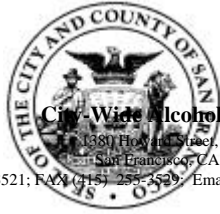


The City and County of San Francisco



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

1380 Howard Street, 4<sup>th</sup> Floor  
San Francisco, CA 94103

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**APPROVED AND ADOPTED MEETING MINUTES**

**Full Board Meeting on September 26, 2001**

**Present:** Mr. Gene Coleman, Chairperson, Mr. Stuart Smith, Vice Chairperson, Mr. William Bisesto, Secretary, Ms. Deborah Dupire, Treasurer, Mr. Robert Wood, Chair, Membership, Mr. John Malloy, Mr. Peter Mellett, Mr. Tony Hester, Mr. Alan “Mickey” Shipley, Mr. Robert Nelson, Jr., Mr. Douglas Bias, and Mr. Jamie Matter.

**Absent:** Ms. Fran Newman (Excused), Rev. Timothy Downs (Excused), and Mr. Carlos Soto.

**CSAS Representative:** No Representation.

**Staff:** Executive Officer not present.

**Guests:** Mr. Kent Olson, Henry Ohlhoff House  
Mrs. Shirley Malloy, Member of the Public

I. **Call to Order and Introductions**

Mr. Gene Coleman, Chairperson called the meeting to order at approximately 4:15 PM. Members and guests made introductions. A quorum was established.

II. **Approval of Minutes — July Meeting**

*A motion was made to approve and adopt the July 25, 2001 Full Board Meeting minutes. A motion was made to approve the agenda for the September full Board meeting. The motion was second and approved.*

III. **CSAS Director's Report**

There was no representation from Community Substance Abuse Services so therefore no report was given.

IV. **Treatment on Demand Planning Council**

Chairperson Coleman gave the Treatment on Demand Planning Council (TOD) report. Chairperson Coleman stated TOD did not this month and all day retreat is planned on Saturday, September 29 at Nimitz House. Chairperson Coleman said that this is an annual event that is similar to the CAAB Retreat and that he assumes he will be attending. Chairperson Coleman stated that he believes that the Request For Proposal (RFP) has been issued for the TOD Intervention for African American Family Services. Chairperson Coleman stated that each Board Member received a copy of the fiscal year 2001/02 TOD funded Interventions in the mail for their review.

V. **Chairperson's Report**

Chairperson Coleman asked the Board if anyone has been attending the Proposition 36 – Substance Abuse and Crime Prevention Act of 2000 meetings. Mr. James Matter responded that he did not that

the Steering Committee meetings ended July 1, 2001. Chairperson Coleman stated that the “waiting list” for treatment services is still a reality. Chairperson Coleman stated that the Executive Committee met on August 21 and recommended amending the Bylaws. Chairperson Coleman stated that the essence of the Executive Committee meeting was to add the Secretary and Treasurer as part of the Executive Committee. Due to time constraints, the creation of Task Force (Employment Committee) was not discussed.

The Bylaws with amendments needs to be typed and distributed to the Board for review and approval. Chairperson Coleman stated that each Board Member receives a copy of the Bylaws in their Membership Orientation Handbook.

## VI. **Committee Reports**

**Executive** — The Executive Committee met on August 21.

**Membership** — Mr. Robert Wood, Chair recommended that the Bylaws be amended.

**Program** — The Program Committee did not meet in September so no report was given. The chair of the committee was on vacation. Mr. Wood suggested that he would like to see the Program Committee take a look Training for Substance Abuse Counselors and Cultural Competency training for treatment providers. Chairperson Coleman suggested that Mr. Wood take a look at the Cultural Competency training that is currently being conducted by CSAS.

**Evaluation** — Mr. Bill Bisesto told the Board that the Evaluation Committee is progressing quite well in making its program site visits. Mr. Bisesto stated that the committee conducted seven program visits during the months of August and September. Mr. Bisesto that the committee will now begin writing reports for the Board to comment and review on all the program site visits that have been conducted. Mr. Bisesto added that Ms. Georgia Bates Creel, DAAB has been dealing with some family issues so he has assumed her responsibilities. Mr. Bisesto said that he would be working with the Executive Officer scheduling program site visits for the months of October, November, and December. Mr. Bisesto also

invited Board members to attend committee meetings and program site visits.

**Public Affairs** — Mr. John Malloy, Chair announced at the full Board meeting that a date has been scheduled for the CAAB Town Hall meeting.

***CAAB Public Affairs Town Hall Meeting  
Wednesday, October 3, 2001  
101 Grove Street, Room 300  
4:00pm-6:30pm***

Mr. Malloy prepared the agenda with the assistance of the Executive Officer. Mr. Stuart Smith, Vice-Chairperson volunteered to purchase the refreshments for the event. Mr. Bill Bisesto volunteered to transport the refreshments to the event. Mr. Malloy stated that Mr. James Stillwell, CSAS Interim Director would be attending the event. Chairperson Coleman stated that he wanted to discuss the format of the Town Hall Meeting. Chairperson Coleman stated that the purpose of the Town Hall Meeting was to solicit information regarding service delivery. Chairperson Coleman stated that he discouraged a debate or discussion regarding treatment modalities or statistical numbers. Chairperson Coleman stated that he would be willing to make the opening comments for the Town Hall Meeting and to state the general rules and to follow the agenda. Chairperson Coleman stated that he would ask the public to be respectful and remind the public of the purpose of the Town Hall Meeting. Mr. Matter stated that he noticed that the agenda did not address Prevention Programs and Youth. Mr. Malloy responded by saying that he sent announcements regarding the Town Hall Meeting to Juvenile Probation and to Youth Outreach Programs. Youth Outreach Programs are considered secondary Prevention Programs. Youth Primary Prevention Programs are a valid treatment modality and are recognized by the State Alcohol and Drug Programs. Mr. Matter informed the Board that there is no voluntary adolescent treatment program in Northern California. Chairperson Coleman stated that he also heard the same.

In general, the Juvenile Court sentences youth to treatment programs.

VII. **Ad Hoc** — Mr. Douglas Bias gave a report to the Board regarding the City and County of San Francisco not being in compliance regarding ADA Regulations.

VIII. **Announcements and Correspondences**

No announcements and correspondences distributed.

IX. **Old Business**

No old business.

X. **New Business**

**The Annual Award Gala would be held on Tuesday, December 18, 2001 from 4pm to 6pm at the San Francisco Public Library in the Latino/Hispanic Community Room. The total budget for the event is \$1,000.**

**The Executive Office is in the process of soliciting quotes from caterers. The Executive Officer reminded the Board to submit nominations for the “Gene Coleman Award”.**

***Reminder - The Board's Annual Recommendations and Priorities are due in October 2001.***

XI. **Adjournment of Public Meeting at 5:30p.m.**



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

***Wednesday, October 24, 2001***

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

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

**From 4p to 6p**