



The City and County of San Francisco
San Francisco Drug Abuse Advisory Board
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APPROVED AND ADOPTED MEETING MINUTES

Full Board Meeting on April 10, 2002

Present: Mr. Cedric Akbar, President, Mr. Richard Gee, Secretary/Treasurer, Ms. Lavita Daniel, Mr. Paul Aguilar, Mr. Keith Fowler, Mr. Robert Wood, and Ms. Vanessa Padilla.

Absent: Ms. Georgia Bates Creel, Vice-President and Planning and Evaluation, Chair (Excused), Ms. Yvonne Littleton (Excused), Mr. Brian Haley (Excused), and Ms. Liz Aguilar-Tarchi (Unexcused).

CSAS Representative: JN Kendall, CSAS DAAB/CAAB Liaison

Staff: Ms. Danita L. Mathis, Executive Officer

Guests: Mr. Donald Frazier, President, San Francisco Association of Alcohol & Drug Program Contractors

I. Call To Order and Introductions

Mr. Richard Gee, Secretary/Treasurer called the meeting to order at 4:10p. Roll call was taken. Board members and guest introduced themselves. Mr. Richard Gee welcomed Board members and guests. At the initial roll call a quorum was not established. President Akbar arrived at the full Board meeting at 4:30pm. President Akbar presided over the full Board meeting. A quorum was established.

Approval of Minutes and Agenda

A motion was made to approve and adopt the March 2002 full Board meeting minutes. The motion was second and unanimously approved by vote.

A motion was made to approve the agenda for the April full Board meeting. The motion was second and unanimously approved by vote.

The Executive Officer will have the March full Board meeting minutes posted on the Department of Public Health's website.

Motion To Excuse Absence With Cause

The Executive Officer told the Board which Board members called requesting an excused absence.

A motion was made, second, and approved to excuse absence with cause.

A Board member suggested that a letter be sent to Ms. Liz Aguilar-Tarchi, Law Enforcement Representative, regarding her attendance at full Board meetings. The Executive Officer stated that she would contact Ms. Aguilar-Tarchi and discuss her attendance at full Board meetings.

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

Ms. JN Kendall, CSAS/DAAB/CAAB Liaison, informed the Board that Dr. Jorge Partida, Director, Community Substance Abuse Services (CSAS) is out of town.

III. DAAB President's Report

President Akbar stated that he met with Ms. Barbara Garcia, Deputy Director of Health, on Monday, April 8th and expressed concern of not having a report from the CSAS Director. The CSAS Director has not attended a Drug Abuse Advisory Board (DAAB) full Board meeting for the past two months and no CSAS Director's report has been presented at the full Board meeting in the last two months. As a result of the Board not having a CSAS Director's report, the Board does not know if any substance abuse services will be cut or where is Department of Public Health in the process of fiscal year 2002/03-budget process.

President Akbar asked Ms. Kendall when would the award letters be distributed to community-based organizations (CBO) for new contracts. Ms. Kendall stated that she would check with the Contracts Manager. Ms. Kendall returned to the meeting and told the Board that award letters are tentatively scheduled to be sent out from CSAS to CBO April 19, 2002. Mr. Richard Gee emphasized that the Board should consider fund raising activities given that the City is projecting a deficit for next fiscal year.

President Akbar stated that he had individuals call the Board of Supervisors (BOS) to schedule a meeting with the Board.

President Akbar stated that the purpose of the meeting with the BOS is to inform the BOS as to who the Board is and what is the Board's vision.

The Board can begin meeting with the BOS in May and June. The Executive Officer prepared and distributed to the Board a listing of the Board's Accomplishments from 1999 to present along with the Board's brochure.

Treasurer's Report

Mr. Richard Gee prepared and distributed the DAAB Receipts and Disbursements Report for the month of January and February 2002.

Mr. Gee concluded his report by stating that he would like the Board to consider performing some type of fund raising activity this year given the current state of the economy. Mr. Gee pointed out that the Board would have to dip into its reserve before the end of the year to meet its financial obligations.

Mr. Paul Aguilar asked if there is grant money available. President Akbar responded by saying grant money is available. Mr. Aguilar stated he would be interested in determining what grants are available.

Mr. Gee reminded that Board to focus on fund raising activities.

IV. Treatment on Demand Planning Council (TOD)

Mr. Richard Gee attended the last TOD meeting. Mr. Richard Gee presented to the Board the Treatment on Demand Planning Council (TOD) report.

Mr. Gee stated that TOD along with The Bay Area Fire Department's Emergency Response Team Program – Volunteer Emergency Response Teams, the Bay Area Red Cross – Emergency Preparedness, Prevent Child Abuse – Child Abuse Prevention Society, and TOD in The Chronicle Marathon San Francisco – 2002 – Sunday, July 28. This is a fund-raising activity for TOD.

Mr. Gee stated that most of the time of the TOD meeting was spent on talking about the planning of the marathon scheduled in July. Mr. Gee stated that TOD primarily targets the under served populations in San Francisco. Mr. Keith Fowler pointed that the DAAB Board's activities are very similar to TOD's activities.

Mr. Gee stated that the DAAB members are appointed by the BOS. DAAB has an allegiance to the BOS.

The DAAB Board represents the consumer and provider communities through advocacy and input regarding the planning and delivery of substance abuse prevention, treatment, and recovery services. The DAAB Board is a citizen advisory body.

Mr. Gee stated that it is a goal of the CSAS Director to integrate Mental Health and Substance Abuse Services. The Executive Director distributed to the Board the goals of the Substance Abuse and Mental Health Services

Administration (SAMSHA) administrator Charles G. Curie. The goals of SAMSHA are to integrate mental health and substance abuse services by focusing on clients and improving the delivery of substance abuse prevention.

President Akbar added that the Planning and Evaluation Committee performs program site visits whereas TOD has public meetings.

V. DAAB Committee Reports

Executive Committee

No report given due to the committee not meeting.

Planning and Evaluation Committee

Ms. Lavita Daniel and Ms. Vanessa Padilla announced that the Joint CAAB/DAAB Planning and Evaluation Committee would be meeting on Thursday, April 11, 2002 from 3:30pm to 5:00pm at 1663 Mission Street, Suite 204 in the TAP Main Conference Room.

To date the committee has conducted six program site visits and has scheduled two program site visits over the next 30 days. President Akbar appointed Ms. Lavita Daniel and Ms. Vanessa Padilla as co-chairs of the committee as Ms. Georgia Bates Creel transitions out of being chair of the committee.

Public Policy Committee

Mr. Keith Fowler, Chair reported to the Board that the Public Policy Committee had its first committee meeting in five to six months. The committee reviewed the Bylaws. Mr. Fowler stated that he would like to see the committee focus of prevention. The committee evaluated last year's recommendations and priorities.

Mr. Fowler stated that he would like to see the Public Policy Committee work closer with the Planning and Evaluation Committee and vice versa. A goal for the Public Policy Committee is to have a liaison from the Planning and Evaluation Committee to work with.

The Public Policy Committee meeting is Wednesday, May 1, 2002 at 1663 Mission Street, Suite 204 in the TAP Main Conference Room from 4p to 5p.

Mr. Fowler stated that he would contact Ms. Virginia Smyly, Director, DPH/Community Health Promotion & Prevention.

VI. Old Business

No old business reported.

VII. New Business

Mr. Donald Frazier, President, San Francisco Association of Alcohol & Drug Program Contractors (SFAADC) made a presentation to the Board regarding SFAADC.

In Mr. Frazier's presentation, he told the Board who the members and invited the Board to attend the association's monthly meetings. SFAADC meets the second Monday of the month from noon to 1:30pm. Mr. Frazier presented to the Board the mission statement and strategic plan for 2002/2003.

Mr. Frazier presented to the Board the "cost of doing business" in San Francisco and the need for a cost of living increase.

Mr. Frazier distributed a handout to the Board.

Mr. Frazier concluded his presentation by announcing to the Board that Recovery Day will be held on December 3, 2002 at St. Mary's Cathedral from 2pm-5pm.

VIII. There were no public comments.

IX. The full Board meeting was adjourned at 6:00pm.

Minutes Respectfully Submitted by Danita L. Mathis

***Next Full Board Meeting will be
Wednesday, May 8, 2002
4th Floor CSAS Conference Room
From 4p to 6p***