

**Board of Supervisors Asthma Task Force
Minutes of Meeting held on May 20, 2002**

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

Members In Attendance: MariaElena Alioto, Barbara Conner-Andersen, Jim Calonico, Dierdre Epps-Miller, Mary Higgins, Marie Hoemke, Lisa Kroon, Veronica Lightfoot, Ann Melamed, Julie McKown, Carolyn Noble, Deanna Rossi, Beth Saiki, Peg Strub and Rose Toney.

Absent Members: John Balmes, Jean Circiello, Carla Furtado, Louise Kimbell, Michael Green, Joan Hall, Jennifer Mann, Ann Togia

Guests and Staff: Tirtza Rosenberg, Louise Hill, Vince Fabris, Nancy Warren, Martha Hannan, Richard Castro, M.D. and May-Ling DEA.

(* = pending appointment)

1. Introductions, Agenda Revisions, Approval of Minutes

The agenda was revised to include Strategic Planning and California Health Interview Survey. Minutes for the April meeting were corrected to read : page one, paragraph 1 should read Ann Togia was absent and the Venise Wagner's name was misspelled. Peg Strub asked that page two paragraph 6 of the March minutes should read that Peg Strub will continue on the committee and will participate as best she can. Minutes of the April meeting were approved.

2. Election of Chair Position

Julie McKown moved that Deanna Rossi be elected chair of the Asthma Task Force. Peg Strub seconded. The motion passed unanimously.

3. World Asthma Day Update

World Asthma Day was May 7, 2002. MariaElena Alioto, Peg Strub and Beth Saiki reported on the activities of World Asthma Day. MariaElena Alioto, Nancy Warren, Beth Saiki, Carla Furtado, Peg Strub, Jennifer Mann, Dr. Castro, Deanna Rossi and Neil Gendel met at City Hall. They were able to meet with supervisors and their aides. Beth Saiki provided some stickers to distribute. Fact sheets for each district were distributed to the individual supervisors. Deanna Rossi and Nancy Warren brought posters from Yes We Can. The supervisors and their aides were invited to attend the Task Force meetings whenever possible.

Marie Hoemke asked that everyone on the Task Force be given a packet of the materials that was distributed, include copies of the proclamation.

Marie Hoemke spoke about the request from Supervisor Maxwell that a particular kind of presentation be made. She passed around pictures of a presentation that was made at George Washington Carver Elementary School that exemplifies what she is looking for. Marie went on to state that it is important to put forth what Sophie Maxwell, as the Task Force's sponsoring Supervisor, wants the Task Force to do.

Deanna Rossi asked that the Task Force think about other ways to be visible, not just the annual World Asthma Day.

Marie Hoemke and Beth Saiki reviewed Sophie Maxwell's requests of the Task Force. She would like more drama and more visibility.

Dee Epps-Miller asked if the Task Force has an official extension, and/or what the process is to acquire one. Dee also stated she feels it is presumptuous of the Task Force to presume that they can unilaterally change the due date. The Task Force has been given a one year due date and needs to make that one year time.

Beth Saiki responded that Sophie Maxwell said she would support the Task Force in requesting an extension. She didn't think, from her perspective, that it would be difficult. Neither did the Clerk of the Rules Committee. The Task Force needs to seek the approval.

Peg Strub stated that the Kaiser Asthma Theater Group was available May 7, but was not invited to be part of the presentation. Nancy Warren replied that attempts were made to contact the appropriate person, but no connection was made. Beth Saiki suggested that maybe a presentation, using the theater group, with busloads of children being brought to City Hall, could be done in September when the strategic plan is announced.

Jim Calonico suggested that a day be chosen in the fall when all children with asthma take the day off school and come to City Hall holding signs with the number of days of school they missed the previous year. Marie Hoemke said that the Superintendent of Schools donated the Laidlaw buses for transporting children on field trips this year.

Deanna Rossi asked for volunteers for publicity people to follow up on this idea. Mary Higgins seconded. Carolyn Noble and Veronica Lightfoot agreed to take this on.

MariaElena Alioto stated that World Asthma Day will be the first week of May next year. May is Asthma Month.

4. History of Asthma Task Force

Veronica Lightfoot gave a presentation about the history of the Asthma Task Force.

In the Fall of 1996 Veronica was sent to Washington DC, by the School Health Program, to learn about Health Portfolio Assessment. When she returned she was to write an article on a specific subject.

Marie Hoemke and MariaElena Alioto had been working on getting the school district involved in asthma, because they had seen a high percentage of students with asthma in certain areas. So Marie Hoemke suggested she write the article on asthma.

While visiting a 4th grade class, Veronica became aware that 43 of the students in the class had asthma. The Administrator of George Washington C. Carver, Louise C. Jones, stated that she had a desk full of inhalers. Ms. Jones went to Rose Toney, who was with Kaiser Permanente Hospital. Some of the staff from Kaiser went to Carver and asked what could be done. At that time the Asthma Task Force was formed with the Top Ladies of Distinction and the American Lung Association. The main purpose was education and committees were formed for education and outreach.

The Task Force spoke to the Board of Supervisors regarding the conditions in Bay View/Hunter's Point. The Task Force also affiliated with HERC. Dr. Sue Jamison worked with the Task Force to look at different curriculums and form asthma education programs. Dee Epps-Miller joined with her program, Healthy Start. Carver was the first school to address indoor air quality in Tools for Schools. The Asthma Resource Center was formed to receive 501-C3 funds.

Dee Epps-Miller spoke about the contribution made by Karen Cohn, Department of Public Health, Children's Environmental Health Program, in understanding the environmental link and transitioning part of her staff in the area of asthma and supporting the health education aspect to the community.

EPA has provided government expertise.

Marie Hoemke added that the philosophy has always been inclusion not exclusion. If anyone has an interest, they have been invited to join. She added that Julie McKown has also been the Task Force from the beginning. Marie also spoke about the support of Kaiser Permanente both in sending people to the Task Force and funding of projects.

Marie Hoemke spoke about the General Hospital Project that might become a pilot project in public schools. This will hopefully be funded by the California Endowment as a part of a statewide asthma effort.

Marie Hoemke talked about the Asthma Resource Center of San Francisco, Inc. It has been meeting for three years, taking on projects. One of the projects was to identify children's health issues when they come to school. A form has been developed which is a comprehensive health form to be filled out by the parents.

Dee Epps-Miller asked if Jim Calonicio and Louise Hill have gone through the process with the Board of Supervisors to be on the Task Force.

Tirtza Rosenberg responded that she recently spoke to the Clerk for the Rules Committee, Victor Young, to clear up the questions regarding membership. Regarding the voting members who have resigned without a replacement, it would be best if they sent a letter of resignation to the rules committee. (If they don't, Deanna can send the letter.) In the case of non-voting members, they can be replaced without going before the Board of Supervisors, but a letter is needed from the appointing body stating this is the new appointee. A new voting member needs to fill out an application and go before the Board of Supervisors for approval.

5. Subcommittee Reports

Clinical Subcommittee

Peg Strub distributed a report from the Clinical Subcommittee. She talked about making sure there are key stakeholders. Peg Strub will cover Kaiser. Lisa Kroon and MariaElena Alioto will cover UCSF. Julie McKown will cover St. Luke's. Peg asked for suggestions for St. Francis, St. Mary's or CPMC.

There is a WEB site that talks about what is covered by different health plans. The WEB site will be listed in the next report.

The clinical subcommittee has decided they will have five focus groups.

- First group - asthma specialists, including allergists, pulmonologists.
- Second group - primary care providers
- Third group – other medical care professionals, including: nurses; registered nurses, pharmacists, respiratory therapists, clinical health educators and other people involved with asthma.

- Fourth group – asthma patients or parents who have recently been in the emergency room or hospitalized
- Fifth group - Other asthma patients and other parents of asthma patients

The report lists the questions that will be asked in the focus groups.

The Clinical Subcommittee meets twice a month. 1:00 the day of the Asthma Task Force meeting in the coffee shop of City Hall and the second Monday of the month at Peg Strub's office at 1635 Divisadero Street. The June meetings will be June 3, 2002 and June 24, 2002.

Environmental Subcommittee

Beth Saiki reported the committee has narrowed down who the key stakeholders are and how the committee wants to reach them. The decision was to focus on interviews with top decision-makers, heads of departments and focus groups with different constituents.

The Environmental Subcommittee meets every other Monday (second and fourth) at 1390 Market Street, Suite 230. The meeting on the second Monday of the month is from 3-5. The meeting on the fourth Monday of the month is from 12:30 – 2.

School Subcommittee

Beth Saiki reported the committee has narrowed down the group of key stakeholders. They will be interviewed through focus groups.

The School Subcommittee meets the first and third Tuesdays of each month. The next three meetings will be May 2, June 4 and 18. The meetings are held at 4:00 at the HERC office.

Community Subcommittee

Carolyn Noble reported the committee has their outline for the strategic plan finalized. With the assistance of Deanna Rossi the committee has had their first focus group at Wu Yee. The group consisted of parents. (The information is being translated.) The focus of the group is looking for gaps in services in San Francisco and cultural and clinical intervention nation-wide.

The Community Subcommittee meets the second Tuesday and the fourth Monday at 4:30, June 11 will be at 4:00, June 24 at 4:40, July 9 at 4:00. The meetings are at 101 Grove, 2nd floor in the conference room across from 204E.

Mary Higgins announced she will be involved with the Asthma Camp, June 10 – 14. In July there might be an overnight camp in Monterey. Everyone is welcome to the camp.

Strategic Plan

Nancy Warren discussed what will be done after gathering the information. The next step will be to write drafts of the needs assessment findings. This will include more than what will go into the final report.

Nancy then distributed a sheet discussing the pros and cons of various methods of information gathering. Dee Epps-Miller talked about various neighborhoods and making sure everyone is included. Ann Melamed suggested contacting Chinese Hospital to get them involved. Dee Epps-Miller stated she had done focus groups in the past using DHS employees as facilitators. They are bilingual and multicultural.

Nancy Warren presented the California Health Interview Survey with information addressing Asthma Symptom Prevalence in California in 2001. The survey was taken by: Peter Abbot, one of the heads of the Department of Health Services for California; Rick Brown, UCLA; Sue, a PHI at the Public Health Institute. There were many problems with this survey including: response rate, numbers of people surveyed. Nancy feels that a response should be prepared. Nancy will be contacting the committee to gather more data and report next month.

7. New Business, Public Comment, Announcements

Tirtza Rosenberg asked that people return the Sunshine Ordinance videos, so they can be returned to the City Attorney's Office.

Beth Saiki asked that someone work with her to follow the budget of the California Endowment Grant. Barbara Conner-Anderson volunteered.

The next Asthma Task Force Committee meeting is scheduled for **Monday, June 24, 2002** from 2 p.m. to 4 p.m. at City Hall, located at 1 Dr. Carlton B. Goodlett Place, Room 278, San Francisco.

8. Meeting Adjourned (4:15 p.m.)