

**Board of Supervisors Asthma Task Force**  
**Minutes of Meeting held on October 28, 2002**  
City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA

**Members In Attendance:** Jim Calonico, Barbara Conner-Andersen, Dierdre Epps-Miller, Carla Furtado, Marie Hoemke, Louise Kimbell, Lisa Kroon, Veronica Lightfoot, Ann Melamed, Jennifer Mann, Julie McKown, Carolyn Noble, Carl Rose, Deanna Rossi, Beth Saiki, Peg Strub Ann Togia, Anne Heinline, Trish Bascom and Richard Castro, M.D.

**Absent Members:** MariaElena Alioto, Joan Hall, Mary Higgins, Louise Hill, \*Rebecca Logue-Bovee, and Rose Toney.

**Guests and Staff:** Tirtza Rosenberg, Nancy Warren, Neil Gendel, Anne Kelsey, Ginny Fung, Sarah Goldberg, and Mary Kreger.

(\* = pending appointment)

### **1. Introductions, Agenda Revisions, Approval of Minutes**

There were no agenda revisions. Minutes for the September meeting were corrected to read: Page 2 Trish Bascom and Anne Heinline have been appointed to the Asthma Task Force; Maria Elena Alioto's name was misspelled; page four, section 9, the program on KQED will feature Veronica Lightfoot; page 3, section 6, paragraph 1 to include the motion was passed; page 2, section 5, second paragraph was changed to state that Beth Saiki was contacted by a parent to conduct an asthma training and page 3, paragraph 3 was changed to state that the training is available for "newer" teachers. A discussion was held regarding the "State of Emergency" which the Asthma Task Force wanted to declare in the school system. It was moved and seconded to table the discussion until the next meeting. The minutes were approved as corrected.

### **2. Schedule and Structure of Subcommittee Mini-Retreats**

Nancy Warren discussed the upcoming Committee Retreats.

The purpose of the retreats is to: read, assimilate and analyze compiled needs assessment documents to identify important problem areas in each subject area; prioritize the specific problem areas; generate recommendation in each of the problem areas and prioritize the recommendations.

The subcommittees will identify a lot of problem areas, but some may not be addressed right away. They may be important, but not problems which will be addressed immediately. The recommendations will be based on the values as a Task Force.

Each committee is to have five to ten recommendations, with the most important three to five highlighted.

The materials used will include the summary notes from Harder, the external interviews, various articles, model programs and systems and state and local legislation.

Nancy Warren distributed and reviewed a format for defining the individual problem areas, which includes identifying the problem and the justification for that listing.

Nancy Warren distributed and reviewed a proposed recommendation worksheet. This process will combine, discuss and prioritize the various recommendations.

Jennifer Mann commented that the Environmental Subcommittee will be inviting people who are experts on specific topics to give input during the discussions.

Nancy Warren went on to suggest that if the Subcommittees are meeting more than once, that each meeting be self contained, in case people can only make one of the meetings.

Neil Gendel described the technique of "issue bin". This technique is to point out issues, which are known to be important, and will be brought up in the future, but cannot be resolved at this time. These issues should be put in the final report, but not as part of the current recommendations. Neil also cautioned that people should be aware that anything not mentioned in the report could limit future actions or discussions. There are also issues of concern that will come up that will require having an ongoing process created to gather more information.

Trish Bascom suggested that recommendations should be looked at in terms of short-term and long-term.

Dee Epps-Miller reminded everyone to keep the original purpose and ordinance of the Task Force in mind.

Neil Gendel asked how people who are not on specific committees, due to time restrictions, could be included in the process. The suggestion was made to contact the committee chair.

After the individual Subcommittees meet, there will be an extended meeting of the Planning Committee to review and consolidate the various recommendations. The Subcommittee findings and recommendations will then be posted and distributed. A general narrative that puts each committee's findings in context will be generated.

December 16, from 9 a.m. to 5 p.m. will be an extended general Asthma Task Force meeting. During the meeting the Task Force will come to a consensus on the final recommendations and the strategic plan will be drafted. Once the plan is drafted, meetings will be arranged with the supervisors to inform them of the recommendations.

### **3. Subcommittee Reports**

#### **Planning Committee**

Deanna Rossi spoke to the City Attorney's Office regarding a WEB site. She was advised this probably isn't a conflict with the Sunshine Ordinance, but the attorney will check into it and let her know.

Deanna Rossi suggested that since the Subcommittee Retreats will be in November, and will be time consuming, the November meeting could be cancelled. The Task Force agreed.

The date for the December extended meeting is tentatively set for December 16. Beth Saiki offered to have an Administrative Assistant check with everyone to confirm his or her availability.

### **Clinical Committee**

Peg Strub reported the Clinical Committee is waiting for summaries, gathering data and reviewing literature.

### **Environment Committee**

Jennifer Mann reported the Environment Committee has met with 14 stakeholders, four focus groups and has received four summaries. Jennifer is reviewing reports for both indoor air quality and outdoor air quality retreats.

### **Community Committee**

Jennifer Mann stated the Community Committee hasn't met in a while. They will have a four-hour retreat, which will be processing quotes, stories and stakeholder interviews.

### **Schools/Child Development Committee**

Marie Hoemke stated the interviews are still taking place through part of next week. The literature reviews and summaries are being done.

## **4. Update on Asthma Hearing**

On October 10, 2002 Karen Cohn hosted a meeting to plan testimony to the Board of Education and the Health Commission regarding the deaths of children due to asthma. Minutes of that meeting were distributed to the Asthma Task Force.

Beth Saiki reported the Grandparents of the 13-year-old spoke about what happened.

Jennifer Mann stated the focus of the meeting was general. One of the concerns was the possible overlap with the Asthma Task Force strategic plan process. People volunteered to meet with Karen Cohn regarding the possible overlap.

Neil Gendel talked about the point which was made that more training needs to be done to help a child who is having a problem and possibly can't even communicate what that problem is.

Tirtza Rosenberg will check on when the next meeting will be held.

## **5. KQED Asthma Program Update**

Veronica Lightfoot announced there will be a sneak preview of the KQED Children with Asthma program at Carver Elementary School October 30, 2002 from 6 to 8 p.m. There will be a panel discussion following the airing of the show.

The show will air on KQED on November 1, 2002 at 9:00.

Beth Saiki and Marie Hoemke suggested delivering invitations to the Board of Supervisors and Board of Education.

Anne Kelsey stated the KQED video will address environmental concerns. There are some concerns regarding the discussion on steroid use. Dee Epps-Miller asked if there will be any other event at KQED on November 1. At this point the only thing Anne Kelsey is aware of is an online discussion for one hour after the video is aired.

## **6. New Business, Public Comment, Announcements**

Marie Hoemke talked about an article written by Paul Sharek, M.D., David Bergman, M.D. and associates. They are the San Francisco General medical group from 1996. This article is regarding some of their findings from their work with the children at San Francisco General Hospital.

Dee Epps-Miller announced there are scholarships available for those who would like to attend the CHIS conference.

Anne Kelsey announced two meetings: a statewide legislative hearing on asthma in Sacramento, The tentative date is December 6, and a meeting on November 21 titled "California Health Interview Survey" .

Anne Kelsey announced that Johnson and Johnson is offering a \$250,000 grant aimed at access to care issues.

Anne Kelsey presented information on a new asthma database, which will offer information on state legislation and statutes.

Anne Kelsey just returned from a Centers for Disease Control Conference. At the conference a school nurse allergy and asthma tool kit was offered. She ordered some samples.

Sarah Goldberg and Ginny Fung, Community Focus, are working on the Air District and Environmental Justice Air Quality Project in the Bay View-Hunter's Point area. They are asking for input from anyone interested.

The next Asthma Task Force Committee meeting is scheduled for **Monday, December 16, 2002** from 9 a.m. to 5 p.m. at a location to be announced.

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