



The City and County of San Francisco
**San Francisco Drug Abuse Advisory Board (DAAB) &
City-Wide Alcoholism Advisory Board (CAAB)**

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**San Francisco Drug Abuse Advisory Board (DAAB) &
City-Wide Alcoholism Advisory Board (CAAB)**

Joint DAAB/CAAB Planning and Evaluation Committee

UNADOPTED AND UNAPPROVED MEETING MINUTES May 29, 2001

Present: Ms. Georgia Bates Creel, DAAB, Chair; Mr. Bill Bisesto, CAAB, Chair; Ms. Matonia Williams, DAAB, Mr. Leon Winston, DAAB, Ms. Lavita Daniel, DAAB, Mr. John Malloy, CAAB, and Mr. Robert Wood, CAAB.

Absent: Ms. Vanessa Padilla, DAAB (Excused), Ms. Victoria Hunt, DAAB (Excused), Ms. Frances Newman, CAAB (Excused) and Ms. Gennie Nunley-Thompson, DAAB (Excused).

CSAS Representatives: No Representation.

Staff: Danita L. Mathis, Executive Officer.

Guests: No Guests attending meeting.

I. Approval of the Minutes

The Joint DAAB/CAAB Planning and Evaluation Committee meeting was called to order at 12:13p by Ms. Georgia Bates Creel, Chair. Roll call was taken and introductions were made. The Committee Chairs welcomed everyone attending the meeting. A quorum was established.

A motion was made by a DAAB Board member to approve the minutes from the March meeting.

The DAAB Board members second and passed the motion to approve and adopt the DAAB Planning and Evaluation Committee meeting minutes for the March 2001.

II. Setting Meeting Time and Date

Ms. Georgia Bates Creel, Chair informed the committee that there has been a problem with committee members attending committee meetings in particular DAAB members. Ms. Bates Creel, Chair stated that she wanted the committee to figure out a convenient day and time where the majority of the members can attend. The DAAB Planning and Evaluation Committee meetings have been held on the fourth Tuesday of the month from noon to 1p in the past. Ms. Bates Creel, Chair stated that she would like for the committee to think about meeting during the first two weeks of the month.

Ms. Williams suggested rotating meeting times and days. Ms. Williams suggested that might be two committee meetings per month could be held, one in the afternoon and one in the late afternoon. Ms. Williams also suggested that one quarterly meeting be held where all committee members, CAAB and DAAB, would attend. Ms. Bates Creel, Chair agreed with Ms. Williams suggestions since the committee meetings are joint CAAB and DAAB Evaluation. After much discussion, the committee determined a schedule for committee meetings.

The Joint CAAB/DAAB Planning and Evaluation Committee meeting schedule is as follows:

DATE and TIME	Location	Meeting
Thursday, June 14 3:30p-5p	1380 Howard Street, 4 th Floor, Conference Rm.	CAAB/DAAB Planning & Evaluation Committee Meeting
Thursday, July 5 11a-Noon	1380 Howard Street, 4 th Floor, Conference Rm.	CAAB/DAAB Planning & Evaluation
Thursday, July 12 3:30p-5p	1380 Howard Street, 4 th Floor, Conference Rm.	CAAB/DAAB Planning & Evaluation
Thursday, August 2 11a-Noon	1380 Howard Street, 4 th Floor, Conference Rm.	CAAB/DAAB Planning & Evaluation
Thursday, September 6 11a-Noon	1380 Howard Street, 4 th Floor, Conference Rm.	CAAB/DAAB Planning & Evaluation
Thursday, September 13 3:30p-5p	1380 Howard Street, 4 th Floor, Conference Rm.	CAAB/DAAB Planning & Evaluation

A motion was made to approve the proposed meeting schedule.

The motion was second and passed by CAAB and DAAB committee members attending the Joint CAAB/DAAB Planning and Evaluation Committee meeting.

Ms. Lavita Daniel asked if there is a history of what is done on a program site visit. Ms. Bates Creel, Chair responded to Ms. Daniel's question verbally by telling her that last year a program site visit was conducted that created some uneasy feelings among the program staff. Ms. Bates Creel, Chair stated that the protocol and Bylaws were re-visited by the committee to determine what is the purpose and function of program site visits. After several committee meetings, a protocol and client questionnaire was developed and established for committee. Ms. Bates Creel told Ms. Daniel that three-program site visits have been conducted this year, Epiphany Center, Glide Memorial Outpatient Program, and St. Vincent De Paul Society – Oznam Center Detoxification Services. Mr. John Malloy stated that the program site visit at St. Vincent De Paul Society went pretty well. Ms. Bates Creel explained the program site visit process to Ms. Daniel. The program site visit begins with a letter being sent to the Executive Director or the Program Director requesting to schedule a program site visit. The Executive Officer follows up with a phone call to the program and schedules a program site visit on a specific day from 10a to noon. The Executive Officer, Danita Mathis, gave Ms. Daniel the current DAAB protocol, client questionnaire, and the client release of information. Ms. Bates Creel, Chair stated that a lot of information could be obtained from client interviews using the client questionnaire.

Mr. Robert Wood suggested that the protocol, client questionnaire, and client release of information include CAAB Evaluation Committee. Ms. Mathis agreed with Mr. Wood's suggestion and stated that she would make the change.

Ms. Bates Creel, Chair stated that the committees are responsible for writing and distributing quarterly reports. The quarterly reports have not been produced in quite some time. Mr. Bill Bisesto, Chair added that the reports show that the committee is active and fulfilling its mandate.

III. Committees' Interests, Individual, and Group.

Ms. Bates Creel stated that she and Mr. Bisesto have been discussing was how to find out about the various communities in San Francisco. Ms. Bates Creel stated that the DAAB Public Policy, Chair informed her that is a Public Policy issue. Ms. Williams suggested that may be the committee might want to invite the programs such as Mission Council on Alcohol Abuse, RAP, Friendship House, or Family Services Agency of San Francisco (for senior citizens) to make a presentation to the committee at a committee meeting. Mr. Winston stated that the DAAB Public Policy committee is responsible for addressing the cultural needs of San Francisco.

IV. Program Site Visits and Reports.

The following programs have been targeted for program site visits in July 2001:

- ?? Asian American Recovery Services (AARS) Residential
- ?? Bayview Hunters Point Foundation – Methadone Maintenance/Methadone Detoxification
- ?? Walden House – 890 Facility
- ?? WAC - Aviva House

V. **Adjournment of DAAB Planning and Evaluation Committee Meeting at 1:05p.**

Next meeting of the Planning and Evaluation Committee is scheduled on:

**Thursday, June 14, 2001 at
1380 Howard Street at 10th Street from 3:30p-5:00p
In the Fourth Floor CSAS
Conference Room.**

Minutes Respectfully Submitted by Danita L. Mathis