



City and County of San Francisco  
**San Francisco Department of Health Advisory Board**  
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**APPROVED AND ADOPTED MEETING MINUTES**

**Full Board Meeting on November 14, 2001**

**Present:** Mr. Cedric Akbar, Acting President, Mr. Richard Gee, Secretary/Treasurer, Ms. Georgia Bates Creel, Chair, Planning and Evaluation, Ms. Vanessa Padilla, Ms. Lavita Daniel, Ms. Leslie Cogan (Representing Ms. Liz Aguilar-Tarchi), and Mr. Nick Roomel.

**Absent:** Ms. Gennie Nunley-Thompson (Unexcused), Ms. Yvonne Littleton (Excused), and Mr. Frederick Hobson, Chair, Public Policy (Excused).

**CSAS Representative:** Mr. Jim Stillwell, Interim Director, **Community Substance Abuse Services**

**Staff:** Ms. Danita L. Mathis, Executive Officer

**Guests:** Mr. Tony Hester, CAAB Board Member

## **I. Call To Order and Introductions**

Acting President Akbar called the meeting to order at 4:015pm. Roll call of Board members was taken. Board members and guests made introductions. A quorum was established at the initial roll call.

### **Approval of Minutes and Agenda**

*A motion was made, second, and passed to approve and adopt the Full Board meeting minutes for October 10, 2001 as submitted. The Executive Officer will have the approved and adopted meeting minutes for October 10, 2001 full Board meeting posted on the Department of Public Health's website. The agenda for the full Board meeting for November 14<sup>th</sup> was approved and adopted by the Board as is. Mr. Nick Roomel stated that he has prepared a report regarding the Transitional Housing Ordinance and is submitting the report to the Board for review.*

### **Motion To Excuse Absence With Cause**

The Executive Officer reported to the Board that only one Board member has called and requested an excused absence.

*A motion was made, second, and passed to approve the excused absences for the member who called in.*

## **II. Community Substance Abuse Services (CSAS) Director's Report**

Mr. Jim Stillwell, Interim Director, Community Substance Abuse Services (CSAS) informed the Board that Ms. Phyllis Harding was out on Family Medical Leave and will probably not return to CSAS as the Director. Ms. Harding will probably be taking a management position at the hospital when she returns from Family Medical Leave.

Mr. Stillwell stated that Ms. Barbara Garcia is currently looking for a Director of CSAS. Mr. Stillwell announced that Primary Care has been moved to the Population Health and Prevention Division. Primary Care consists of the health clinics located in the community. The budget is very tight and the City has lost revenue in September and October. Mr. Stillwell stated that with the fall on the dot.com companies and fall in tourism this has produced a loss in revenue. Substance Abuse receives approximately 1/3 of state funds. No cost of living adjustments (COLA) for programs and no COLA for contracts with the City. Mr. Stillwell added that it is more than likely that services will go down a few percents. Some programs will be discontinued. Specific projects and /or entities will be cut. There is a lot of pressure on smaller agencies that depend on City funding. Programs may want to think about working collaboratively and combining resources.

### III. DAAB President's Report

Acting President Akbar stated it is very important that the Advisory Boards, City-Wide Alcoholism Advisory Board (CAAB) and DAAB work closer with the Treatment on Demand Planning Council (TOD) in this changing economic environment. Acting President Akbar stated that he would like to see CAAB, DAAB, and TOD unite and work together in the coming year since there will be budget cuts in the coming year. Acting President Akbar stated that he has been on the Board for five or six years and he would like for the Board to make it their goal for the upcoming year. Acting President Akbar reiterated that he would like the Board to work closer with CAAB and TOD since it appears that decision makers are listening to TOD's recommendations in spite of the Board having a representative on TOD. Acting President Akbar stated that he would like to see the Board accomplish this goal in the upcoming year.

Ms. Georgia Bates Creel agreed with Acting President Akbar statement. Ms. Bates Creel stated that what she was going to bring up under "new business" was a similar goal. Ms. Bates Creel suggested that she would like the Board as a whole work closer with CAAB and TOD. Ms. Bates Creel suggested that she would like to see a Town Hall meeting held in the spring of 2002 that is sponsored by CAAB, DAAB, TOD, Coalition on Homelessness, and CSAS. Ms. Bates Creel reiterated that it is very, very important that DAAB unites as a whole and work with CAAB, TOD, and other advisory boards. Ms. Bates Creel stated that having a joint Town Hall meeting will serve as a means of voicing concerns and issues of the community to the Mayor and Board of Supervisors and this could serve as a vehicle to lobby for additional funding.

Mr. Richard Gee agreed with Ms. Bates Creel and Acting President Akbar statements. Mr. Gee stated as the

Board's TOD representative that TOD reviewed past recommendations that were not fulfilled by CSAS in order to determine what happened to these unfulfilled recommendations. Mr. Gee stated that TOD appears to be putting a lot of heat on CSAS regarding these unfulfilled recommendations. Mr. Gee stated that he would like to see DAAB work closer with CAAB and TOD. Mr. Gee added that this year is going to be tough due to budget cuts. Acting President Akbar added that currently \$400,000 dollars is sitting idle that TOD received for its recommendations.

Mr. Nick Roomel asked what happens to the Board's recommendations? Is there any follow-up? Acting President Akbar stated that a way to follow-up on the recommendations is to attend a Board of Supervisors' meetings. Mr. Roomel asked could any Board member attend the Board of Supervisors' meetings? Acting President Akbar stated that any member can attend the meeting and it is important to bring back to the Board the outcome of the meeting. Acting President Akbar added that it is important that the DAAB works closely with CAAB and TOD so that the Board of Supervisors does not get inundated with duplicate requests. Acting President Akbar stated that he wants to inform TOD that DAAB will also be going to the Board of Supervisors lobbying for funding for its recommendations.

Mr. Gee told Mr. Roomel that TOD has sub-committees. The Budget Committee is one of the sub-committees of TOD. The Budget Committee meets with the Board of Supervisors and presents TOD's recommendations. TOD's recommendations are more specific than DAAB's because TOD works closer with the providers. Mr. Gee said that last year the Board of Supervisors had eight new supervisors and the new supervisors were learning their jobs. Mr. Gee added that this year the process should flow much better.

### **Treasurer's Report**

Mr. Richard Gee prepared and distributed the DAAB Receipts and Disbursements Report for the months of July, August, and September 2001. Mr. Gee also prepared and distributed to the Board the September monthly DAAB Receipts and Disbursement Report. Mr. Gee told the Board that we don't receive the bank statement until the middle of the month. Mr. Gee added that the 2<sup>nd</sup> quarter of the fiscal year is the heaviest expenditures because of the Annual Award Gala. Mr. Gee informed the Board that the contracted Certified Public Accountant (CPA) has prepared and submitted the Board's financial report for fiscal year 2000/01. Mr. Gee stated that he will review the report and it will be submitted to CSAS as required per the SFDAAB contract.

#### **IV. DAAB Committee Reports**

##### **Executive Committee**

No report was given.

##### **Planning and Evaluation Committee**

Ms. Georgia Bates Creel presented to the Board the committee's report, 2001 Program Evaluation Report On Substance Abuse Treatment Programs funded by the City and County of San Francisco. Ms. Bates Creel commended the committee members of DAAB and CAAB for their diligent hard work and committee meeting attendance. Ms. Bates Creel stated that only one program site visit produced a negative report and that the committee does plan to re-visit the program next year. Ms. Daniel asked what are the top three items that the Board could recommend to the Board of Supervisors? Ms. Bates Creel responded by saying that Ms. Daniel could tackle this task next year.

Acting President Akbar commended the committee for their excellent work and for starting and completing a task. The Treatment Access Program (TAP) has requested a copy of the committee's report.

Mr. Gee asked Ms. Bates Creel if he could present the committee's report to TOD? Ms. Bates Creel told Mr. Gee that he could. Mr. Gee stated that he would be on the Evaluation Committee of TOD this year.

*A motion was made to approve and adopt the committee's report.*

*The motion was second and approved to adopt the committee's report. The Executive Officer will forward the committee's report to the Mayor, Board of Supervisors, Health Commission, CSAS, TOD, DPH/Population Health and Prevention, and Treatment Access Program.*

### **Public Policy Committee**

Acting President Akbar told the Board that Frederick Hobson has resigned as Chair of the committee. Acting President Akbar stated that he would appoint a chair of the committee in January 2002.

### **Nominating Committee**

A member of the Nominating Committee, Ms. Lavita Daniel presented the committee's 2001 slate of officers.

#### **2001 Nominating Committee Slate of Officers**

President – Mr. Cedric Akbar  
Vice-President – Ms. Georgia Bates Creel  
Secretary/Treasurer - Mr. Richard Gee

Acting President Akbar asked for nominations from the floor for President, Vice-President, and Secretary/Treasurer. No nominations were made from the floor.

*A motion was made to accept the slate submitted to the committee and to call for the vote. The motion was second and approved by the Board. The Board unanimously with no abstentions voted for the following officers for 2001:*

*President – Mr. Cedric Akbar  
Vice-President – Ms. Georgia Bates Creel  
Secretary/Treasurer – Mr. Richard Gee*

*Ms. Bates Creel stated that she would train Ms. Vanessa Padilla and Ms. Lavita Daniel to take over as Chair of Planning and Evaluation Committee. Ms. Bates Creel also stated that she would be on vacation*

*from November 18 to January 3, 2002.*

### **Treatment on Demand Planning Council (TOD)**

Mr. Gee gave the TOD report in the DAAB President's Report. Mr. Gee added that TOD meetings might last three hours or longer.

### VI. **Old Business**

*A motion was made to adopt the Reimbursement Request Policy.*

*The motion was second and approved to adopt the Reimbursement Request Policy.*

*The Executive Officer will mail each member the Reimbursement Request Policy.*

### VII. **New Business**

- *The Board unanimously with no abstentions voted for the following officers for 2001:*

*President – Mr. Cedric Akbar*

*Vice-President – Ms. Georgia Bates Creel*

*Secretary/Treasurer – Mr. Richard Gee*

- The Executive Officer distributed to the Board resumes of the nominees for the Evelyn Wilson Award

2001. Two individuals were nominated for the Evelyn Wilson Award.  
The Board reviewed the resumes of the nominees, Matonia Williams and Nancy Cooper.

*A motion was made to vote on whom would receive the Evelyn Wilson Award. The motion was second by the Board and the Board voted.*

*Nominees for Evelyn Wilson Award 2001:*

*- Matonia Williams           6 votes*  
*- Nancy Cooper               0 votes*

*The Board unanimously voted that Matonia Williams would receive the 2001 Evelyn Wilson Award and the Executive Officer will make a Certificate of Recognition for Nancy Cooper.*

*Reminder – Annual Award Gala at San Francisco Public Library on Tuesday, December 18 from 4p to 6p in the Latino / Hispanic Room.*

The Board reviewed the proposed 2001 DAAB Recommendations and Priorities prepared by Frederick Hobson. The Board also reviewed the approved and adopted 2000 DAAB Recommendations and Priorities.

*A motion was made to use the approved and adopted 2000 DAAB Recommendations and Priorities as is and add “Urge the City to develop and establish a Central Clearinghouse for Drug Abuse Services” for the 2001 DAAB Recommendations and Priorities.*

*The motion was second and approved unanimously by the Board to use the approved and adopted 2000 DAAB Recommendations and Priorities as is and to add “Urge the City to develop and establish a Central Clearinghouse for Drug Abuse Services” for the 2001 DAAB Recommendations and Priorities.*

The Executive Officer will forward the Board’s approved and adopted 2001 DAAB Recommendations and Priorities to the Mayor, Board of Supervisors, Health Commission, Youth Commission, and the Department of Public Health.

Mr. Nick Roomel submitted to the Board a report he prepared on San Francisco's Transitional Housing Ordinance for the Board to review. President Akbar requested each Board member to read and review the report and the Board will discuss the report at the next Board meeting.

**VIII. Board meeting was adjourned at 5:50p.**

*Minutes Respectfully Submitted by Danita L. Mathis*

***Next Full Board Meeting will be  
Wednesday, January 9, 2002  
4<sup>th</sup> Floor CSAS Conference Room  
From 4p to 6p***