

**AMENDED
ASTHMA TASK FORCE MINUTES**

DRAFT

DATE: NOVEMBER 26, 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, MariaElena Alioto, Rose Toney, Mary Higgins, Veronica Lightfoot, Lisa Kroon, Carla Furtado, John Balmes and Ann Togia

Non-Voting

Members Present: Joan Hall, Dale Spink, Jean Circiello and Louise Hill

Observers were: May-Ling Dea, (for Louise Kimbell), Karen Goodson Pierce

Members Excused: None

Members Absent: Michael Walter Green

The meeting convened at 2:07 p.m.

Approval of Minutes of October 22, 2001

At 2:20 a quorum was present. While discussing the minutes, it was explained that the particular quotation "Task Force for the health of the children of San Francisco", (paragraph on the by-laws portion, on the minutes notes), was used due to comments made in the previous meeting by one of the members, as she was speaking specifically about the large number of asthmatic children in the schools district. This clarification was made due to a request by one of the members to change the word "children of San Francisco" to "people of San Francisco"

May Ling Dea, representing Louise Kimball, was also recording this meeting

By-Laws

Copies of the By-Laws were distributed among the members (2 copies to each member, original, and the amended copy). It was decided that due to the legality of the number of members needed for this quorum, the word "majority" should be change to number "11", referring to the **Quorum**, part #3.

Meeting Time

Although the meeting time is still difficult for some members, the time was not changed. The majority of the members were present. The next meeting was scheduled to be at City Hall Room 278 on Monday, December 17, 2001 from 2:00pm to 4:00pm.

Strategic Plan

Beth Saiki noted that in the search for the person who will be helping to prepare the Strategic Plan for the Asthma Task Force, an ad was put in the newspaper and 18 resumes have been received. The Executive Director, who will be also interviewing them, will begin contacting them. It was also noted that some of the applicants have asthma experience and members of the Asthma Task Force team have made some recommendations. If assistance is needed to review these resumes, any of the members are welcome to assist.

Subcommittees:

Dee Epps-Miller distributed a draft sample to suggest how they might want to frame the work. After members went over the drafts and tables, they all agreed not to have too many subcommittees and it was structured in four subcommittees as follows:

- A- CLINICAL**
-Management / Treatment
- B- ENVIRONMENTS**
-Homes / Wk. place / Outdoor
- C- SCHOOLS / CHILD CARE**
- D- COMMUNITY**

It was also noted by Dee Epps-Miller, that the time for revision or commentaries is until June 2002, and by September 2002 the Strategic Plan can be presented to the Board of Supervisors.

Assignment of Subcommittees Groups:

It was expressed that any information or any important document that can benefit the Task Force be compiled and available for the subcommittees. Jennifer Man brought copies for everyone regarding "Asthma in San Francisco".

It was suggested that the subcommittees meet at least once a month, in addition to their regular monthly meeting. These subcommittees are open and public as noted on the By-Laws, item #5.

The assignment of the subcommittees and meeting's time and place are as follows:

A CLINICAL

Management / Treatment

1. Mary Higgins
2. Julie McKown
3. Peg Strub
4. Barbara Conner Andersen
5. Ben Loewy
6. Lisa Kroon

1st Meeting on Monday, 12/17/01 at City Hall,
Coffee Shop
from 1:00 pm to 2:00 pm.

B ENVIRONMENTS

Homes/ Wk. Place / Outdoor

1. John Balmes
2. Beth Saiki
3. Jennifer Mann
4. Louise Kimbell
5. Carla Furtado
6. Joan Hall
7. Peg Strub
8. Michael Walter Green

1st Meeting on Tuesday 12/11/01
1390 Market St. Suite #230

C SCHOOLS / CHILD CARE

1. Marie Hoemke
2. Dee Epps
3. Veronica Lightfoot
4. Mary Higgins
5. Louise Hill
6. Ann Togia
7. Julie McKown
8. Rose Tony
9. Beth Saiki
10. Ann Melamed
11. Deanna Rossi
12. Ben Loewy
13. Peg Strub
14. Dale Spink

1st Meeting on Tuesday 12/04/01
at The HERC, 6301 - 3rd St.
at 4:00 p.m.

D COMMUNITY

1. Dale Spink
2. Jennifer Mann
3. Dee Epps
4. Anne Melamed
5. Mary Higgins
6. Rose Toney
7. Deanna Rossi
8. Carolyn Noble
9. Veronica Lighfoot
10. Mariaelena Alioto

1st Meeting on Wednesday 12/05/01
at 101 Grove St.
from 4:00 pm. To 6:00 pm.

Adjournment:

The meeting was adjourned at 4:15pm. The next meeting of the Asthma Task Force will be held on Monday, December 17, 2001, from 2:00pm. to 4:00pm.

