



San Francisco Drug Abuse Advisory Board

1380 Howard Street, 4th Floor

San Francisco, CA 94103

Telephone: (415) 255-3521 FAX: (415) 255-3529 Email – danita_mathis@dph.sf.ca.us

APPROVED AND ADOPTED MEETING MINUTES

Full Board Meeting on May 10, 2000

AMENDED MINUTES (Changes in Italics)

Present: Mr. Richard Gee, Secretary/Treasurer, Dr. Irene Sung, Vice President, Ms. Georgia Bates Creel, Chair of the Planning/Evaluation Committee, Ms. Mary Louis Aldo-Robinson, Mr. Cedric Akbar, Mr. Robert Elliot, Mr. Frederick Hobson, Ms. Yvonne Littleton, and Ms. Gennie Nunley-Thompson.

Absent: Ms. Matonia Williams, Mr. Vernon C. Grigg, III, and Ms. Ethel Piper.

CSAS Representative: Ms. Phyllis Harding, Director of CSAS
Mr. Darryl Burton, CSAS DAAB/CAAB Liaison
Ms. Rosa Moya, CSAS Administrative Assistant

Staff: Ms. Danita L. Mathis, Executive Officer and Ms. Kristi Kurtz, Administrative Consultant.

Guests: Mr. Douglas Bias, San Francisco Resident
Ms. Nika St. Claire, San Francisco Contractors' Association

I. Call To Order and Introductions

The meeting was called to order by Secretary/Treasurer, Richard Gee. Introductions included the new Executive Officer, Danita L. Mathis, MA who reported that she has worked with Criminal Justice contracts and administration since 1994. Ms. Mathis reported that she has worked with the Bay Area Services Network (BASN) Project for six years in San Francisco, San Mateo, Santa Clara, and Alameda counties in various capacities as well as with the

In-custody treatment programs at California State Prisons and community providers providing continuing care for graduates of these programs. Ms. Mathis added that she brings a lot of enthusiasm, technical, and administrative skills to this position and looks forward to working with the board members. Ms. Mathis has also participated in the Planning and Implementation of the Managed Care System that is based on Harm Reduction Principles for the Department of Alcohol and Drug Services in Santa Clara County.

Mr. Richard Gee also announced that the DAAB office has moved across the hall from the conference room.

Mr. Douglas Bias introduced himself as a guest of the community attending the board meeting.

Mr. Darryl Burton announced to the board that he is the CSAS CAAB/DAAB Liaison.

II. Approval of Minutes

The March meeting minutes were missing and will be approved at the June meeting. *Since there was no quorum for the April meeting, however, a written report should be produced and submitted.*

III. DAAB President's Report

The DAAB President's Report was tabled.

IV. Committee Reports

Executive Committee

Ms. Georgia Bates Creel reported that the Executive Committee did not meet Tuesday but is scheduling a meeting.

Planning and Evaluation Committee

Ms. Georgia Bates Creel announced that the Planning and Evaluation Committee is waiting to meet with Ms. Matonia Williams, DAAB President to discuss and define the process and purpose of site visits. Mr. Richard Gee stated that he wanted to defer discussion of site visits until the Executive Committee has met with the President, Ms. Matonia Williams.

At this time program site visits have been postponed until the Executive Committee meets to re-define the purpose, role and responsibilities of the DAAB Board, goals, objectives, documentation requirements, and feedback process of program site visits by advisory board members.

Mr. Darryl Burton requested that CSAS Program Analysts be included in the defining the site visit process.

Public Policy Committee

Public Policy Committee did not meet. *Dr. Irene Sung suggested that each committee; Public Policy Committee and Planning and Evaluation Committee should focus on their own tasks at hand.* Dr. Sung also stated that she was concerned about follow-up from Town Hall Meeting in ensuring that Board meets obligations from Town Hall Meeting. Ms. Georgia Bates Creel stated that the primary purpose for program site visits is one of education for board members as their citizen responsibility in order to familiarize themselves with programs and delivery of service to consumers. However, this committee will start to meet after the Executive Committee meeting.

Mr. Darryl Burton asked the board “what is the role of the DAAB Board?”

The role of the DAAB Board as stated by Dr. Sung is to:

- Advise Community Substance Abuse Services (CSAS) on the community’s substance abuse prevention and treatment needs programming, budgeting, and planning.
- Make recommendations to the Board of Supervisors regarding policies and procedures.
- Evaluate community-based organizations for quality delivery of service to consumer as well as family services.
- *Each of the DAAB standing committees, Public Policy and Planning and Evaluation Committees, should focus on their tasks and bring information back to the full Board.*

V. Director’s Report – Ms. Phyllis Harding, Director of Community Substance Abuse Services (CSAS)

Director Harding presented to the Board a pilot project for treating heroin addicts in San Francisco County Jail. The name of the project is Office Based Opiate Treatment (OBOT). Essentially, the OBOT project attempts to treat heroin addicts, in active addiction, incarcerated at San Francisco County Jail with medically dispensed and prescribed methadone. This project is an attempt to stabilize the heroin addict in a secured setting. Ms. Harding pointed at that a project similar to this one has been in existence in Seattle and has been very successful. Ms. Harding also stated that this pilot project is only on paper and the committee is currently seeking funding through the Center for Substance Abuse Treatment (CSAT) and the committee is attempting to obtain waivers from Federal and State Legislature.

Dr. Sung asked Ms. Harding what are the parameters of the pilot project and what is the quality of care that is being provided by the physician. Ms. Harding stated that the evaluation of the pilot project would be part of the grant submitted to CSAT, which will address these questions.

In Ms. Harding’s discussion about the pilot project, she noted that there is a plan to contract with outreach workers to perform outreach activities to heroin addicted teenagers. Ms. Bates added that drug treatment for children monies are tied up with Mental Health Services.

Ms. Yvonne Littleton stated to Ms. Harding that there is a need for more residential beds for women and women with children. Ms. Harding addressed Ms. Littleton by stating that the one program providing this service has ran into problems with the Planning Commission in obtaining their Conditional Use Permit.

VI. Presentation

Ms. Nika St. Claire, President of the San Francisco Contractors' Association, presented to the board the purpose and function of the association. As Ms. St. Claire told the board the purpose of the association is to provide a safe forum where contractors can convene and discuss policy and planning issues related to substance treatment and delivery without CSAS representation. Ms. St. Claire invited board members to attend their contractor meetings that are held the second Monday of each month. Recovery Day, December 3rd is sponsored by the Contracts' Association.

Ms. St. Claire informed the board that the providers had a lot of feeling regarding the proposed Uniform Grievance Policy that produced by the Substance Abuse Treatment System under the auspices of the Treatment on Demand Planning Council. As Ms. St. Claire noted the providers had an issue with the content of the policy the way it is currently written where a member of the Homeless Coalition is serving as advocate for a client receiving services. The client's primary substance abuse counselor's role is totally negated since the advocate does not enlist input from the counselor according to the proposed policy. Ms. St. Claire also noted that the existing CARE Council Grievance Policy is adequate for most providers, so why do we have this one?

Dr. Sung made a motion that the Planning and Evaluation Committee should evaluate the proposed Uniform Grievance Policy along with the existing CARE Councils Grievance Policy for completeness and produce a written report of recommendations.

Ms. Mary Louis Aldo-Robinson seconded the motion, and the motion was approved unanimously.

In summary, the DAAB members expressed a desire to develop a working relationship with the Contractors' Association.

VII. Chairperson's Closing Remarks

Mr. Richard Gee stated that each DAAB board member should take responsibility for attending board meetings and work actively towards the collective goals of this Board. Attendance requirements will be strictly enforced he added.

VIII. The meeting was adjourned.

The next meeting will occur on Wednesday, June 14, 2000 at 1380 Howard Street at 10th Street in the 5th Floor Conference Room 4pm to 6pm.

IX. Action Items:

- Schedule a presentation by Norm Nickens of the Sunshine Ordinance, Proposition G to the board.

Assigned to: Danita L. Mathis Estimated Completion Date: 5-15-00

Comments: Mr. Nickens is scheduled to make a presentation at the June DAAB meeting.

- Planning and Evaluation Committee is to review the Uniform Grievance Policy along with the CARE Council Grievance Policy for completeness and to produce and submit a written report by the next DAAB meeting.

Assigned to: Planning and Evaluation Committee **Estimated Completion Date: 7-12-00**

Comments: A meeting has been scheduled for the committee on May 23 and the reference documentation has been received by the Executive Officer.

- Inform presidents of boards, DAAB and CAAB, that they are invited to the CSAS Provider Meeting on June 19 and CSAS would like for each of them to make a presentation regarding the functions of the board.

Assigned to: Danita L. Mathis Estimated Completion Date: 5-17-00

Comments: This task has been completed; currently developing a brochure for the meeting.

- Invite and schedule the Heroin Committee to make a presentation to the board on their report regarding the heroin epidemic.

Assigned to: Danita L. Mathis Estimated Completion Date: To Be Determined

Comments: Will schedule in either July; Josh Bamberger will be presenting the Harm Reduction Solution at the July DAAB meeting.

Minutes Respectfully Submitted by Danita L. Mathis