

ASTHMA TASK FORCE MINUTES

DRAFT

DATE: OCTOBER 22, 2001

Members Present: Ben Loewy, Chair, Barbara Conner Andersen, Marie Hoemke, Julie McKown, Jennifer Mann, Ann Melamed, Diedra Epps-Miller, Carolyn Noble, Deanna Rossi, Beth Saiki, Peg Strub

Non-Voting Members Present: Joan Hall, Louise Kimbell, Dale Spink

Observers were: Neil Gendel, May-Ling Dea

Members Excused: Carla Furtado, Mary Higgins, Mariaelena Alioto, Rose Toney, Lisa Kroon, Veronica Lightfoot, and Ann Togia

Members Absent: Jean Circiello, Nani Coloretti, John Balmes and Michael Walter Green,

The meeting convened at 2:22 p.m.

Approval of Minutes of September 24, 2001

Due to late mailing of Agenda and Meeting Notice, many members were unable to attend today's meeting. At the beginning of the meeting a quorum was not present, thus no formal actions could be taken. The arrival of an eleventh member at 3:40 PM provided a quorum, and corrected minutes of the meeting of September 24, 2001 were approved by unanimous vote of all members present.

By-Laws

Discussion of the role of City Attorney in reviewing the proposed By-Laws. Dr. Bhatia had told the Task Force that the City Attorney would perform this review as soon as they could make the time to do so. Specifically discussed was the need for a City Attorney opinion on the legal definition of a quorum.

Meeting time was discussed in order to maximize the opportunities for members and the public to participate. It was requested that members who had work conflicts suggest to the Task Force alternate times that would allow them to attend regularly. It was noted that the survey of times previously presented to members did not include evening hours as an alternative. It was urged that the members do whatever is necessary to agree on meetings times that would "make this work" due to the critical importance of this Task Force for the health of the children of San Francisco. The use of special meetings and sub-committee meetings as a partial solution to this problem was discussed.

It was decided that this issue would be brought to the next meeting for discussion.

A By-Laws Sub-Committee will be established to finalize the By-Laws

Strategic Plan

A Strategic Plan Sub-Committee will be established.

Subcommittees

The discussion of sub-committees resulted in the following list:

1. Data
2. Clinical Management and Best Practices
3. Environmental Management and Best Practices
4. School Based / Childcare Based Management and Best Practices
5. Housing
6. Community and Public Awareness

This structure is seen as including all nine elements of the legislation. All 27 members, including non-voting members, are asked to decide which subcommittees they would like to serve on.

Awarding of Grant

It was announced that the Task Force has been awarded a \$25,000 grant from the American Lung Association and Kaiser to be used to hire a consultant. The consultant will be an employee of the ALA, not a City Employee. There followed a discussion of how best to use these grant funds. Discussion centered on hiring of a Health Educator to work on the Strategic Plan, to combine these funds with another grant which is “in the pipeline”

Qualities needed for this consultant are to include ability to write well, availability for meeting times, familiarity with San Francisco City Government, Strategic Planning, and Asthma. It was clarified that this person will not be a facilitator. A hiring subcommittee will be appointed to work on this hiring project.

Other Actions

It was requested that the Acting Secretary send out copies of the membership roster to all members prior to the next meeting.

Dee Epps-Miller distributed copies of the “History and Legacy of the Asthma Task Force”. Ms Epps-Miller also gave the Acting Secretary video copies of the Board of Supervisors’ Rules Committee Hearings on the Asthma Task Force (April 12, 2001), a list of Task Force Collaborative and the World Asthma Day 5/3/01 Media Kit. The Task Force voted unanimously to accept these items for the Archives.

Marie Hoemke distributed the following handouts to all attendees:

- 1) Healthcare Standards for Management of Asthma In School – Draft
- 2) Asthma Procedure – San Francisco Unified School District
- 3) Health Inventory Form – San Francisco Unified School District

It was noted that non-voting members must also notify the Chair if they cannot attend a meeting.

Agenda for meeting of November 26, 2001

1. Approval of Minutes 10/22/01
2. Task Force By-Laws
3. Meeting Time
4. Strategic Plan
5. Assignment of Subcommittees
6. Discussion of Process
7. New Business / Old Business / Tentative Agenda

Adjournment

The meeting was adjourned at 4:27 PM. The next meeting of the Asthma Task Force will be Monday, November 26, 2001, 2:00 PM to 4:00 PM, Room 278, San Francisco City Hall, #1 Dr. Carlton Goodlett Place.