



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 July 12, 2000**

**Present:** Ms. Matonia Williams, President, 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. Frederick Hobson, Ms. Yvonne Littleton, and Ms. Gennie Nunley-Thompson.

**Absent:** Mr. Robert Elliot (Excused), Ms. Stephanie Eng (Excused), Mr. Vernon C. Grigg, III (Excused), and Ms. Ethel Piper.

**CSAS Representative:** Ms. Phyllis Harding, Director of Community Substance Abuse Services (CSAS)  
Ms. Wendy Goldberg, CSAS DAAB/CAAB Liaison

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

**Guests:** Ms. Victoria Schneider, Member of the General Public  
Ms. Nitra Williams, Member of the General Public  
Mr. Norm Nickens, Deputy Director of EEO, Affirmative Action, and Cultural Competency  
San Francisco Department of Public Health

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

The meeting was called to order by the President, Ms. Matonia Williams. Roll call of Board members was taken and a quorum was established. Board members, CSAS staff, and visitors made introductions.

## **II. Approval of Minutes**

The May full Board minutes were approved, provided that changes are incorporated. *The March full Board minutes still need to be approved and adopted by the Board. The full Board meeting held in April 2000 did not establish a quorum; the Board members who attended the meeting should generate a report.*

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

Ms. Harding, CSAS Director presented to the Board the Substance Abuse and Crime Prevention Act of 2000, Proposition 36. In summary, Proposition 36 is a California Voter Initiative – November 2000 that aims at enhancing public safety by reducing drug-related crime and preserving jail and prison space for violent offenders. The initiative will provide community-based substance abuse treatment programs for non-violent offenders, probationers, and parolees charged with simple drug possession or drug use offenses. This initiative is a means of treating the offender's disease of addiction with treatment rather than incarceration or re-incarceration. Proposition 36 is being sponsored by the California Campaign for New Drug Policies. Proposition 36 is bankrolled by George Soros, multibillionaire financier from New York City; John Sperling of Phoenix, Chairman of the University of Phoenix; and Peter Lewis of Cleveland, Chairman of Progressive Insurance. A field poll conducted in June showed that Californians are in favor of this initiative 64 to 20. The state of Arizona implemented a similar initiative in 1996 and the New York City implemented an initiative very similar to Proposition 36 in June of this year.

Mayor Willie Brown, Senator John Burton, Sheriff Mike Hennessey, Board of Supervisors, and the District Attorney's Office – Mr. Terence Hallinan endorse Proposition 36. Supervisor Gavin Newsome personally endorses the initiative. On the other hand, the California Corrections Peace Officers Association (CCPOA) also known as the "prison guards" union and Drug Court Judges opposes Proposition 36.

Ms. Gennie Nunley-Thompson asked Ms. Harding if she knew if anyone has solicited feedback from Judge Tang regarding the initiative. *Ms. Nunley-Thompson stated that she would follow-up with getting feedback from Judge Tang.* Ms. Harding stated she did not know. Mr. Frederick Hobson stated that he personally endorsed Proposition 36.

Ms. Harding proceeded to present to the Board statistically data compiled by the Research, Epidemiology, and Grants group reflecting a typical month in San Francisco the number of reported substance abuse and alcohol abuse including social and health reports by children, youth, and adults. The data was compiled various database sources including the DAWN system, DOJ, and the Coroners' Office.

Ms. Harding presented to the Board the Treatment on Demand Planning Council's funded priority initiatives for the Fiscal Year 2000/01.

The New Substance Abuse Programs are as follows:

- Medically Supported Detoxification Services budget from the Mayor's Office (\$250,000).
- Methadone Treatment in Jail Setting funded budget from the Mayor's Office (\$300,000).
- Nonresidential Services for African American Families budget from the Mayor's Office (\$150,000).
- Substance Abuse Services for Samoans budget from the Board of Supervisors (\$100,000).

- Asian Pacific Islander Women with Co-existing Mental Health Disorders budget from the Board of Supervisors (\$70,000).
- Physician Managed Methadone which the scope of services will be defined by the Office Based Physician Treatment of Opiate Addiction Steering Committee and Working Group. No budget has been allocated.

Ms. Harding informed the Board that the Target Cities, Treatment Access Program (TAP), contract terminated June 30, 2000 and the employees received lay off notices.

Ms. Harding stated that her goal is to distribute the same information from CSAS to both Advisory Boards. In order to facilitate communication among the Advisory Boards, Ms. Harding has scheduled a quarterly meeting with City-Wide Alcoholism Advisory Board (CAAB), DAAB, Treatment on Demand Planning Council (TOD), and the Lesbian, Gay, Bisexual, Transgender, Queer and Questioning (LGBTQ&Q) Substance Abuse Advisory Committee. The CSAS Program Analyst, Mr. Mario Hernandez, is the assigned CSAS Representative to the LGBTQ&Q Substance Abuse Advisory Committee. The goal is to develop a two-way communication process for all parties.

Ms. Harding stated that she would like to have both Advisory Boards, CAAB and DAAB, give feedback and recommendations regarding the Cultural Competence capabilities for CSAS funded contractors. Ms. Harding also suggested that a presentation be made to the Board by the Program Analyst regarding what type of data is collected and analyzed by the Program Analyst and Contracts Administration. The CSAS organizational chart was also distributed to the Board.

Ms. Harding stated that she would supply aggregate data to the Board in order to assist the Board with their evaluation of Cultural Competency Plans.

Ms. Georgia Bates Creel indicated to Ms. Harding that may be a joint retreat could be held with CAAB, DAAB, and TOD.

Ms. Harding stated that TOD activities are funded by a grant. Per Ms. Harding, Darryl Burton is the assigned CSAS Program Analyst (contract monitor) for the DAAB/CAAB Contract and Ms. Wendy Goldberg is the assigned CSAS DAAB/CAAB Liaison. The DAAB/ CAAB contract is a 4-year contract.

#### **IV. President's Report**

##### **President Williams had distributed to the Board:**

- Electronic Mail (email) Correspondences between the Executive Officer and the assigned CSAS DAAB/CAAB Program Analyst.
- Memorandum between DAAB/CAAB and Phyllis Harding.
- Letters and memorandums between DAAB and the assigned CSAS DAAB/CAAB Program Analyst.
- Letter from Marylouise Adlo-Robinson and Frederick Hobson to President Williams, DAAB and Board members.
- Letter from Marylouise Adlo-Robinson and Frederick Hobson to Phyllis Harding, Health Commission and the Board of Supervisors.

- DAAB/CAAB Certified Contract.
- Email between the Executive Officer and Norm Nickens regarding committee meetings and the Sunshine Ordinance.
- San Francisco Administrative Code.
- California Health and Safety Code Section 11960-11964.

Ms. Harding asked the Board what is the “Conflict of Interest” that is being perceived by the Board with Darryl Burton being assigned as the CSAS DAAB/CAAB Program Analyst. Mr. Frederick Hobson responded to Ms. Harding’s question by stating that the Board members are appointed by the Board of Supervisors and that the Board is a separate entity from the Treatment on Demand Planning Council. Ms. Harding pointed out that the San Francisco Administrative Code Section – 15.17 states that the one of the duties of the Advisory Board shall coordinate its efforts, where appropriate, with San Francisco’s other advisory boards concerned with drug problems and etceteras. President Williams apprised Ms. Harding that her concerns revolved around Mr. Burton’s, CSAS DAAB/CAAB Program Analyst, attending DAAB committee meetings, Executive and Planning/Evaluation, and taking information out of the DAAB meetings and the information showing up as ideas or concepts proposed by Treatment on Demand Planning Council. Ms. Harding responded that she requested Mr. Burton to solicit feedback from the Board, regarding the proposed Treatment on Demand Uniform Grievance Policy and the draft of the Harm Reduction Resolution by Dr. Josh Bamberger. Ms. Harding stated that her intent was to have a central point of contact to feedback information. Dr. Irene Sung stated that the Board met and had discussions but had not made final recommendations at the time in their committee meetings. Dr. Sung stated that recommendations coming from the Board going to Treatment on Demand Planning Council will be documented on the Board’s letterhead and will be distributed to TOD by either Ms. Danita Mathis, Executive Officer or Mr. Richard Gee, DAAB Treatment on Demand Liaison. Ms. Harding that she did not have a problem with the Board’s formal process of communication.

Dr. Sung asked Ms. Harding what are the responsibilities of a Liaison and the Program Analyst. Ms. Harding responded that the role of Liaison is to coordinate all the issues of the Boards; initially Mr. Burton was assigned this role. According to Ms. Harding the Program Analyst responsibility is to review contract deliverables and to determine if contractor is in contract compliance.

Ms. Harding further stated her concern was that the Board’s fiscal audit for the fiscal year 1998-99 was due December 31<sup>st</sup> to the Fiscal Department and had not been received as of the date of this meeting. Ms. Harding further stated that she had asked Mr. Burton to follow-up with Ms. Mathis regarding the fiscal audit.

President Williams stated to the Board that this is the first time that a CSAS Program Analyst has been assigned to the DAAB/CAAB contract in the six years she has been on the Board. President Williams asked Ms. Harding what is Ms. Goldberg’s role to the DAAB Board? Ms. Harding responded that in an effort to eliminate conflict Ms. Goldberg has been assigned the role of CSAS DAAB/CAAB Liaison. President Williams pointed out to Ms. Harding that TOD is a planning council not an advisory body such as DAAB. Ms. Harding stated that TOD is a planning council that advises CSAS on budgetary allocations. Ms. Harding also stated that she would inform the Board at the September meeting what are the goals and objectives for the department for this year.

Mr. Richard Gee stated that he would like to see the Board become active and get involved in the community. President Williams agreed with Mr. Richard Gee.

## **V. Closed Session**

The agenda does not reflect a “Closed Session” meeting. This “Closed Session” was called in error and is not in compliance with the Sunshine Ordinance, Proposition G. The item of discussion was contractual budgeting and expense issues and the employment of a consultant. President Williams told the Board that Ms. Marylouise Adlo-Robinson and Mr. Frederick Hobson never bothered to contact her or the CAAB Chairperson or the Executive Officer by phone or email or facsimile prior to writing and distributing their letter to Board members, CSAS, Director of Population Health and Prevention, the Health Commission, and the Board of Supervisors. President Williams informed Ms. Marylouise Adlo-Robinson and Mr. Frederick Hobson along with the other Board members that the Executive Officer now has keys to file cabinets in the office. Mr. Richard Gee, Secretary/Treasurer, informed the Board that the checkbook was not in the office because the checkbook was being audited by the contracted Certified Public Accountant (CPA). President Williams informed the Board that all of our fiscal records and correspondences are public records. President Williams informed the Board that if the Board has any questions regarding the selection, recruitment, and hiring of the Executive Officer, please direct your questions to me. Mr. Cedric Akbar stated that he wants to see the Board become active working in the community working consumers and community-based organizations.

President Williams left the Board meeting due to a scheduling conflict and the Vice-President, Dr. Irene Sung presided over the Board meeting.

## **VI. DAAB Committee Reports**

- **Executive Committee**

No report given.

- **Planning and Evaluation Committee**

No report given.

- **Public Policy Committee**

Mr. Richard Gee gave a summary report on the Treatment on Demand Retreat that he attended. The agenda did not reflect a report from the Treatment on Demand Planning Council.

- **Nominating Committee**

In compliance with the Bylaws, a Nominating Committee was formed. The members of the Nominating Committee are Dr. Irene Sung, Mr. Frederick Hobson, Ms. Georgia Bates Creel, and Ms. Marylouise Adlo-Robinson. Dr. Irene Sung convened the committee. Dr. Irene Sung volunteered to serve as Chair for the Nominating Committee.

## **VII. Presentation – Sunshine Ordinance, Proposition G**

Mr. Norm Nickens, Deputy Director of Equal Employment, Affirmative Action, and Cultural Competency for the San Francisco Department of Public Health presented to the Sunshine Ordinance to the Board.

In summary Mr. Nickens informed the Board that all Board and committee meetings are public meetings and all documents of the Board are public documents. Mr. Nickens also informed the Board that the

Ralph M. Brown Act is state legislation and the San Francisco Administrative Code and the Sunshine Ordinance are local legislation.  
Mr. Nickens distributed to the Board the Checklist of Notice/Agenda/Minutes Requirements produced by the Deputy City Attorney, Amy S. Ackerman.

**VIII. The full Board meeting was adjourned at 6:00p.**

*Minutes Respectfully Submitted by Danita L. Mathis*

***Next Full Board Meeting will be  
Wednesday, September 13, 2000  
4<sup>th</sup> Floor Conference Room***