Board of Supervisors Asthma Task Force
Minutes of Meeting held on June 24, 2002
City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA

Members In Attendance: Barbara Conner-Andersen, Jim Calonico, Joan Hall, Louise Hill, Marie Hoemke, Louise Kimbell, Lisa Krong, Carolyn Noble, Deanna Rossi, Beth Saiki, Peg Strub and Jennifer Mann.
Absent Members: MariaElena Alioto John Balmes, Jean Circiello, Dierdre Epps-Miller, Carla Furtado, Mary Higgins, Veronica Lightfoot, Ann Melamed, Julie McKown, Michael Green, Ann Togia and Rose Toney
(* = pending appointment)

1. Introductions, Agenda Revisions, Approval of Minutes

The agenda was revised to include Strategic Planning and California Health Interview Survey. Minutes for the May meeting were corrected to read: page five, paragraph 1 should read California Health Interview Survey. Due to a lack of quorum, approval of the May minutes was postponed.

2. Child’s Death in Child Development Center

Neil Gendel described the Child Development Centers, subsidized by the School District as being for the poorest kids in the city. There are 28 in San Francisco.

Marie Hoemke spoke about an incident in which a 4 ½ year child, who was a student in a Child Development Center, died while having an asthma attack.

A discussion was held regarding what would be an appropriate response for the Task Force. The suggestions were:
- A letter of condolence from the Task Force to the family
- More training for the teachers about how to handle a situation such as this
- A mandate from the Board of Supervisors, in the name of the child, to the Board of Education
- Ask that the Task school system review how many nurses are available to the schools.
- Ask for a public hearing to make known what happened, taking care not to further upset the child’s family
- Make note of this incident in the Strategic Plan

Beth Saiki stated that training regarding asthma has been offered to the school district at the end of April and beginning of May, 2002. Prior to this incident there had not been much interest in attending.

Louise Kimball stated that whatever is sent to the family must be cleared through the City Attorney’s Office.
Carolyn Noble pointed out that if a condolence note is sent it should address what will be done to ensure that this can’t happen to another child.

Deanna Rossi responded that the letter could state that the Task Force is trying to find out as much information as possible and recommend policy to prevent another such incident. It was agreed that this should not wait until next month and that a draft of the letter will be sent to the Task Force by email.

Neil Gendel stated that a variety of things can be done in response to the death of the child, but he doesn’t think the city has jurisdiction to make the school district do something. Neil suggested some things that could be done.

1. The city can pass a resolution urging the school district to do something. The resolution can list anything the Task Force wants.
2. Write a bill for childcare in the city, other than the School District. All the childcare, profit and non profit have to go through a licensing process and get a certain amount of training on health issues, but it’s not very much.

Neil Gendel informed the Task Force there is a joint committee made up of two members of the Board of Education and two members of the Board of Supervisors. They hold hearings, with a set agenda. They meet bimonthly. It would be a perfect place to bring this to their attention.

Jennifer Mann stated that a draft of a letter to the family should be circulated through email and getting on the agenda of the joint board meeting should be pursued this month.

3. Planning Committee Report

Deanna Rossi announced that the extension has been received from the Board of Supervisors to work on the Strategic Plan. The extension is through February, 2003. It passed unanimously.

4. Membership

Deanna Rossi announced that James Calonico and Louise Hill are officially non-voting members. People have been contacted to represent tenant and property management seats. Deanna expects to hear from them by the next meeting. Also, Susie Rugama, San Francisco Health Plan, will be part of the Task Force. Rajiv Venekaya has been invited to represent the academic researcher seat.

Jennifer Mann has contacted Gina Solomon, M.D., who works with the National Resource Defense Council, an environmental organization doing work on air pollution, occupational health and asthma. Dr. Solomon has been asked to participate in the Environmental Subcommittee. She may be interested in the Task Force.

Peg Strub asked that emails be sent to keep everyone informed of who has been contacted, so others can be contacted.
Deanna Rossi spoke about the need to be able to respond to various things that come up during the month that shouldn’t wait for the monthly meeting. Neil Gendel responded that the Planning Committee could handle this. He suggested that guidelines be set up. Beth Saiki suggested that if something comes up, an email, or phone call, could be made to everyone on the Task Force giving them two days to respond with input. After that time, Deanna will be authorized to send the correspondence that is appropriate. Deanna will check with the City Attorney’s Office to make sure this is appropriate within the Sunshine Ordinance.

5. **Subcommittee Reports**

**Clinical Subcommittee**

Peg Strub distributed a report from the Clinical Subcommittee. She talked about the best practice standards which are: a recommendation that all patients with asthma, in San Francisco, have peak flow meters, spacers, anti-inflammatory medication, Albuterol and a self management plan. The Committee also recommends that all patients have asthma education, including instruction on using the inhalers and peak flow meters.

The focus groups will be:
1. An MD group with allergists, pulmonologists and primary care providers
2. Other professionals
3. Patients and Parents of Patients from the ER and hospital
4. Asthma patients who are doing well. (This will be partnered with the Schools Committee.

The report distributed also included lists of questions for the various groups.

The first focus group will be the asthma care managers.

The committee is still looking at stakeholders. They have decided to interview key stakeholders outside of the focus group.

**Community Subcommittee**

Jennifer Mann reported the committee has had a very low attendance and she asked that people with an interest in the Community Subcommittee consider joining.

The last couple of meetings have focused on the stakeholder list.

Jennifer Mann did her first interview this week. She interviewed Karen Cohn asking what were successful and unsuccessful strategies, what was her wish list from the Asthma Task Force.

Beth Saiki suggested sending a thank you letter to the people who have been interviewed.
**Environmental Subcommittee**

Jennifer Mann reported the last two meetings have been spent creating the focus groups questions. The focus groups will consist of tenants and landlords (owner/managers), developers and contractors, and unions. The tenant group questions will be posted on Yahoo Group. All the questions for the focus groups have been set. The committee is trying to narrow down the stakeholder list to 15.

**School Subcommittee**

Marie Hoemke reported the committee has continued to talk about the stakeholders and has approached health advocates. They have a team that is willing to do a focus group during the summer. They will now be approaching principals, and other administrators in the district and in child development.

The focus groups will be principals, school secretaries, parents, teachers from child development, the health advocates, and family day care providers.

The school subcommittee is still working on finalizing their questions.

Beth Saiki commented that Arlene Ackerman will allow the committee to contact school secretaries and principals during the summer.

Louise Kimball asked about talking to the Facilities Department. Beth responded that they will be a focus group.

Marie Hoeme talked about the School District’s Building Facilities Master Plan. She suggested the Asthma Task Force should have a representative at the meetings to make the district aware of environmental issues, at this point they are only addressing the building, but not the environmental dynamic.

Neil Gendel added that the Building Facilities Master Plan is supposed to go to the Board of Education, at least in draft, in August. Neil asked that the question of what the Task Force can do be put on the agenda.

Louise Kimball asked when the Master Plan will be voted on and what can be done? Neil responded that the Board of Supervisors by October/November. Louise recommended an Oversight Committee from the Task Force. Deanna Rossi suggested this issue be put on the July agenda.

Nancy Warren will send out a link to yahoo.com so that all committees can get a list of each others questions.

6. **Mission/Vision**

Due to time constraints, Deanna Rossi asked the Mission and Vision statements be tabled until the July meeting.
7. Strategic Plan
Nancy Warren discussed how questions should be asked in a focus group. The questions should be open-ended, neutral questions. Yes and no questions should be avoided. Order the questions to build a rapport with the group. Nancy also suggested having a list of general questions and specialty questions for each group.

Nancy passed around some information on Harder & Co. They will be contacting the people, setting up a location, moderating the group, taping and transcribing the group and doing a key findings report. They will also be screening who will be in each focus group. For more information on the group, they have information on the WEB at www.Harderco.com.

Nancy Warren reviewed some forms, created by the School Subcommittee, that could be used to organize stakeholders.

Nancy stated what needs to be done first is to obtain the contact information of the potential participants. This information is needed by the end of June, or as soon as possible. This information should go to Beth Saiki.

Finally, the questions for the focus groups must be developed.

Carolyn Noble asked in the participants would be paid, and how much? Nancy responded that incentives will be given. At this point, the plan is to give $30 for the general participants and $100 for the “hard people”. A discussion was held stating that doctors will want more than that.

Also, Nancy asked for guidelines for Harder & Co. as to who should be in the focus groups.

Nancy announced she will be on vacation from June 28 to July 13.

8. CHIS
Nancy distributed and reviewed copies of plots made up by Jennifer Mann which cover the CHIS data discussed at the last meeting. She also reported on her conversation with Charles DiSogra, CHIS researcher. He told her there was a 30% response rate. San Francisco was one of the lowest response rates.

Deanna Rossi stated that a policy brief is going out regarding the study. She received a copy in her office and Supervisor Daly forwarded a copy to the Task Force to ensure that it was seen. Deanna feels a response is appropriate. Jennifer Mann agreed stating that not only is it misinformation, but it places San Francisco as a low priority. After checking with the City Attorney, if she is able to handle a draft of a response by email, Deanna will draft an email. Peg Strub suggested that the letter be addressed to the San Francisco Chronicle and the Los Angeles Time.

Marie Hoemke stated that Marin County is now having meetings because of the CHIS report. She has also noticed new billboards in Solano County.
9. **New Business, Public Comment, Announcements**

Beth Saiki introduced the new Coordinator for the Bay Area Regional Asthma Management and Prevention Program (RAMP), Idrissa Ochoa. Idrissa stated that a new Director has been hired. Her name is Anne Kelsey. She will start July 22.

The next Asthma Task Force Committee meeting is scheduled for **Monday, July 22, 2002** from 2 p.m. to 4 p.m. at City Hall, located at 1 Dr. Carlton B. Goodlett Place, Room 278, San Francisco.

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