

**Board of Supervisors Asthma Task Force**  
**Minutes of Meeting held on February 25, 2002**  
City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA

**Members In Attendance:** MariaElena Alioto, Barbara Conner-Andersen, John Balmes, Jean Circiello, Dierdre Epps-Miller, Carla Furtado, Mary Higgins, Marie Hoemke, Lisa Kroon, Veronica Lightfoot, Ben Loewy, , Julie McKown, Ann Melamed, Carolyn Noble, Deanna Rossi, Beth Saiki, Dale Spink, Peg Strub and Ann Togia.

**Absent Members:** Jennifer Mann.

**Guests and Staff:** Tirtza Rosenberg, May-Ling Dea, Megan Webb, Louise Hill, Nancy Warren, Neil Gendel, Louise Kimbell, Charla Molina and Ron Helman, Ron Itelman.

(\* = pending appointment)

**1. Ron Itelman (2:15 p.m.)**

Ron Itelman, a visitor, introduced himself to the Task Force. He was referred to the Task Force by the American Lung Association. He is looking for a citizen group, for people who have asthma, to get involved with issues such as air quality. Beth Saiki mentioned that Linda Weiner, in her office, might have some volunteer opportunities regarding outdoor air quality.

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

Tirtza Rosenberg was introduced as the new secretary to the Task Force.

There were no agenda revisions. Minutes for the January meeting were *approved* with the following corrections: page three, paragraph 11 should read "from the public"; MariaElana's name is misspelled; page three, paragraph 10 should read "parents and other key stakeholders; page 1, paragraph 4 should state, "Beth Saiki reported a site visit by the California Endowment meeting...", Page 4 the Community Subcommittee will not meet February 27, 2002. They did meet January 30, 2002. The Schools Committee will meet the first and third Tuesdays.

**3. Strategic Plan Coordinator Position**

Beth Saiki announced that the Grant from the California Endowment has been awarded to the Task Force. This grant will provide \$150,000 towards the strategic planning process. It will finance Nancy Warren to work full-time to develop and write the strategic plan and it will fund public outreach and inquiry activities and analysis of data. After the plan is developed, the Endowment will give \$300,000 to implement one or two of the strategies that the Task Force develops to reduce environmental risk factors based on school aged children with asthma.

Nancy Warren spoke about what a strategic plan is and what a strategic planning process is. For the first "phase" what definitely needs to be done is to create a work plan. For phase two the mission statement will need to be revisited, also a vision statement will be crafted. Phase three will involve collecting secondary data, getting input from external and internal stakeholders, (possibly interviewing key external stakeholders, focus groups). Another part will be identifying additional strategic issues – the needs assessment/information gathering assessment. Phase four is getting into evaluating what information has been gathered, how that will fit with the mission and vision and analyzing the priorities. Phase five will be the second time to get public input. Phase six will be developing an operating plan and operating budget. Phase seven will be revisited throughout the entire process.

The time line envisioned for the phases is:

Phase 1 – 1 month  
Phase 2 – 1 month  
Phase 3 – 3 months  
Phase 4 – 3 months  
Phase 5 – 4 months  
Phase 6 – 1 month

Megan Webb asked for a break down of the “needs assessment phase” and “solution phase”. Nancy responded that some committees have gone to recommendations first and then gone on to plan. Nancy’s plan is to get together with all the subcommittees to get everyone on the same methodological path.

Nancy spoke about the Ad Hoc Planning Committee. At this time the committee consists of herself, Ben Loewy, Dee Epps-Miller, Beth Saiki and Jennifer Mann. She would like to also have a representative from each subcommittee and anyone else who is interested, keeping it to a limit of about ten people. At this time the committee meets every week.

Megan Webb asked if there is a template available for the plan. Beth Saiki stated that the planning committee will pull together a couple of models of the plan to present to the Task Force. Nancy stated that there will be a “plan for the plan”.

Neil Gendel spoke about the importance of building the political and community support for the final document.

Beth Saiki and Nancy Warren asked who might be interested in joining the Planning Committee. They stated the potential meeting dates would be: 3-5 February 28, 2002 and 9 – 11. The location of these meetings will be announced. Those who said they were interested in attending were: MariaElena – Community; Marie Hemke – Schools; Ben Loewe – Schools. It was suggested that Jennifer Mann represent Environmental.

MariaElena Alioto talked about the Community Subcommittee, which does not have a chair at this point, and their membership is dwindling.

Tirtza is compiling a list of all the current emails and phone information. Tirtza will contact the MIS Department to have the meeting information posted on the WEB.

Ben Loewe asked about the time frame. The total months for the phase I through VII process is now 13. This is more time than is allotted in the plan. Ben also stated that information has been received information that the Task Force could extend the time line of the due date of the strategic plan. Beth Saiki suggested that the time line match the Endowment Grant, which would be to the end of February, 2003. In order to do this Sophie Maxwell would have to be formally approached. A straw vote was taken and was approved. A formal vote will be at the next meeting.

Beth Saiki announced that the Task Force has been awarded the California Endowment Grant. The total received is \$450,000. This allows the Task Force to have Nancy Warren full-time. The funding will also cover research activities. There is also a \$25,000 grant from Kaiser.

## **4. Subcommittee Reports**

### **Clinical Subcommittee**

Peg Strub reviewed an updated report from the Best Practice and Guidelines Subcommittee. Lisa Kroon is working on medication updates. Peg has some new Web sites for the next minutes. The committee is progressing on the original plan of having two hours of the biannual renewal for the physicians, nurse practitioners, RNs, etc. be devoted to asthma.

In terms of resources, Peg stated they would like to have a couple of Web Sites, i.e., AFFA, the supervisors, ALA, where all of the asthma classes, in all of the different languages will be listed.

The subcommittee is also working on a mandate that materials be available when patients are in the emergency room and in the hospital and that those materials be made available in the patient's native language.

The subcommittee is continuing to work on the list of locations where patients without health care coverage can get care. Also, the committee is planning to have a Web Site where, with various disclaimers, they will list what is currently being covered by each formulary and each health plan. The Web Site would also include some political and cultural issues.

Deanna Rossi asked if this committee would address alternative medicine.

Carla Furtado asked if the "best practices and guidelines" would be based on materials? Peg responded that they would be based on the NIH guidelines.

### **School Subcommittee**

Marie Hemke reviewed two sets of minutes of meetings, those being February 5, 2002 and February 19, 2002. The minutes of February 5 were preliminary to the meeting of the 19<sup>th</sup>. The minutes of February 19 identify the "Stakeholders". Many of the stakeholders come under the umbrella of different subcommittees. It is suggested that in these cases the stakeholders be approached jointly by the committees with common interests. The minutes of February 5 list potential questions to ask.

One of the areas of interest of the committee is the history of San Francisco. They will also be researching the history of health care in schools and childcare, as it pertains to San Francisco. Mary Higgins states she plans to include Oakland to compare what is and isn't working.

Dee Epps-Miller spoke about articulating a standard of care that consists of all of the best practices and best known practices relative to asthma. MariaElena Alioto stated that a Bill of Rights already exists which could be revised.

### **Community Subcommittee**

Deanna Rossi reported that the committee is asking for more members. They meet the second Tuesday of each month from 4 – 6 and the fourth Monday of each month from 4:30 – 6. The meetings are held at 101 Grove, Room 204.

The committee is looking at the background information about people in San Francisco with asthma. They are also looking at what asthma resources currently exist, and if there are any special barriers to care. Next they are looking at local coalitions which are addressing health or environmental issues. They are also researching what methods of community organizing have been successful. Finally, they are identifying some local outreach points.

### **Environmental Subcommittee**

Report was postponed due to the Chair's absence.

### **5. Board of Supervisors Quarterly Report**

Beth Saiki distributed the Board of Supervisors Quarterly Report.

Ben Loewe requested that Tirtza forward copies of all the past minutes to Beth Saiki. A correction was made on page 1, paragraph 6 to read "\$150,000 will be used ..."; Beth will be checking on the real names of the subcommittees and correcting those; for the purpose of this document, listing of chairs of the subcommittees will be deleted.

Julie McKown moved that the Quarterly Report be approved with the appropriate changes. Peg Sarub seconded. The motion passed.

### **V. Additional/New Information**

Beth Saiki will be sending everyone a list of who is on which subcommittee. She would like everyone to look it over and see if it is still current.

Beth Saiki introduced three visitors to the meeting: Megan Webb who spoke about RAMP; Maria Luz Torre and Charla Molina from Parent Voices.

Megan stated that RAMP has funding to provide assistance to the local coalitions. There is also funding for putting resource guides and meeting information on their Web Site.

Maria described Parent Voice. It is a child advocacy group involved with such issues as lead prevention, childcare issues and health care.

Dee Epps-Miller announced that as of March 4 she will be the new director of Southeast Health Center.

### **3. Agenda for next month**

1. Approval of the minutes
2. Strategic Plan Coordinator (60 minutes)
3. Action Item: Deadline extension
4. Subcommittee reports (50 minutes)
5. Additional/New Information

The next Asthma Task Force Committee meeting is scheduled for **Monday, March 25, 2002** from 2 p.m. to 4 p.m. at City Hall, located at 1 Dr. Carlton B. Goodlett Place, Room 278, San Francisco.

**10. Meeting Adjourned (4:10 p.m.)**