

**Board of Supervisors Asthma Task Force  
Minutes of Meeting held on March 25, 2002**

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA

**Members In Attendance:** MariaElena Alioto, Barbara Conner-Andersen, Carla Furtado, Marie Hoemke, Veronica Lightfoot, Ben Loewy, Jennifer Mann, Julie McKown, Deanna Rossi, Beth Saiki, Peg Strub and Ann Togia.

**Absent Members:** John Balmes, Jean Circiello, Dierdre Epps-Miller, Michael Green, Joan Hall, Mary Higgins, Lisa Kroon, Ann Melamed, Carolyn Noble and Rose Toney.

**Guests and Staff:** Tirtza Rosenberg, May-Ling Dea, Megan Webb, Louise Hill, Nancy Warren, Neil Gendel, Louise Kimbell, Idrissa Ochoa, Jeffrey Zaref, Jim Calonico and Karen Yu.

(\* = pending appointment)

### **1. Ben Loewy**

Ben Loewy announced that he is resigning as his position at ASFA and will no longer be able to serve on the Asthma Task Force. Today is his last meeting. Ben described the duties of the chair as answering questions from the outside about the task force; dealing with specific procedural issues that come up once a month; decide what the minutes are and what goes on the agenda; keep track of time during the meeting and participate in the planning subcommittee.

A question was raised about Dee Epps-Miller moving from Vice Chair to Chair. Ben suggested that there, at least, be a temporary Chair appointed for next months meeting while assessing the interest of anyone who might wish to become Chair. Veronica Lightfoot volunteered to chair the April meeting.

Jennifer Mann suggested that this issue be raised in all the subcommittee meetings and that people who are interested submit their name. It was decided that Veronica Lightfoot would be the person to contact.

Peg Strub moved that the Committee officially thank Ben for all his work.

MariaElena Alioto commented that there are still open seats. It was suggested that there be an agenda item next month to discuss the open seats. Another agenda item suggested a discussion about the fact that some of the committees are very underrepresented. Deanna Rossi suggested forming an ad hoc committee to work on filling the vacancies.

Tirtza distributed a three-page spreadsheet with all the information available on everyone. She asked that corrections be made.

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

There were no agenda revisions. Minutes for the February meeting were *approved* with the following corrections: page two, paragraph 5 should read Ben Loewe – schools rather than Peg Strub - Clinical; page two, paragraph 5 should read Marie Heomke – schools; MariaElena's name is misspelled; page two paragraph 9 should read "The total received is \$450,000

### **3. Action Item: Deadline Extension**

Beth Saiki moved that a vote be taken to asking Sophie Maxwell, and the larger Board of Supervisors, to extend the deadline for the submission of the strategic plan to February 28, 2003, based on the new grant that was received from the California Endowment for \$450,000. Peg Strub seconded the motion. The motion was unanimously passed.

#### **4. Quarterly Report**

Beth Saiki just submitted the report to Sophie Maxwell. In the attached letter Beth asked for a meeting with Sophie Maxwell and some of the Asthma Task Force. Greg Asay is arranging the meeting.

#### **5. Strategic Plan Coordinator Report**

Nancy Warren revisited the mission and vision statements focusing on what the Asthma Task Force is about, not only to the stakeholders, not only to the public, but to ourselves. What are we doing here? What do we plan to accomplish? She suggested it could be anywhere from one sentence to a short paragraph.

#### **6. Subcommittee Reports**

##### **Clinical Subcommittee**

Peg Strub presented the subcommittee report. She stated that she met with Nancy Warren. She passed around some samples of Kaiser's culturally sensitive materials for review.

##### **School Subcommittee**

Marie Hoemke reported that she is looking at introductory letters and collecting sample surveys. The surveys will be used to compile a survey for professionals and parents.

Peg Strub announced that she will be unable to continue on the school committee because she is unable to attend the Tuesday meetings.

##### **Community Subcommittee**

A suggestions was made to for a subcommittee to work on recruiting more members both from the Asthma Task Force and the community of San Francisco.

The committee met with Nancy Warren to go over their strategic plan. They are now developing a list of local coalitions to contact.

##### **Environmental Subcommittee**

Beth Saiki stated the committee has put together a list of all external stakeholders.

#### **7. New Business, Public Comment, Announcements**

MariaElena Alioto announced that May 1 is Asthma Awareness Day on Capital Hill. World Asthma Day is May 7. Beth Saiki volunteered to work with MariaElena to put something together for Asthma Awareness Day.

A suggestion was made to write a letter to Mayor Brown asking for a proclamation. The letter should include what we want on the proclamation.

Beth Saiki moved that a vote be taken to encourage the Board of Supervisors and the Mayor to issue a proclamation in recognition of World Asthma Day on May 7, 2002. Jennifer Mann seconded the motion. The motion passed.

Charlie Williams introduced himself. He is from the Housing Authority and is interested in attending future meetings.

The next Asthma Task Force Committee meeting is scheduled for **Monday, April 22, 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 (4:15 p.m.)**