotion, 1390 Market Street, Suite 230, attn. Tirtza Rosenberg.