



The City and County of San Francisco

**City-Wide Alcoholism Advisory Board (CAAB)**

1663 Mission Street Suite 204

San Francisco, CA 94103

Office: (415) 522-7114 FAX: (415) 431-9554 Email: mark\_miller@sfdph.org

**APPROVED AND ADOPTED MEETING MINUTES**

**Full Board Meeting on June 25, 2003**

**Present:** --Mr. Gene Coleman, Chairperson; Mr. Stuart Smith, Vice-Chairperson; Mr. Bill Bisesto, Secretary; Mr. Robert Wood, Chair; Membership, Mr. Daniel Tobin; Mr. Jamie Matter; Mr. Peter Mellet

**Absent:** Ms. Deborah D. Dupire, Treasurer (excused); Mr. Robert L. Nelson, Jr. (excused); Mr. Alan "Mickey" Shipley; Mr. John Malloy, Chair, Public Affairs (excused); Mr. Tony Hester; Rev. Timothy Downs.

**CSAS Representative:** No representation from DPH Community Substance Abuse Services

**Staff:** Mr. Mark Miller, Executive Officer, CAAB/DAAB

**Guests:** None

**I. Call to Order and Introductions**

Chairperson Coleman called the meeting to order at 4:10 PM. After roll call, attendance was insufficient to establish quorum. Chairperson Coleman adjourned the meeting, absent a quorum, and called the Executive Committee into session.

**II. Executive Committee Session**

Chairperson Coleman asked if there was any information on member Tony Hester. (Mr. Miller had informed the Chair that a letter addressed to Mr. Hester had been returned by the Post Office with 'deceased' written on it.) Mr. Bisesto agreed to stop by Mr. Hester's apartment building tomorrow and make inquiries.

The Executive Committee voted to accept the written resignation of Mr. Carlos Soto from the CAAB.

Mr. Coleman reported that he had a conversation with Mr. Victor Young of the Rules Committee regarding reappointments to the Board. Mr. Young said that the Rules Committee is presently very involved with Charter amendments; they will not be entertaining any board reappointments at least during July. Mr. Coleman reiterated that members can continue to serve until there is an appointment or reappointment for the seat.

Mr. Smith asked if Executive Committee actions are binding for the whole board. Mr. Coleman stated that the Executive Committee can act in absence of the board. Mr. Smith asked about the procedure for changing the CAAB's bylaws – specifically, to allow for teleconferencing attendance, or some other method of conducting business given our problems with quorum.

A discussion ensued about quorum calculation, centering on whether the 50% calculation is of 'seated members' or 'number of seats'. Mr. Coleman stated he thinks the City's administrative code may specify that quorum is calculated on the 'number of seats' in the body, but will check to make sure.

Mr. Smith again proposed that the board pursue changing its bylaws to allow for email, absentee and/or teleconference voting. Mr. Bisesto stated that he remembers discussing this issue in the past, and knows that the board has conducted some business in the past with members on teleconference. Mr. Smith stated that this is allowed on all the other non-profit boards he is on; this is not uncommon at all – it's the only way some boards can function.

Mr. Coleman stated that the CAAB will convene a committee to investigate changing the board's bylaws in the ways discussed.

Mr. Coleman asked for discussion regarding the Town Hall Meeting. Mr. Miller brought copies of the meeting transcript, and announced that they were ready to be released. A cover letter has been written and circulated to all board members and requires each member's signature. The transcript will be mailed to each member of the Board of Supervisors, the Mayor's office, DPH officials, as well as each attendee of the meeting.

Mr. Coleman introduced discussion of the joint CAAB/DAAB/TOD/MHB retreat. This is still in the planning stage. July 19 has been proposed as a possible date. Mr. Coleman is investigating locations and logistics.

Mr. Bisesto introduced discussion regarding the Boards' contract for an Executive Officer. Mr. Bisesto reported that Mr. Malloy circulated a letter complaining that if

the Boards continue to pay for an employee out of their reserve funds, these will be depleted, leaving no money for other activities (Town Hall meetings, Awards ceremonies, etc.). Mr. Bisesto reported that Mr. Malloy believes that DAAB President Creel made a 'unilateral' decision to keep paying an Executive Officer, past the point of reimbursement from '02-'03 CSAS contract – without having an Executive Committee meeting to approve it.

Mr. Wood stated that the Executive Officer's contract was approved by the full DAAB Board.

Mr. Bisesto stated that "this is the letter that he [Mr. Malloy] sent out; it would be nice if he were here to either defend or explain it better than I... he can send it to Georgia and get it off his chest. I would rather get on with the business of what we do. And hopefully Mark can stay on for... as long as he can stay on. I hope he can stay on forever..."

Mr. Miller stated that, even if the boards continue to pay for an Executive Officer through the end of September, there will still be between \$6000 - \$8000 left.

Mr. Miller stated his memory of the DAAB vote was it was a confirmation of the Executive Committee process in hiring the Executive Officer (March 12, DAAB Full Board meeting).

Mr. Smith moved that the Executive Committee continues the Executive Officer's contract through the month of July. Then, at the CAAB's July meeting, having collaborated with the DAAB, we can reach a decision on the continuation of the contract after July. Mr. Wood stated that this information must be relayed to the DAAB for its July agenda. Mr. Smith said that he, or Mr. Coleman will do that.

Mr. Miller asked if contracts were the responsibility of the Boards' Executive Committees (as opposed to the Full Board). Mr. Bisesto said he thought that was the case. Mr. Coleman said that while that may be the case, it has been a matter of considerable debate, especially at the DAAB. When Ms. Mathis was hired, the two Executive Committees met, made a decision – and all hell broke loose! Mr. Smith stated that the Executive Committee did, however, finally prevail.

Mr. Coleman said there probably needs to be an Executive Committee meeting in July to discuss the retreat, and to discuss these other items. We will try to schedule that for July 16.

Mr. Mellet read a letter of resignation to the board, explaining that as an Armed Services reservist, his schedule makes it impossible to serve on the board, and hence will not seek reappointment to seat 12. Mr. Mellet was thanked for his service.

Mr. Wood reported briefly on the CAAB Membership Committee meeting of June 20. Mr. Wood stated that a determination needs to be made of who is eligible for officer elections, before the July Full Board meeting. Mr. Coleman stated that members continue to serve on the board, and are eligible to hold officer seats, even if their terms have expired. They may remain on the board until the seat is appointed or reappointed. If someone serving on an expired term were elected to an officer position, and by some chance their seat was later appointed to someone else, then they would leave the board, and a new election to the officer position would have to take place.

*Minutes respectfully submitted by Mark Miller*

**The next full Board meeting is scheduled for:**

***Wednesday, July 23, 2003***

**At 1380 Howard Street at 10<sup>th</sup> Street**

**In the 4<sup>th</sup> Floor CSAS Conference Room**

**From 4pm to 6pm**