



The City and County of San Francisco
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 (*Amendments in Italics*)

Full Board Meeting on September 13, 2000

Present: Ms. Matonia Williams, President, Mr. Richard Gee, Secretary/Treasurer, Ms. Georgia Bates Creel, Chair of the Planning/Evaluation Committee, Ms. Mary Louis Aldo-Robinson, Mr. Frederick Hobson, Ms. Yvonne Littleton, Mr. Vernon C. Grigg, III, and Mr. Robert Elliott.

Absent: Dr. Irene Sung, Vice-President (*Excused*), Ms. Gennie Nunley-Thompson (*Excused*), Mr. Cedric Akbar, and Ms. Ethel Piper.

CSAS Representative: Ms. Phyllis Harding, Director of Community Substance Abuse Services (CSAS)
Mr. Jim Stillwell, Manager, CSAS Finance and Business Operations

Staff: Ms. Danita L. Mathis, Executive Officer

Guests: Ms. Victoria Hunt, Member of the General Public

I. Call To Order and Introductions

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

Approval of Minutes

The March full Board meeting minutes were approved and adopted with amendments; *amendments are noted in italics on the approved and adopted meeting minutes*. The Board approved and adopted the memorandum regarding April's full Board meeting. No quorum was established at the April full Board meeting. The

Amended

memorandum for the June full Board meeting was approved and adopted. There was no full Board meeting in June due to a “power outage”. The July full Board meeting minutes were approved and adopted with amendments; *amendments are noted in italics on the approved and adopted meeting minutes*. A motion was made, second, and passed unanimously by Board members to approve and adopt meeting minutes with amendments. The approved and adopted meeting minutes for March, June, and July will be posted on the Department of Public Health’s website.

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

Mr. Jim Stillwell attended the Board meeting representing the Director, Ms. Phyllis Harding. Mr. Stillwell announced to the Board that Ms. Harding was tied up at a meeting with the San Francisco School Board and is expected to arrive at the Board meeting by 5:00p. A motion was made, second, and passed to table the CSAS Director’s Report until Ms. Harding arrived. Mr. Stillwell graciously stayed at the Board meeting until Ms. Harding arrived.

Ms. Harding arrived at the Board meeting and began her presentation to the Board. Ms. Harding announced to the Board that she had come from a meeting with San Francisco Unified School District regarding the two Wellness Centers. Two Wellness Centers are being developed, one at Lincoln High School and one at Galileo High School.

A team approach with Mental Health Services (MHS), CSAS, and community-based organizations (CBO) is being used to the Wellness Centers.

Note: The Wellness Centers are a federally funded project where the Department of Children, Youth, and Family Services are the primary stakeholder.

Ms. Harding informed the Board that Ms. Wendy Goldberg resigned and has taken a position with the San Mateo County Housing Department. As a result of Ms. Goldberg’s resignation, Ms. Harding announced that Mr. Darryl Burton would be acting in both roles as a DAAB/CAAB Program Monitor and as the DAAB/CAAB Liaison.

Ms. Harding informed the Board that the Living Wage is attempting to increase wages for employees at community-based organizations (CBO) who are making less than \$9.00 per hour. The Living Wage is creating an issue for CBO’s because the Living Wage affects the infrastructure. In order to increase wages a reduction of units of services may have to occur. Ms. Harding also mentioned that this is an election year and this year San Francisco is moving to District elections. Ms. Harding went on to talk about the activities of the Request for Proposal (RFP) Process work groups under the direction of TOD; per Ms. Harding all Board members are welcomed to attend the work groups, per Sunshine Ordinance, and if the Board has any questions, Ms. Harding suggested that the Board direct their questions to Ms. Mathis and Ms. Mathis will work with Mr. Burton addressing the Board members questions. Ms. Harding stated that dispensing Methadone in the jail is a controversial issue.

Ms. Harding stated that TOD has referred Cultural Competency Evaluation to their Systems Evaluation and Accountability Committee. Ms. Harding also mentioned that she was concerned about developing a conflict between TOD and the Board regarding the evaluation of Cultural Competency at CSAS contracted community-based organizations.

Amended

Ms. Bates Creel volunteered to attend the TOD Systems Evaluation and Accountability Committee meeting scheduled September 14th.

Ms. Harding stated that TOD aggressively sought funds for Substance Abuse for the Department of Public Health. Ms. Adlo-Robinson asked, "How did TOD become such a powerful entity speaking for Substance Abuse?" President Williams responded to Ms. Adlo-Robinson stating she as a member of the Planning and Evaluation Committee along with the Chair of the Planning and Evaluation Committee, Ms. Bates Creel need to develop an evaluation process for evaluating Cultural Competency. Ms. Adlo-Robinson concurred that the Planning and Evaluation Committee need to develop a process for addressing Cultural Competency in their Program Site Visits. Ms. Harding stated that she will be willing to calendar a DAAB Planning and Evaluation presentation to the CSAS contracted community-based organizations at a CSAS Provider Meeting.

Mr. Richard Gee asked Ms. Harding if it is necessary for the Board to authorize expending \$1,500 to \$4,000 for a financial audit of its financial records for the fiscal year 1998/1999. Ms. Harding stated that she wants to make sure that our financial books are in order and that the Board's business practices are sound. Mr. Gee stated that the Board could supply that information. Mr. Gee pointed out that the financial report that was received by Ms. Harding is a cash flow report that has been submitted to her office in prior years. The cash flow report is prepared by the contracted Certified Public Accountant (CPA) for the DAAB contract. Mr. Grigg asked Ms. Harding has this report been different in the past and Ms. Harding responded by saying she did not know because she is brand new to CSAS. President Williams stated that Mr. Gee has taken the lead of supplying the requested information to CSAS. President Williams stated that Mr. Gee would be meeting with Mr. Burton and Ms. Kristi Kurtz, Administrative Consultant to discuss the financial records of the Board and to develop questions for the CPA.

Ms. Harding stated that she would like to be able to answer question "are you monitoring the DAAB contract?" Ms. Harding stated she has a fiduciary responsibility to monitor the DAAB contract.

III. Treatment on Demand Planning Council (TOD)

Mr. Richard Gee, Secretary/Treasurer, announced that he will not be able to attend the October 5th, Treatment on Demand Planning Council meeting. Ms. Georgia Bates Creel volunteered to attend the scheduled TOD meeting representing Mr. Gee. Mr. Gee announced that TOD has begun its prioritization process that can be difficult and confusing. Mr. Gee will give Ms. Mathis the TOD handout regarding the prioritization process. Mr. Stillwell added that at the TOD meeting held Thursday, September 7th, the TOD members broke up into groups and received assignments as part as the prioritization process. Ms. Yvonne Littleton asked why was the TOD meeting "heated?" Mr. Gee responded by explaining that TOD has several "new members" and TOD is a very diverse group coupled with member's having their own agenda. Having new members and beginning the prioritization process creates its own set of difficulties. Mr. Gee added that TOD has a new chair and TOD appears to experiencing conflict due to personalities and attempting to educate new members regarding the prioritization process. Mr. Gee concluded his presentation with that TOD is an extremely diverse group and it is extremely difficult to get through the prioritization process. Mr. Gee added that the TOD Chair is Ms. Pat Harrison and the TOD co-Chair is Ms. Phyllis Harding. Mr. Gee also added that some of the problems he has observed with TOD have to do with communication and language. Mr. Gee stated that once the members resolve their communication differences then may be they could begin the prioritization process.

Amended

Ms. Marylouise Adlo-Robinson stated that she appreciates Mr. Gee attending the TOD meetings and appreciates his loyalty and steadfastness to the Board in that he consistently brings information back to the Board from TOD.

IV. President's Report

President Williams announced that the six-day, World Conference of Therapeutic Communities, hosted by Walden House, Inc. was successful. President Williams announced that General Barry McCaffrey, White House Drug Czar; Dr. Alan Leshner, NIDA; Mr. Robert Downey, Jr.; Mr. Danny Glover; Ms. Phyllis Harding, and a representative from SAMSHA. President Williams that the conference began August 31 and ended September 5. The social event of the conference was hosted by the Mayor and many attorneys and nurses attended the conference. The President added that over 1200 participants attended the conference and over 42 countries attended the conference. President Williams added that the media attended the conference.

President Williams concluded her presentation by stating that the conference was very successful. The Criminal Justice track of the conference was a "big" issue and many attendees expressed a lot of interest regarding treatment and the criminal justice system.

President Williams addressed the Board regarding a letter generated from a former Board member, Ms. Victoria Schneider that was addressed to Supervisor Leland Yee, Supervisor Tom Ammiano, and Honorable Willie Brown regarding "Improper Removal from Drug Abuse Advisory Board." President Williams distributed copies of the letter to the Board. President Williams stated that she, personally, reviewed the Board's meeting minutes and listened to the cassette tapes from September 1999 to June 2000 and there is no mention of Ms. Victoria Schneider requesting a leave of absence for a six-month period from the Board. President Williams added that the Board's Bylaws state that Board members may take a leave of absence for a maximum of a three-month duration. Ms. Schneider did not formally request a six-month leave of absence from the Board.

President Williams added that Ms. Schneider was not removed from the Board until July 2000. President Williams asked the Board if any of them recall Ms. Schneider formally asking the Board for a six-month leave of absence. Ms. Adlo-Robinson stated that she recalls Ms. Schneider asking for a leave of absence during a full Board meeting. Ms. Adlo-Robinson said she had the conversation with Ms. Schneider across the table in a full Board meeting. Ms. Adlo-Robinson concurred Ms. Victoria Schneider did not formally request a Leave of Absence from the Board and the Board did not approve the leave. Ms. Georgia Bates Creel stated that she remembers Ms. Schneider stating she would have to take a leave of absence due to health and personal reasons. Ms. Bates Creel added that Ms. Schneider mentioned her leave of absence in general conversation. A motion was made and passed that the Board will write a response to Ms. Victoria Schneider's letter. Mr. Frederick Hobson informed the Board that he had a conversation with Ms. Schneider. According to Mr. Hobson, Ms. Schneider is no longer interested in serving on the Board and is moving to Thailand. *Mr. Hobson stated that the letter from the Board should address Ms. Schneider's letter.*

Mr. Hobson also graciously gave the Board suggestions as to how the Board's response should be worded.

A motion was made, second, and passed that the Board should respond to Ms. Victoria Schneider's letter.

Amended

President Williams mentioned to the Board that there is no administrative support to cover vacations and any time-off requests for the Executive Officer. At this time, there are no provisions in the contract for consulting services. As of July 24, 2000, the DAAB contract has no line item budget for consultant services. President Williams stated that the Board needs to think about making a plan of action. Ms. Adlo-Robinson suggested that this matter be deferred to the Executive Committee. Mr. Gee suggested that the Board should contact the City-Wide Alcoholism Advisory Board (CAAB) and discuss apprise them of this matter since the Executive Officer also provides administrative and technical support to the CAAB Board as well. The Board agreed that a Joint Executive Committee meeting needs to be scheduled. President Williams informed the Board that the current contract does not make provisions for refreshments at Board meetings. Ms. Bates Creel proposed that each Board member serve as a host or hostess of the meeting. President Williams suggested that the Board create a "snack kitty" for refreshments. Mr. Vernon C. Grigg, III asked if the Board is only allowed to spend monies out of line item? President Williams responded to Mr. Grigg by stating that the current contract only has a budget line item for providing refreshments at community hearings, public forums, and retreats. Mr. Grigg asked if there is a budget line item for office supplies. In the current contract for fiscal year 2000/2001, office supplies are provided by CSAS. Ms. Littleton asked what does the Board do in the event if the host or hostess does not show up to the Board meeting? What is the plan then? Mr. Grigg stated that he couldn't understand why the city couldn't provide refreshments to Board since the Board is comprised of San Francisco citizens and the members of the Board are volunteers. President Williams asked Mr. Stillwell who pays for and provides refreshments for the meetings held by CSAS? Mr. Stillwell responded by stating that CSAS pays for refreshments for their meetings. Mr. Stillwell also added that the DAAB contract should add a budget line item for refreshments for Board meetings in future contract renewals.

Ms. Bates Creel volunteered to provide refreshments at the October Board meeting. Ms. Adlo-Robinson volunteered to provide refreshments at the November Board meeting. Mr. Grigg asked if the Board could use the "reserve" to procure refreshments for the Board. President Williams responded by saying that the "reserve" is dwindling and cannot be used to procure refreshments for the Board. Ms. Mathis has purchased refreshments in the past for the Board.

The Board unanimously voted to have the Annual Gala on Wednesday, December 6th. The Annual Gala will be held on Wednesday, December 6th from 4p to 6p at the War Memorial Building in the Green Room. The Executive Officer will contact Chairperson, Gene Coleman of the City-Wide Alcoholism Advisory Board. The Evelyn Wilson Award is the DAAB Award.

Ms. Adlo-Robinson asked President Williams if the Board would be co-sponsoring the annual "Recovery Day?"

President Williams responded by stating that the San Francisco Contractors' Association sponsors this event and she has not heard anything from them.

V. DAAB Committee Reports

Executive Committee

The Executive Committee report, the CSAS Financial Audit Request was discussed in the CSAS Director's report.

Planning and Evaluation Committee

No report given.

Public Policy Committee

No report given.

Nominating Committee

Ms. Adlo-Robinson presented the Nominations from the Nominating Committee to the Board. The Nominees for 2001 are as follow:

- President – Mr. Frederick Hobson
- Vice-President – Mr. Cedric Akbar
- Secretary/Treasurer – Ms. Georgia Bates Creel

Nominations from the floor were taken at the full Board meeting. The Nominees are:

- President – Ms. Matonia Williams
- Vice-President – Ms. Adlo-Robinson and Dr. Irene Sung
- Secretary/Treasurer – Mr. Richard Gee

Ms. Georgia Bates Creel pleasantly withdrew as nominees for the respective position in favor of Mr. Richard Gee.

A motion was made, second, and passed to close nominations.

Board elections will take place on Wednesday, October 11, 2000.

VI. New Business

Ad Hoc Committee

A motion was made and passed to create an Ad Hoc Committee to review the existing Bylaws and to come up with recommendations and amendments to be presented to the full Board.

An Ad Hoc Committee was created to review the existing Bylaws and to make recommendations for amendments.

The members of the Ad Hoc Committee are as follows:

Ms. Marylouise Adlo-Robinson

Mr. Frederick Hobson

Ms. Matonia Williams
Mr. Vernon C. Grigg, III

Board Annual Recommendations and Priorities

Ms. Bates Creel made a motion to move the Board's Annual Recommendations and Priorities to the Executive Committee. The motion was to prepare the Board's Annual Recommendation and Priorities and solicit feedback from the Board members prior to approval at the full Board meeting and submission to the Department of Public Health, CSAS, and the Board of Supervisors.

Leave of Absence Request

The Board approved Dr. Irene Sung's leave of absence request.

Action Items

Mr. Vernon Grigg, III suggested that the Board review Proposition 36 and decide whether the Board wants to take a position, Pro or Con in the October meeting.

Mr. Frederick Hobson asked for more information regarding Bridging the Gap Conference.

Dr. Josh Bamberger is scheduled to make a presentation to the full Board in January 2001 regarding the Harm Reduction Resolution and the Heroin Committee's Report. Dr. Bamberger will be out of town in November.

A motion was made and passed to move the DAAB Contract Proposals for fiscal year 2000/2001 to the Executive Committee for review.

VII. Board meeting was adjourned at 6:07p.

Minutes Respectfully Submitted by Danita L. Mathis

Amended

***Next Full Board Meeting will be
Wednesday, October 11, 2000
4th Floor CSAS Conference Room
from 4p to 6p***