



The City and County of San Francisco
San Francisco Drug Abuse Advisory Board
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UNAPPROVED AND UNADOPTED MEETING MINUTES

Full Board Meeting on July 9, 2003

Present: Mr. Richard Gee, *Secretary/Treasurer*; Mr. Kevin Sharps, *Public Policy Chair*; Mr. Robert Wood; Mr. Paul Kangas

Absent: Ms. Georgia Bates Creel, *President*; Mr. Keith Fowler, *Vice President*; Ms. Dina Santana *Chair, Planning & Evaluation*; Ms. Vanessa Padilla; Mr. Brian Haley,

CSAS Representative: None

Staff: Mr. Mark Miller, *Executive Officer*

Guests: None

I. Call To Order and Introductions

Mr. Gee called the meeting to order at 4:10pm. Roll call was taken. Lacking quorum, Mr. Gee continued the meeting on an informal basis.

II. Approval of Agenda and Minutes

Minutes from the June 2003 meeting were distributed. No approval vote for the minutes or the agenda was possible, lacking quorum.

III. CSAS Director's Report

(No CSAS Representation)

IV. Treasurer's Report

Mr. Gee provided a written monthly treasurer's report. The bank statement indicates a beginning balance of approximately \$14,000. After monthly expenses, and adding some contractual CSAS payments, the ending balance was approximately \$17,000. Mr. Gee reported that this is about the balance we had at the beginning of the year – but we now have now exhausted our 2002-2003 CSAS contract money.

Mr. Kangas asked if we could still function without money. Mr. Gee replied that we can still function because we still have money. When those funds are gone... we'll see what happens. Mr. Kangas stated that he has functioned for years in organizations without money... it can be done.

Discussion

Mr. Miller stated that part of the work he will be doing in his time remaining is preparing for a 'worst case' situation – namely, that the DAAB and CAAB boards will continue in their present configuration, but have no staff support whatever. In that case, we will have to have simplified procedures and portable computer records, etc. Mr. Miller will prepare a system that volunteers on the board could manage. What must be avoided is a situation similar to last year when the boards lost their Executive Officer. The loss of all hardware and software and paper files can quickly cripple all board operations.

Mr. Miller also reported that the TAP group, with whom our office is co-located, informed him of many storage boxes of CAAB/DAAB material in a TAP storage locker. The TAP is downsizing the storage space, so Mr. Miller moved the boxes into the DAAB/CAAB office, which is now overflowing. We will have to make decisions within the next several months about what needs to be saved from these old records.

Mr. Wood stated that the issue of Mr. Miller's contract was discussed at last month's CAAB meeting, and the feeling was that the DAAB should 're-ratify' the contract, (which is not possible today, lacking quorum). Mr. Gee stated the DAAB does plan to meet in August, even though it normally doesn't.

Mr. Wood also brought up the issue of meeting attendance. Mr. Wood stated that Vanessa Padilla and Keith Fowler had not attended a meeting since March. Mr. Wood asked that President Creel be asked whether the board is going to enforce its attendance policy. Mr. Gee said he also feels strongly about board attendance. Mr. Wood asked that the attendance issue be discussed at the September full board

meeting. Mr. Wood stated he believes an absence of 3 months in a row constitutes a leave of absence.

Mr. Gee announced that the Joint DAAB/CAAB Planning and Evaluation committee would meet tomorrow at 1663 Mission, 2nd floor conference room at 3:30pm. A P&E meeting scheduled for last week was cancelled by Bill Bisesto of the CAAB. Mr. Wood, who serves on the CAAB Evaluation Committee, brought up questions related to the two committees forming a joint committee. There was some confusion in the discussion (which was later clarified, as the board learned that the CAAB Evaluation committee decided to not pursue a joint committee – they will pursue a separate Evaluation process on the CAAB.)

Mr. Gee announced there would be a Treatment on Demand meeting this Saturday, July 12 at Recovery Theater, 133 Golden Gate at 12 noon. Much of the meeting will be planning for the retreat of the DAAB, CAAB, TOD and Mental Health Boards. Mr. Gee and Mr. Miller said they would attend.

IV. President's Report / Discussion

Mr. Gee read a letter from President Creel regarding the upcoming Planning and Evaluation site visits. She anticipates that site visits will begin in August, which will give the committee 3 months to conduct the visits and write them up. Ms. Creel also expressed a desire for a joint DAAB/CAAB Executive Committee meeting, to discuss how to utilize our reserve funds.

V. DAAB COMMITTEE REPORTS

A. Executive Committee – *None*

B. Public Policy Committee –

Mr. Gee reported that while looking through boxes of old records in the TAP storage locker, he found an old report of a 1999 Town Hall Meeting that he had been interested in, asked about, but never saw.

Kevin Sharps reported that he ran into Vice-President Keith Fowler recently and discussed President Creel's desire to appoint him (Mr. Sharps) Chair of the Public Policy Committee. There was some discussion of Mr. Sharps' status with regards to the leadership of Public Policy. All agreed that President Creel has the authority to appoint committee Chairs, and Mr. Miller stated that it was Ms. Creel's clear desire that Mr. Sharps be Chair of Public Policy. Mr. Sharps stated that he has told President Creel that he will do whatever it is that she considers proper and necessary to maintain the Public Policy Committee, but remembered that there was discussion in the June meeting of bringing the issue to the DAAB Executive Committee.

C. Planning and Evaluation – No Report (see discussion above)

VI. NEW BUSINESS

Mr. Kangas introduced a general discussion regarding the DAAB board's functioning. Mr. Kangas stated that his understanding was that board members were interested in and involved with different facets of substance abuse recovery, and should be reporting back to the board on their own private work and experiences. Mr. Kangas stated "That's why I was put here ... the Supervisors know what I do. I function in San Francisco as a representative of a certain aspect of the recovery community. My job is to find out what's going on with other people on the board, and let people know what I do, and try to develop a policy with the City. But I don't ever know what's going on with other people (Board members).

Mr. Gee stated that this level of detail is what the Board's committee work brings out. (This past year) we have had difficulty with scheduling and attendance in our committees. We need to restore the consistency of our committee work... that is where the real work of the Board is supposed to be.

Mr. Kangas stated that he would like to know what each DAAB member does in the recovery community. Could we perhaps have each member provide a brief written summary of this, to share with the group? Mr. Gee stated that this might be a good idea.

Mr. Miller distributed a printout from the Rules Committee of the Board of Supervisors, which contained Board members' specific information: phone number, address, seat number, term dates, etc. Members were asked to make any corrections appropriate.

VII. OLD BUSINESS - None

VIII. PUBLIC COMMENT - None

IX. ADJOURNMENT OF PUBLIC MEETING

The meeting was adjourned at 4:55 pm.

- Minutes Respectfully Submitted by Mark Miller

**Next Full Board Meeting will be
Wednesday, October 8, 2003
4th Floor CSAS Conference Room
From 4pm to 6pm**