

DRAFT

**Board of Supervisors Asthma Task Force
Minutes of Meeting held on October 25, 2004**
City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA

Members In Attendance: Barbara Conner-Andersen, Karen Cohn, Kathy Thomas Perry, Beth Saiki, Peg Strub, Julie McKown, Neil Gendel, Gloria Thornton, Rose Toney, Mary Higgins, Gretchen Skaggs, Marie Hoemke, Carl Rose, and Lucille Valdivia.

Absent Members: Richard Castro, Deirdre Epps-Miller, Lisa Kroon, MariaElena Alioto, Jim Calonico, Ann Melamed, Trish Bascom, Louise Kimbell, Aimee Ganz, Veronica Lightfoot, and Louise Hill.

Guests and Staff: Marin Kimotho (HERC), Anjali Nath, Vince Fabris, Ann Kelsey Lamb, Tirtza Rosenberg (Absent) (* = pending appointment)

1. Introductions, Agenda Revisions, Approval of Minutes

There were no revisions of the agenda. September minutes were reviewed. Approval of September minutes was postponed until next meeting in the absence of a quorum.

2. Sub-Committee Reports

Schools/Child Development Committee

Marie Hoemke reported on the accomplishments of the District Asthma Team (DAT) over the last year. SFUSD now requires Asthma Action Plans for every student, the process has been rolled out, schools are being cooperative and asthma action plans are coming in unsolicited. The trainings have not been that successful in terms of numbers. DAT is aware of this and is working on it. Beth Saiki added that the principals gave positive feedback on the trainings.

First Aid flipcharts, which include a section on asthma, have been distributed to every school.

Asthma Telemedicine Project – The Asthma Nurse will be on maternity leave and they are negotiating how to manage her responsibilities, possibly by filling the position temporarily with a nurse familiar with asthma.

CDC asthma grant continues.

Neil Gendel explained that in regards to High Performance Schools the committees main goal is to increase the quality of indoor air.

The Superintendent will be making a “State of the Schools” Address on Thursday, October, 28th, 1pm at 627 Turk St., Tenderloin Elementary School. (Some flyers were distributed).

Kathy Perry asked whether school elections would effect the passage of the resolution on Tools for Schools.

Environmental Committee

Karen Cohn acknowledged Aimee Ganz for her crucial role in helping the committee understand the reality of the SF Housing Authority. The committee is very close to finalizing the wording of its recommendations and is almost ready to meet with Supervisor Maxwell to present the

recommendations. The earliest possibility for a hearing would be December. The committee is making one more effort to meet with the tenant associations.

Clinical Committee

Peg Strub reported that the committee has hosted two successful planning meetings with the representatives from the clinical community. Four participants have expressed interest in becoming members of the clinical committee. One participated in today's clinical committee meeting. Ms. Strub shared the primary goals and objectives with the group. She also emphasized the positive link between the Clinical Committee and the Schools and Child Development Committee through Marie Hoemke's participation.

Advocacy Coordinator's Report

Nothing to report. Kathy Perry introduced her gant chart that she has been using to track the work of the ATF and it's committees. Kathy will email the chart to Anjali.

Planning Committee Report

- Asthma Walk Update: \$100,800 was raised and about 500 walkers participated! ALASFSM is still accepting donations through October 31st. The Asthma Task Force team had 13 walkers and raised \$1,230!!! Congratulations!
- Requests for items to be discussed in Planning committee:
 - ATF Logo (requested by Karen Cohn)– Even with requested modifications to butterfly logo there has been no consensus. The group discussed whether it was worth trying to develop a logo and eventually agreed that it was worth it. Karen Cohn pointed out that she has offered a very democratic process for deciding upon the logo and would like to maintain that. Task Force members agreed that Karen would bring the Logo Development Questionnaire to the next ATF meeting and will obtain responses from the group out loud.

Beth Saiki pointed out that the Public media Center, through CAFA, is now available to work with the coalition to help us develop materials for advocacy campaigns. Their funding ends in June.

- Process for writing and submitting letters on behalf of ATF and committees (requested by Anjali Nath)

3. Introduction of Resolutions

Item 1 (Voting): Members agreed to request the ALA seek funding to provide support staff for its work (whether as a legislated body or in the event of a sunset date, as a coalition based group).

Item 2: members agreed to hold a discussion on the structure of the ATF as a legislated body or coalition structure at this meeting for one hour.

Item 3 (Voting): Members agreed that today's discussion on the sustainability of the task force lead to a vote on the actions to take on renewing our status.

Discussion on Sustainability

A discussion was held based on the questionnaire that was emailed out prior to the meeting. Questions focused on the benefits and limitations of being a legislated task force versus a community coalition. Participants also agreed to that it would be helpful if each committee shared what “sunset” would look like. The environmental committee shared their thoughts.

See ATTACHMENT for discussion details.

Outcome: Members agreed to emphasize the SF Asthma Task Force as having a “Hybrid Role” where ATF would remain legislated but would emphasize the aspects of its identity that shows ATF is already community based and that ATF has community-based input.

Also agreed to show Supervisor Maxwell the ATF Report and Gant Chart. May want to rethink bylaws.

4. Next Meeting Dates:

Kathy announced that she will no longer be ATF Chair in January when her one year term is up. ATF is beginning to consider anyone interested in becoming Chair so we can ensure a smooth transition.

November Meeting: November 22nd – meeting will remain as scheduled

December Meeting: DATE LIKELY TO BE CHANGED to December 13th. Fun celebration and Elections planned for that day.

Announcement:

Beth Saiki announced that the Bay Area Air Quality Management District gave ALASFSM \$10,000 to give to Parent Voices to address the diesel school bus issue in SFUSD. The school district’s contract with Laidlaw will be ending in 2005. There is an RFP going out to potential contractors. They are aiming to change the language to require use of ultra low-sulfur diesel and to retrofit buses with particulate traps.

Meeting Adjourned (4:00p.m.)

The next meeting will be November 22, 2004 at 2:00.

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ATTACHMENT

Flip chart notes from ATF discussion on Sustainability 10/25/04

	Benefits	Limitations
Legislated Task Force	<ul style="list-style-type: none">• Accountability• Legislated by Board of Supervisors• Empowerment• Official recognition• Keeps us motivated and on task/accountable to our work• Access to people• Perceived power• Specific seats – ensures diversity and participation• Better to effect systems change• We’ve learned and now know how to work with other city departments• Advocates play an important role• Helps advocate for policy	<ul style="list-style-type: none">• Official rules make it difficult to do out work• Quorum because we are legislated• Not as flexible• Turnover leads to vacancies (affects quorum)• Specific seats – limits the participation of interested parties who don’t fit into a seat• A lot of time spent on procedures and process
Community Coalition	<ul style="list-style-type: none">• Can do more creative, in-your-face advocacy strategies• Can move business along faster• Can have a larger group/participation not limited• Advocates play an important role	<ul style="list-style-type: none">• Perceived lack of clout (affects participation)• Difficult to retain interest and membership• Difficult to effect systems change

What does “sunset” look like? (Environmental Committee Response):

- Two hearings with SF Housing Authority were held and SFHA is held accountable for an action plan
- People know which environmental issues to keep track of (outdoor air)
- People in private housing are allowed to know what issues affect asthma.

Justification for Continuing ATF:

- Work isn't done – more asthma projects pending
- More effective to work as a group
- Haven't seen extent of measurable change (evaluation tool)
- There is a lot of energy and momentum to continue to capitalize on
- Serve as a venue for coordinating in the city
- Just beginning to establish critical linkages (need to continue or may lose)
- Need to continue to apply pressure regarding asthma action plans
- ATF serves as a national model
- Need more energy put into movement toward healthy housing
- Challenging issues we've taken on require more time
- There are still issues we haven't looked at