

**Board of Supervisors Asthma Task Force
Minutes of Meeting held on April 22, 2002**

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

Members In Attendance: MariaElena Alioto, Jim Calonico, Carla Furtado, Marie Hoemke, Veronica Lightfoot, Jennifer Mann, Julie McKown, Carolyn Noble, Deanna Rossi, Beth Saiki, Peg Strub.

Absent Members: Barbara Conner-Andersen John Balmes, Jean Circiello, Dierdre Epps-Miller, Louise Kimbell, Michael Green, Joan Hall, Mary Higgins, Lisa Kroon, Ann Melamed, Ann Togia and Rose Toney.

Guests and Staff: Tirtza Rosenberg, Louise Hill, Vince Fabris, Nancy Warren, Neil Gendel, Venise Wagner and Jan Stensland.

(* = pending appointment)

1. Introductions, Agenda Revisions, Approval of Minutes

There were no agenda revisions. Minutes for the March meeting were corrected to read : page two, paragraph 7 should read "A suggestion was made to form ..."; page 2 paragraph 2 Greg Asay's name is misspelled; page 3 paragraph 1; MariaElena's name is misspelled; page two paragraph 6 should read "Peg Strub announced that she will be unable to continue on the school committee because she is unable to attend the Tuesday meetings."; Page 2 paragraph 4 "Peg Strub presented the sub committee report."

Minutes of the April meeting were not approved for lack of a quorum.

2. Fill Vacancies in Task Force

Beth Saiki presented a list of responsibilities to be divided by the new Chair and the Vice Chair. These include:

2. Oversee the subcommittees
3. Attend the Planning Committee Meetings
4. Oversee the Strategic Plan Committee
5. Facilitate the monthly meetings
6. Set the Agenda for the monthly meetings
7. Review the meeting minutes.
8. Answer to, and speak before, the Board of Supervisors.
9. Make sure that vacant voting and non-voting seats are filled.
10. See to general logistical matters.
11. Answer calls from the public.

The question arose regarding Dee Epps-Miller's continued participation due to her new position. She has been contacted and is trying to work things out so she can continue to be on the Task Force. Hopefully, she will be at the next meeting.

MariaElena Alioto asked if there is anything in the By-Laws that allows the Task Force to function without a Chair or Vice-Chair. The By-Laws will be brought to the next meeting.

Nominations for Chairperson

The nominees are: Deanna Rossi; Veronica Lightfoot and Peg Strub. Barbara Conner-Andersen's name was suggested. Her name was not included in the straw vote because she could not accept the nomination due to her absence at the meeting.

Carla Furtado suggested taking a straw vote to select the recommendation for chair. Jennifer Mann moved that a vote be taken to select a candidate to recommend as chair. The motion was seconded by Peg Strub.

Deanna Rossi was elected by straw vote. She will serve as the Acting Chair until a quorum is present to take an official vote.

Beth Saiki reported that the Planning Committee met to discuss the issue of the empty seats. They have been reviewing several names of people to contact. Jennifer Mann stated the Environmental Subcommittee has been working on the tenants and environmental slots. It was suggested that people might be interested in serving on a subcommittee, but not on the Task Force itself.

Beth stated she will be working with the clerk of the Rules Committee to ask that candidates be considered by the Rules Committee for appointment.

A question was raised as to whether the non-voting members names need to be put before the Rules Committee.

Peg Strub asked that this be researched and that an email be sent to everyone so that people could be found to fill the empty slots making a quorum available.

3. Update on Meeting with Sophie Maxwell

Jennifer Mann reported on the meeting with Sophie Maxwell. Beth Saiki, Marie Hoemke, MariaElena Alioto and Nancy Warren joined Jennifer at this meeting. The purpose of the meeting was to update Supervisor Maxwell on how the Task Force is doing and to get permission for an extension to submit the strategic plan.

She is very enthusiastic about the Task Forces' work. She had ideas for the group. She wants the group to be visible. She said she felt, at times, that she is out there alone on certain fights within the Board of Supervisors and it's helpful to have the group's support.

Supervisor Maxwell was very encouraging that the group do something visible on World Asthma Day. Her idea was to have everyone dressed in costumes which describe the various symptoms and triggers of asthma.

Marie Hoemke stated that Supervisor Maxwell has some unrest due to the statistics regarding asthma, including the deaths of children and adults. She wants the Task Force to stay motivated, active and visible. Marie also stated that both Supervisor Maxwell and Greg Asay have been invited to sit in on the meetings any time they would like.

Beth Saiki suggested that, in response to Supervisor Maxwell's comments, she thought of starting an Asthma Alert System which could be used to mobilize people as issues arise. It was brought up that there is no asthma lobbyist to address issues such as diesel.

4. Workplan for Strategic Planning Process: Presentation and Discussion

Nancy Warren distributed and discussed copies of a "Proposed Workplan". A discussion was held about revisiting the Mission and Vision statements. Another time needs to be set aside, with July being the last time to have a discussion about the Mission and Vision statements before starting recommendations.

Beth Saiki suggested that the California Endowment Budget be reviewed to determine how much money each subcommittee can spend in order to conduct focus groups, interviews, surveys, etc.

Deanna Rossi suggested that the Mission and Vision statements be put on a future agenda for about 20 minutes.

1. Asthma Awareness Day

Beth Saiki presented some ideas for Asthma Awareness Day, inspired by Sophie Maxwell. A discussion was held about the idea of dressing in different costumes which draw attention to the asthma issue and being on the steps of City Hall. Suggestions were made to have banners which say "San Francisco Asthma Task Force is taking action." Another suggestion was to have buttons to pass out.

Also meetings could be arranged with each member of the Supervisors to deliver a fact sheet on asthma and a button. A suggestion was made to give them each a straw to breath through for a day to experience what asthma feels like. The discussion points with the Supervisors would be:

1. Today is World Asthma Day.
2. Asthma is a major issue in San Francisco.
3. You have a legislated Asthma Task Force that is developing its strategic plan, and we need your support in making sure that the plan is implemented once it is completed.

MariaElena Alioto suggested giving ribbons to symbolize asthma. She also offered to help with the posters. She can draw and make banners.

Jan Stensland commented that in order to get the attention of business people some of the signs, or facts on the fact sheet, should be directed towards lost wages and loss of productivity.

Jennifer Mann suggested printing Asthma Task Force on buttons in order to publicize the Task Force.

Neil Gendel pointed out that this is an organizing opportunity. His group is taking on the Housing Authority and the issue of asthma in the housing.

The people who committed to being involved Tuesday, May 7 at 9:15 on the steps of City Hall are:

Veronica Lightfoot
Neil Gendel
Peg Strub
Carla Furtado
MariaElena Alioto
Jennifer Mann
Deanna Rossi
Beth Saiki.
Nancy Warren

Nancy Warren and MariaElena Alioto will work on costumes.

Marie Hoemke will contact members of congress.

Beth Saiki will do the press release and public relations for the event.

Veronica Lightfoot asked what will be done for children? What will be done for education? The discussion has been geared towards adults.

MariaElena suggested that the Kaiser Asthma Show be brought over to educate and entertain the children.

Deanna Rossi pointed out that May is Asthma Awareness Month. A suggestion was made that something can be done later in May that would be focused on children.

Carla Furtado arranged for the proclamation to be done by Sophie Maxwell's office.

7. New Business, Public Comment, Announcements

Tirtza Rosenberg distributed copies of the Sunshine Ordinance booklets and videos to be reviewed by all the members. The City Attorney's Office has asked to have the videos returned. Tirtza will collect the videos at the next meeting.

Neil Gendel presented a letter he wrote to Gregory Fortner, San Francisco Housing Authority, regarding mold and mildew in the public housing homes. He also distributed a study from the centers for disease control on smoking costs and mortality.

Neil Gendel asked that a space be set aside, in the boardroom, for materials to be distributed during the meetings.

The next Asthma Task Force Committee meeting is scheduled for **Monday, May 20, 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.)