

Informal Meeting Board of Supervisors Asthma Task Force
Minutes of Meeting held on December 12, 2005
City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA

Members In Attendance: Karen Cohn, Gloria Thornton, Benjamin Heckman, Rose Toney, Anjali Nath, Julie McKown, Marie Hoemke and Peg Strub.

Absent Members: Barbara Conner-Andersen, Winna Davis, Natasha Madaris, Mary Higgins, Trish Bascom, Deirdre Epps-Miller, Gretchen Skaggs, Melina Whitehead, Louise Kimbell, Veronica Lightfoot, Micah McLorin; Aimee Ganz, and Louise Hill.

Guests and Staff: David Pepper, M.D. and Kate Lorenzen

(* = pending appointment)

1. Introductions, Agenda Revisions, Approval of Minutes

Due to a lack of quorum, approval of the November minutes was postponed. Following are the notes of the informal meeting that was held. The agenda was revised to have today's topic of discussion as "Board Budget Allocation" instead of "Communications Plan Development".

2. Board Budget Allocation

Gloria Thornton announced that Mayor Gavin Newsom has put the Asthma Task Force in the base budget for the City for \$102,000.

Anjali Nath explained that the \$102,000 is money given to the Task Force by the Board of Supervisors and needs to have a measurable outcome. Also, whatever is chosen to spend this money on should be completed in the 2006-2007 school year. It must also relate to the active work of the Task Force. Karen Cohn stated the money spent so far has been for printing. She does not believe more printing will need to be done next year.

Anjali reviewed the objectives of the Task Force:

Schools Committee

1. Ensure that every student in San Francisco have an Emergency Care Plan
2. Implement Tools for Schools
3. Have the district use high performance guidelines in its construction of new buildings and renovations and modernization of existing buildings.
4. Cleaner buses to be used by the Schools District.

Marie Hoemke stated the first of the new buses will be arriving any day. The entire fleet is being replaced.

Karen stated the current advocacy items are items 2 and 3.

Environmental Committee

5. Public Housing with the Housing Authority. Ensuring quality assurance protocols, mold protocols and to promote asthma friendly housing.
6. Promote asthma-friendly private housing through incentives to affordable housing developers.
7. Consensus and collaboration among community-based organizations serving tenants and landlords to improve the availability of healthy, low-income housing. Change the social expectation of what property owners are supposed to do.

Clinical Committee

8. Asthma training to produce more standardized asthma knowledge and eventually have a resource person for asthma clinics.
9. Develop resource and referral tools.
 - A website has received some additional funding.
 - A dedicated phone line.
 - Written educational materials.
10. Supplies for San Francisco General Hospital Asthma Clinic.

Karen Cohn commented there is also a funded project from Media Expenditures.

Dr. Pepper stated that measurable data needs to be a priority.

Kate Lorenzen stated that the evaluation team from UCSF had been chosen to track data. Tools for Schools will have baseline data available and will then have measurable data. This will begin with data about how many schools have done work on indoor air quality and what that is. Then the results of a tally of what schools signed up for and what was done.

Anjali went on to say the evaluation team from CAFA had asked for one priority area to be chosen. This was to be chosen from the Schools or Environmental Committee that is measurable and can be tracked over the three years. Using this as the guideline, Anjali chose Tools for Schools. If the Task Force does not agree, it's open for discussion. Gloria suggested bringing this to the Planning Committee, then possibly to the individual committees.

Karen Cohn spoke about items five through nine.

Objective five should be done by the end of the fiscal year.

Objective six (?) private housing (?)the incentive is to affordable housing developers. It is through the Mayor's Office of Housing.

Objective seven is a communications tool. The plan is to do a newsletter with the Apartment Association to all property owners.

Department of Public Health has requested a general budget breakdown of the \$102,000 allocation by categories such as reproduction services, personnel, contracts, etc. Anajli lead the Task Force members through an activity to identify potential items to consider for inclusion in the budget allocation. The criteria were:

1. Forwards ATF work plan
2. Measurable
3. Can be completed within FY '06-07
4. Relates to active ATF and/or committee work

Members identified the following possibilities.

- Continued expense to carry out Clinical Committee's objective on Asthma Educator Certifications (\$275/exam x <50 participants + approximately \$13k)
- Cost for Department of Public Health administration time spent on Task Force support
- Part-time Asthma PHN at Department of Public health (approximately 45k)

Communications Line Item Possibilities:

- Outreach to property owners via newsletter (approximately \$25-35K) – Environmental Committee
- Advertising the Asthma/Asthma Task Force Website
- Education of SFUSD teachers
- Advocacy around SFUSD initiatives

Any funds desired to be spent on World Asthma Day 2006 will come out of FY '05-06 media allocation.

Possible expenses discussed will allow Karen Cohn to determine the most logical categorical division of the budget. Further discussion will continue to determine specific priority items for spending of the FY '06-07 budget allocation.

Within this discussion members came to an agreement that for all objectives an evaluation component and potential communications activities should be considered and developed as appropriate. Dr. David Pepper suggested partnering with SFUSD, Kaiser Permanente, UCSF Family and Community Medicine Epidemiology Department.

The January meeting will focus on communications plan development with assistance from PMC (Public Media Center). 144 hours of PMC time is available to the Task Force via the CAFA initiative.

Meeting Adjourned (4:00p.m.)

The next meeting will be January 23, 2005 at 2:00.