

ASTHMA TASK FORCE MINUTES

DATE: SEPTEMBER 24, 2001

Members Present: Mariaelena Alioto, Barbara Conner Andersen, John Balmes, Carla Furtado, Mary Higgins, Marie Hoemke, Ben Loewy, Julie McKown, Jennifer Mann, Ann Melamed, Diedra Epps Miller, Carolyn Noble, Deanna Rossi, Beth Saiki and Peg Strub

Non-Voting Members Present: Jean Circiello, Nani Coloretti, Joan Hall, Louise Kimbell, Dale Spink

Observers were: Rajiv Bhatia

Members Excused: Rose Toney, Lisa Kroon

Members Absent: Michael Walter Green, Veronica Lightfoot, Ann Togia

The meeting convened at 1:00 p.m. Peg Strub served as Interim Chair.

Introductions

Members of the Asthma Task Force and representatives from city/state/federal agencies were introduced.

By-Laws

Copies of the by-laws of the Childhood Lead Poisoning Committee and Lead Hazard Reduction Committee were reviewed. A draft of the by-laws of the newly formed Asthma Task Force was put together using these two by-laws as references. The draft of the Asthma Task Force will be discussed further at the next scheduled Task Force meeting. (See Attachment 1).

It was agreed by those in attendance that the purpose of the Asthma Task Force is to recommend to the Board of Supervisors legislative action and city-wide strategies that would ensure the highest standard of asthma management and prevention services for all residents in the City and County of San Francisco.

Various members expressed concern that an attorney from the City Attorney's Office should be assigned to the Asthma Task Force to provide legal assistance.

Election of Asthma Task Force Officers

It was decided that nominations would be accepted for the positions of Chair and Vice Chair. The duties of the Chair are to facilitate discussion, set the agenda, focus and guide the process for completion of the strategic plan. The Vice-Chair will support the Chair,

function in the Chair's absence, oversee the subcommittees and check the Task Force minutes.

After much discussion Ben Loewy was nominated for Chair of the Asthma Task Force. A motion was made and passed to elect Ben Loewy.

Dee Epps-Miller was nominated for the Vice-Chair of the Asthma Task Force. A motion was made and passed to elect Dee Epps-Miller.

A staff person from the Environmental Health Section will be responsible for the audiotaping, taking and distribution of the Asthma Task Force minutes.

Role of the Non-voting Task Force Membership

Some non-voting members of the Task Force expressed confusion as to their role in the Task Force. The response was that the Task Force membership was designed to be broad-based and diverse in order to address the complex nature of asthma management and prevention. This includes bringing all sectors that are involved in asthma issues.

Strategic Plan

Beth Saiki has submitted a grant application to Kaiser/ALA to contract a consultant to assist the Task Force in preparing its strategic plan. She requested approval from the Task Force membership. There were no objections voiced.

Adjournment

The meeting was adjourned. The next meeting of the Asthma Task Force will be Monday, October 22, 2001, 2:00 to 4:00 p.m., 1390 Market Street, Room 910.