

Articles Of Incorporation  
By Laws And Constitution

+  
Internal Revenue

# Agenda

- ① Rolcall ✓
- ② Minutes ✓
- ③ Old Bus ✓
- ④ New Bus ✓
- ⑤ Corresp. ✓
- ⑥ Reports ✓
- ⑦ Announcements ✓
- ⑧ Comm. Hec Reports
- ⑨ ~~Volunteers~~

Reading of Min.

Approval of by Law

Committee  
Nominations  
Person

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WORK SPEC.

CASHWORK CORO

New Bus

ELECTION of AD

MEMBER

Corresp.

JOB ORU.

DETAILED CENTER

FAMILY COUNSELOR

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IN THIS COLLECTION

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ENDORSED  
FILED

In the office of the Secretary of State  
of the State of California

SEP 23 1969

ARTICLES OF INCORPORATION

OF  
NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC. By FRANK M. JORDAN, Secretary of State  
By JAMES E. HARRIS  
Deputy

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, have this day associated ourselves together for the purpose of forming a corporation under the laws of the State of California, as a nonprofit corporation under the provisions of Part 1, of Division 2, Title 1, of the Corporations Code, as set forth in its Articles of Incorporation;

AND THAT WE HEREBY CERTIFY:

FIRST: That the name of the corporation is:

Narcotics Prevention and Education Systems, Inc.

SECOND: That the specific and primary purposes for which this corporation is formed are: (1) The prevention of drug addiction by education and (2) the rehabilitation of addicts by education and finding of employment opportunity.

That the general purposes and powers are:

(a) To make contracts.

(b) To purchase, lease, replace and operate property, whether real, personal or mixed, including fixtures, buildings and equipment, and to sell, convey, exchange, transfer upon trust, give liens upon by way of mortgage and/or trust deeds, and otherwise dispose of all real and personal property, including fixtures, buildings and equipment.

(c) To act as Trustee under any trust created to furnish funds for the principal objects of the corporation and to receive, hold, administer and expend funds and property subject to such trust.

(d) To provide for the payment of all necessary operating expenses and other bills as may be from time to time determined to be necessary by the Board of Directors.

(e) To exercise any other rights and powers conferred on nonprofit corporations under the laws of California.

(f) Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

- 1 -

(1) See notes included.

THAT THIS CORPORATION DOES NOT CONTEMPLATE PECUNIARY GAIN OR PROFIT TO THE MEMBERS THEREOF, AND THAT THE FUNDS OF THIS CORPORATION, WHETHER RECEIVED BY GIFT OR OTHERWISE AND REGARDLESS OF THE SOURCE THEREOF, SHALL BE USED EXCLUSIVELY IN THE PROMOTION OF THE ACTIVITIES OF THE CORPORATION, AS THE BOARD OF DIRECTORS MAY FROM TIME TO TIME DETERMINE.

THIRD: That this corporation is organized pursuant to the General Nonprofit Corporation Law.

FOURTH: That the County in the State of California where the principal office for the transaction of the business of this corporation is to be located in the County of *San Diego*.

FIFTH: That the number of directors of this corporation shall be Five ( 5 ) and said number may be changed by a duly adopted amendment to the By-Laws.

The names and addresses of the persons who are appointed to act as the first directors and the Executive Board of this corporation, and to continue to act as such directors and the Executive Board until the election and qualification of their successors, are as follows:

NAMES	ADDRESSES
1) Jesse Ramirez -----	421 W. 16th St National City, California
2) Larry Montoya -----	6842 Ganney Court San Diego, California
3) Alex Kireck -----	5810 Kelton Avenue La Meza, California
4) Nathan Jones -----	1801 Avenue of the Stars Los Angeles, California
5) Henry Collins -----	1513 Roosevelt Avenue National City, California

SIXTH: That the authorized number and qualifications of the directors and members of this corporation may be set forth in the By-Laws of the corporation and the different classes of membership in the corporation, if any, together with the respective voting and other rights and privileges of each class of said membership, are to be set forth and provisions therefor made in the By-Laws of this corporation and the By-Laws are to set forth and make provision for the election and the term of office of the Board of Directors.

(\* SEVENTH: This corporation is not organized, nor shall it be operated, for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits, or dividends to the members thereof and is organized solely for nonprofit purposes. The property, assets, profits and net income of this corporation are irrevocably dedicated to

(2) rehabilitation and education of drug addicts and similar purposes and no part of the profits or net income of this corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private shareholder or individual. Upon the dissolution or winding up of this corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for (2)

charitable non-profit purposes and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code and Section 23701d of the Revenue and Taxation Code. If this corporation holds any assets in trust, such assets shall be disposed of in such a manner as may be directed by decree of the Superior Court of the County in which this corporation's principal office is located, upon petition therefor by the Attorney General or by any person concerned in the liquidation.

EIGHTH: That the private property of the members shall not be subject to the payment of the corporate debts.

The general management of the affairs of this corporation shall be under the control, supervision and direction of the Board of Directors.

The corporation reserves the right to amend, alter, change or repeal any provisions contained in these Articles of Incorporation in the manner now or hereafter prescribed by Title 1, Division 1, Part 8, Chapter 1 of the Corporations Code and all rights conferred upon members herein are granted subject to this reservation.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 3 day of July, 1969.

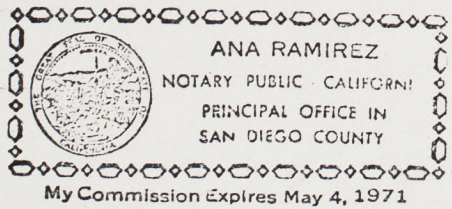
Jose Ramirez L.S. *ar.*

Henry Collins L.S. *ar.*

Alvin Kinosh L.S. *ar.*

James M. [unclear] L.S. *ar.*

William Jones L.S.



(\* Use this form for Charitable corporations desiring exemption under R. & T. Code Sec. 23701d (I.R.S. 501(c) (3) and some 23701f organizations. (2) See NOTES included.

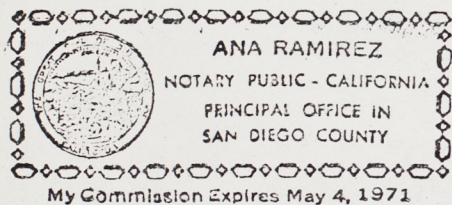
STATE OF CALIFORNIA )  
 )  
COUNTY OF San Diego ) SS.

On this 3rd day of July, 1969, before me,  
Ana Ramirez a Notary Public in and for San Diego

County, State of California, residing therein duly commissioned and sworn, personally appeared Jesse Ramirez, Larry Montoya, Alex Kireck, Henry Collins.

personally known to me to be the said persons whose names are subscribed to the foregoing Articles of Incorporation as Incorporators and who are also named therein as Directors, and who acknowledged to me that they executed the said instrument.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this 3 day of July, 1969.



San Diego, California  
NOTARY PUBLIC IN AND FOR SAID STATE

STATE OF CALIFORNIA )  
                                  ) SS  
COUNTY OF LOS ANGELES )

On this 8th day of August, 1969, before me, Haroldine Street  
a Notary Public in and for Los Angeles County, State of California,  
residing therein duly commissioned and sworn, personally appear

NATHAN JONES

personally known to me to be the said person whose name is subscribed  
to the foregoing articles of Incorporation as Incorporators and who  
is also named therein as Directors, and who acknowledged to me that  
he executed the said instrument.

IN WITNESS WHEREOF, I have hereunto affixed my hand and  
official seal this 8th day of August, 1969

*Haroldine Street*  
\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR SAID STATE



3333 N. San Fernando Blvd., Burbank, Calif. 91503

## LONG WAIT

# Bureaucracy Kills Hope of Heroin Addicts

BY HARRY NELSON

Times Medical Writer

A heroin addict is either dead or cured by age 35—or so the saying goes.

Maria is 34, a 17-year slave to the opium poppy. "I'm getting too old for this. I'm tired. I want to quit," she told an interviewer.

Maria was standing in the warm morning sun outside the admitting entrance to Metropolitan State Hospital in Norwalk. Although it was only 8 a.m. the patio was crowded with about 60 addicts hoping to get into the hospital's methadone withdrawal programs.

This was the third day of waiting for some. Some had spent the night before sleeping in the bushes so they could be at the front of the line when dawn broke.

As it turned out only 25 could be admitted that day because that's all the places that were available in the 52-bed ward the hospital had set aside for withdrawing heroin addicts.

"Come back tomorrow. Please come back tomorrow and you'll stand a good chance of getting in," a psychiatric technician told the remaining 35.

Those rejected—a mixed lot, mostly men in their 20s and 30s, a few hippies but most not—stood blank-faced for a few moments and then shuffled off.

### 'Something's Wrong'

Said the psychiatric technician, Mrs. Dorothy Churchill: "We have people coming here every day asking for help. Then we have to turn them away. Something is wrong. The time to help people is when they ask for it."

Warren Glidden, the hospital's director of admissions, nodded agreement.

"By opening up one small ward we've merely shaken the bushes," he said. "It seems to be a greater problem than was thought."

Last month Metro admitted 310 drug abusers, 276 of whom were heroin addicts. But during the same period it had to turn away 359.

A spokesman for Metro's administration said the hospital provides only services for which the county contracts.

"If the county wants us to expand the withdrawal program, we could do it to the extent the county is willing to pay, and contingent on our ability to hire the extra staff," the spokesman said.

### Many Never Return

According to Dr. Ronald Smith, psychiatric program director, half of those turned away never return. "When we can't admit them we are forcing them to return to the streets to commit criminal acts," Smith said.

"That's a helluva situation when you figure half the wards in this hospital are closed, and if we had the staff we could at least keep them off the streets a few days."

Although the hospital uses methadone to ease the pangs of withdrawal, it lacks legal authorization to maintain the addicts on the drug, as is the case with methadone maintenance clinics elsewhere.

A synthetic narcotic developed in Germany as a pain reliever, methadone has been found to block an addict's craving for heroin when taken in daily maintenance doses without causing any of the undesirable effects of heroin. Although it is addictive, investigators say the user does not have to keep increasing the dose after it reaches a certain point.

Instead each patient, once withdrawn, is given the opportunity to join one of two treatment programs run by Dr. Edward Quass. One, a so-called "family" program similar to Synanon, requires about six months of hospitalization. The other takes three months.

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...the so-called  
...one of the  
...are dis-  
...alone.

...the end of Feb-  
...there were 60 beds  
...for withdrawing.  
...beds were cut be-  
...according to Smith,  
...55 beds in the space  
...available violated regula-  
...tions.

...many beds are emp-  
...in other wards, in keep-  
...with the state plan to  
...gradually turn over the  
...care of most psychiatric  
...patients to community fa-  
...cilities.

"But," says Smith, "the  
...communities are not  
...geared to treat all the  
...people who want treat-  
...ment."

Other professionals in  
...the drug field can only  
...agree with him.

"I will say flatly that the  
...county does not have a  
...drug program that  
...works," says one know-  
...ledgeable authority who  
...asked not to be identified.

"The county is broke,  
...the state is broke and the  
...whole thing is riddled  
...through with interdepart-  
...mental rivalry over who is  
...going to get the money  
...available and run the pro-  
...gram.

"And meanwhile we ex-  
...pect 1,000 overdose deaths  
...in the county this year—  
...about 200 of them from he-  
...roin and 600 from barbitu-  
...rates."

Suppose you were an  
...addict and you decided to  
...kick the habit. Where  
...would you go for help?

A narcotics information  
...directory soon to be pub-  
...lished by the County De-  
...partment of Community  
...Services lists 250 agencies  
...and organizations offering  
...some kind of aid to ad-  
...dicts.

#### Self-Help Programs

They range from the  
...County Health Depart-  
...ment to the Salvation  
...Army and include a smat-  
...tering of private hospitals.  
...But for the most part they  
...are self-help programs  
...whose main purpose is to  
...counsel, not treat.

The main problem, say  
...the people whose job it is  
...to find help for addicts, is  
...that all of these facilities  
...together can handle  
...only a fraction of the de-  
...mand. Many can handle  
...only a handful of patients  
...and all are already  
...working at capacity.

Nobody knows how  
...many heroin addicts live  
...in the county, but a widely  
...quoted figure for the state  
...is 25,000. At least half of  
...this number live in Los  
...Angeles, say the experts.

Last fall the County  
...Health Department began  
...a methadone maintenance  
...program with the goal of  
...treating 500 addicts.

To date only 42 are un-  
...der treatment. There are  
...1,100 names on the wait-

...department...  
...drug abuse, the big bur-  
...den is the county's high  
...costs. Others blame a lack  
...of coordination between  
...county departments.

"We're supposed to ac-  
...cept 25 new patients a  
...week, but we can't do it  
...because we don't have the  
...staff to do the processing,  
...although the staff has  
...been budgeted," Wooley  
...said.

#### Drug Cutback

About a month ago the  
...department stopped dis-  
...pensing methadone at two  
...of the four clinics that had  
...been giving the drug to  
...approved persons.

The purpose of that cut-  
...back, Wooley said, was to  
...salvage enough personnel  
...from the closed clinics to  
...do the physicals and check  
...the eligibility of those on  
...the waiting list whose

number comes up each  
...week.

Even at the rate of 25 a  
...week, it would take about  
...11 months to admit all  
...those who are now on the  
...waiting list, assuming the  
...necessary approval comes  
...from the state to increase

the treatment group be-  
...yond the authorized 500,  
...and the money comes  
...from the county to pay for  
...it.

The only other opera-  
...tional methadone main-  
...tenance program in the  
...county is at UCLA. In-  
...tended primarily as a re-  
...search project, it has 18  
...addicts under treatment.

Although the health de-  
...partment's methadone  
...program is limited, Woo-  
...ley said the department  
...will accept anyone, with-  
...out a day's wait, who

wishes to kick the habit on  
...an outpatient basis at  
...home.

The department pro-  
...vides these addicts with  
...various medications (not  
...methadone) to ease the  
...symptoms of withdrawal,  
...and will arrange psycho-  
...therapy to bolster their  
...desire to stay clean.

Last year between  
...March and November  
...3,000 addicts volunteered  
...for this self-withdrawal  
...program. But, Wooley ad-  
...mits, the results of this ef-  
...fort were "very poor" be-  
...cause most dropped out  
...before the psychotherapy  
...stage. For those who stick  
...with it, the success rate is

better — about 10%, he  
...said.

But, as with the with-  
...drawal program at Metro-  
...politan State Hospital, the  
...big gain is that nearly all  
...succeed in reducing their  
...heroin habit substantially,  
...because even short-term  
...treatment reduces an ad-

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# ADDICTS' HOPES

Continued from 16th Page  
dict's tolerance for heroin.

It is estimated that the state's 25,000 addicts must steal about \$200 million worth of goods to get the \$50 million in cash needed to maintain their habits. So, the drug experts say, keeping them off the streets for the three to seven days needed to withdraw is a plus, even if they do return to heroin, because the need to steal is lessened commensurate with the reduced cravings.

### Unanimous Support

The opinion of drug experts is now almost unanimous that methadone maintenance is the most effective way to treat a particular segment of addicts who have tried and failed to remain abstinent.

Twenty programs have been authorized statewide, but only about half are active. They treat about 900 patients. When they get into full swing, the 20 programs will be able to handle about 4,000, according to Edward O'Brien, a deputy attorney general who is chairman of the Research Advisory Panel, the board that authorizes all methadone programs in the state.

Reportedly about 10,000 former heroin addicts are on methadone maintenance in the U.S. The rough estimate of the number of addicts in the nation is 300,000, a figure said to be growing steadily.

Many addicts and some physicians have advocated that private doctors be allowed to prescribe methadone to their addict patients, thus increasing the number under treatment.

O'Brien said the panel is fearful that a loosening of present controls would result in unwise use of the drug. He told of one proposal that the drug be given to children between the ages of 2 and 19 years as a preventive to heroin addiction.

"Needless to say, the panel turned that one down," O'Brien said.

Dr. Vincent Dole, the Rockefeller University, New York, physician who pioneered methadone maintenance seven years ago, sees problems arising as the number of persons on methadone increases.

New York City, which now has about 2,000 on methadone, proposes to increase that to 25,000 within three years.

One concern—here as well as in New York—is that it would be more difficult to keep track of the huge amount of the narcotic that would be required to treat large numbers of addicts. Methadone, experts point out, is a potent habit-forming narcotic. Unless strict controls are kept, it becomes easier for persons in programs to use it merely as a source of free narcotic to be used whenever they can't get heroin.

An inappropriate dose of methadone can cause death just as heroin can. There have been reports

of 13 methadone-related deaths in Washington, D.C., some of which reportedly were due to someone not in the program drinking someone else's methadone. (Methadone, which is taken orally, often is mixed with orange juice and may be kept in the refrigerator.)

Experts say there is more to a methadone program than merely making the drug available. At least half of those on the drug also require psychotherapy and rehabilitation services. Without these extra services the full potential of the drug in terms of crime reduction and employment can't be obtained, said Dr. John Kramer, a UC-Irvine psychiatrist who heads the

Orange County Medical center program.

Occasionally heroin addicts are able to buy methadone on the black market and use it to kick the habit on their own. But addicts say it is virtually impossible to obtain enough of the drug on the black market to maintain themselves for longer than a week or two.

Sometimes addicts are able to talk private physicians into giving them a prescription, but this source soon dries up, at least in California. The reason is the law requires methadone prescribed on a special triplicate form, copies of which are closely screened by state officials.

If a doctor is found to be prescribing an inordinate

amount, a state narcotic official visits him and the practice usually soon stops. Otherwise the doctor may lose his license.

"So what are we supposed to do?" one addict asked in an interview. "I'm number 600 on the county methadone program's waiting list. That means it will be another four or five months before I get on."

"To me, that's the same as saying, 'Forget it.'"

*Check*

JOB DESCRIPTION  
EXECUTIVE DIRECTOR

*Herman  
Baca*

DUTIES:

Under the governing control of the Board of Directors, the Executive Director, will be responsible for:

- I. Fiscal Accounting and control.
- II. Public Relations.
- III. Liason between San Diego Model Cities Program and Narcotics Prevention and Education Systems, Incorporated.
- IV. Develop proposal compilations to solicit grant funding for the project.
- V. Set up Urinalysis Program.
- VI. Direct supervision and evaluation of all personnel employed in the project operations listed above.
- VII. In the event, that the Director of services is disabled, or otherwise unable to perform his duties, the Executive Director must be able to competely assume full responsibility of the Director of Services.

GENERAL REQUIREMENTS:

- I. The Executive Director must have an extensive background in management. Qualifying experience will include planning, organization, implementation and management of Social Service, medical, neuro-psychiatric, legal, and engineering programs and experience in business and industry.
- II. Experience in planning organizing, implementing and management of services to drug addicts and/or alcoholics is also desirable.
- III. He must have successful experience in the compilation and presentation of funding proposals to private and government sources.
- IV. An accounting background is necessary. He must be able to direct the accounting, auditing and fiscal control operations.
- V. He must be able to read, write and speak English and Spanish fluently, and must be able to present written communications on a professional level.

EDUCATION:

- I. College Graduate. Studies with emphasis in management, business administration, accounting and/or social services are desirable.
- II. Personnel Committee of Narcotics Prevention and Education Systems Incorporated, may consider experience in lieu of education; on a year to year basis.

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.  
3751 Boston Avenue  
San Diego, California

J O B   D E S C R I P T I O N

for

DIRECTOR OF SERVICES

DUTIES:

Under the governing control of the Board of Directors, the Director of Services will be responsible for the planning, organization, implementation and operation of ALL the services that will be conducted in behalf of the program beneficiaries.

These include, but are not limited to:

- I. Intake office and Out-reach.
- II. Casework
- III. Family Counselling
- IV. Employment Placement
- V. Re-habilitation Center
- VI. Training and Supervision of community volunteers
- VII. Ongoing In-service training program for employed staff.
- VIII. Direct and evaluate supervisory professional personnel.
- IX. Direct and evaluate para-professional and sub-professional personnel.
- X. Design necessary forms and systems to develop, maintain, and report statistical data.
- XI. Organiza and complete narrative reports for transmittal to funding agency.
- XII. Develop administrative procedures for functional operation of services and management of personnel.

GENERAL REQUIREMENTS:

The Director of services must have an extensive background in the organization, implementation and operation of multi-service social work projects, job development programs and the establishment of rehabilitation centers.

He must also be experienced in the planning, organization and effective presentation of in-service training programs for paid and volunteer personnel.

The Director of Services must read, write and speak English and Spanish fluently so that he can direct a professional presentation of correspondence and reports.

He must be able to direct the organization of systems for the development and compilation of data and statistics so that the operation of the services can be adequately reported.

He must possess the ability to assign personnel roles and duties to the paid and volunteer workers under his direction.

EDUCATION:

Professional training in Social Work and Administration.

WAIVERS AND PREFERENTIAL CONSIDERATION:

- I. The personnel Committee of Narcotics Prevention and Education Systems, Incorporated will exercise authority and discretion to waive qualifying requirements.
- II. Ex-Narcotic Addicts who have practiced total abstinence from all drugs for a minimum period of one year, shall receive preferential consideration for this position.

## JOB DESCRIPTION

### FAMILY COUNSELOR

Will serve as professional consultant to Executive Director and Director of Services relative to social work practices and standardization of social work procedures.

#### DUTIES:

Under direction will:

- I. Supervise the planning, organization, implementation and operation of family counselling and case work services.
- II. Counsel client addicts, family members regarding individual and family problems and needs, and assist clients to obtain help on problems presented.
- III. Develop utilization of community resources and services in behalf of clients and their families.
- IV. Assist in the development of systems and procedures for the compilation and interpretation of statistical data related to agency social service program.
- V. Serve as In-Service training consultant.
- VI. Serve as consultant on training and utilization of volunteer staff.

#### GENERAL REQUIREMENTS:

- I. Family Counselor must be a person of mature judgement, who can maintain composure under crisis situations and with individuals who are in excitable, aggravated, and/or problematical situations and he must inspire employees under his supervision to do likewise.
- II. Must be strongly motivated toward helping drug addicts and their families, and maintain a professional interest in composite agency programs.
- III. Must be able to relate and work effectively with community resources, persons, and agencies.
- IV. The ability to effectively speak, read, and write Spanish is desirable.

#### EDUCATION:

- I. GRADUATE, professional degree in Social Work (M.S.W.)

## Job Description

### CASEWORK COORDINATOR

#### DUTIES:

Under direction, assume responsibility for Agency Social Casework Services.

- I. Supervise implementation and operation of Case Work Services.
- II. Supervise personnel assigned to casework services and assign case load to individual case workers.
- III. Develop effective working relationship with community agencies and institutions and other resources.
- IV. Supervise compilation of Case Work records on all cases handled by his services.
- V. Supervise Case Work Field Investigations.
- VI. Prepare and transmit narrative and statistical reports that shall be required by Agency.
- VII. Accept other duties related to project goals and objectives.

#### GENERAL REQUIREMENTS:

- I. Be strongly motivated toward helping drug addicts and their families and must have knowledge of the language of Drug addicts and the addict sub-culture and community.
- II. Must be a person of mature judgement, who can maintain composure under crisis situations and with individuals who are in excitable, aggravated, and/or problematical situations and he must inspire employees under his supervision to do likewise.
- III. Must be able to relate and work effectively with community resources, persons and agencies.
- IV. Must maintain a professional interest in composite Agency program.
- V. Must be free to accept evening and "irregular hours" assignments.
- VI. Effective, verbal and written use of Spanish is desirable.

#### EDUCATION:

- I. A high level of academic attainment is not a pre-requisite. However, ability to evaluate subordinates, prepare comprehensive, narrative and statistical reports and effectively use administrative guidelines will be required from the person filling this position.

## Job Description

### CASEWORKER

Under Supervision handles Social Service Case load.

#### DUTIES:

- I. On assigned cases will set up, develop and maintain case work files.
- II. Will evaluate client's needs and problems and develop social service program with intra-agency services and outside agency referrals.
- III. Conduct field investigations when necessary.
- IV. Counsel clients assigned to him regarding personal and family problems.
- V. Prepare and transmit narrative and statistical reports that shall be required by agency.
- VI. Conduct "follow-up" contact with semi-active cases and maintain record of findings.
- VII. Accept other duties related to program goals and objectives.

#### GENERAL REQUIREMENTS:

- I. He must be knowledgeable of the problems peculiar to drug addicts and the vernacular and sub-culture of drug addicts.
- II. Must demonstrate ability to learn elements of Social Casework work service as they will relate to the philosophy of Narcotics Prevention and Education Systems, Incorporated.
- III. He must be a person of mature judgement who can maintain composure under crisis situations and with individuals who are in excitable, aggravated, and/or problematical situations and he must inspire employees under his supervision to do likewise
- IV. He must be able to relate well with drug addicts; other agency employees, the general public, and outside agency contacts and representatives.
- V. He must have the ability to express himself effectively verbally and in writing and to prepare statistical and narrative reports properly.
- VI. The ability to speak read and write Spanish are desirable.

#### EDUCATION:

- I. High school graduate with verbal expression on a level that will permit him to carry-out his para-professional role. The candidate must have writing skills that will permit him to handle correspondence, reports, and case work compilations.



## JOB DESCRIPTION

### JOB PLACEMENT DEVELOPER

Under direction will supervise implementation and operation of employment counselling, job training, job development and employment placement program.

#### DUTIES:

Under directive guidelines will:

- I. Supervise personnel assigned to work in Employment development program.
- II. In behalf of agency clientele, develop program to generate employment opportunities, with private industry, government agencies and special government grant programs.
- III. Develop referral procedures and maintain effective working relationship with other job development agencies in the community.
- IV. Assist agency clients to realize utmost utilization of job opportunities.
- V. Accept other duties related to project goals and objectives.

#### GENERAL REQUIREMENTS:

- I. Must be a person of mature judgement, well groomed, neat, who can relate well with project personnel and with representatives of government and private industry.
- II. A knowledge or ability to learn the principles of employment analysis is desirable.
- III. Be strongly motivated toward helping drug addicts and their families, and be knowledgeable of the problems peculiar to drug addicts as these problems relate to employability and employment.
- IV. Must be able to generate employment opportunities for ex-addicts.
- V. Ability to speak, read and write English and Spanish fluently is desirable.
- VI. Must have the ability to express himself effectively verbally and in writing and to prepare statistical and narrative reports properly.

#### EDUCATION:

- I. High school graduate with verbal expression on a level that will permit him to carry-out his para-professional role. The candidate must have writing skills that will permit him to handle correspondence, reports, and case work compilations.

## JOB DESCRIPTION

### INTAKE SPECIALIST

#### DUTIES:

Under direction, the Intake Specialist will supervise processing of client from initial application for services to the intra-agency and/or inter-agency referral.

- I. He will instruct the intake workers according to agency policies and procedural guidelines.
- II. He will supervise and provide his personal intervention relative to crisis situations that may not be handled properly by the intake workers under his supervision.
- III. He will supervise the preparation of statistical information and data that shall be necessary for the control and interpretation of the intake service, and he will transmit this information through proper channels so that it can be utilized by the agency.
- IV. He will prepare periodic and special narrative reports and will be responsible regarding reports that shall be required from employees under his supervision.
- V. It will be his responsibility to maintain a two-way channel of communication between agency direction and employees under his supervision.
- VI. He will evaluate the performance of employees under his supervision.
- VII. Carry out any other assignments relative to the fulfillment of the project mission.

#### GENERAL REQUIREMENTS:

- I. The Intake Specialist must be a person of mature judgement, who can maintain composure under crisis situations and with individuals who are in excitable, aggravated, and/or problematical situations and he must inspire employees under his supervision to do likewise.
- II. He must be able to command respect and cooperation from employees under his supervision and from others who are associated with the project.
- III. He must have ability to express himself effectively, verbally and in writing and to prepare narrative and statistical reports properly.
- IV. The ability to effectively speak read, and write both English and Spanish, are desirable.
- V. Must have the ability to coordinate intra-agency and inter-agency referrals for service and to relate well with all project employees and with outside agency representatives and contacts.
- VI. He must be knowledgeable of the problems peculiar to drug addicts and

vernacular of the addict culture.

EDUCATION:

I. High School Graduate.

## JOB DESCRIPTION

### INTAKE WORKER

#### DUTIES:

Under supervision, will process clients through intake service to accomplish proper disposition for intra-agency and outside agency services, and referrals. The Intake Worker will:

- I. Establish initial agency rapport with client and record pertinent data for client referral to intra-agency and outside agency services.
- II. In behalf of client, establish compliance with requirements of correctional authorities, if necessary, to obtain legal clearance before admission to services.
- III. Prepare required narrative and statistical reports.
- IV. Carry out additional assignments related to program goals and objectives.

#### GENERAL REQUIREMENTS:

- I. The Intake Worker must be a person of mature judgement who can maintain composure under crisis situations with individuals who are in excitable, aggravated, and/or problematical situations.
- II. He must be able to relate well with drug addicts, other agency employees, the general public, and outside agency contacts and representatives.
- III. He must have the ability to express himself effectively verbally and in writing and to prepare statistical and narrative reports properly.
- IV. He must be knowledgeable of the problems peculiar to drug addicts and vernacular of the addict culture.
- V. The ability to speak read and write Spanish are desirable.

#### EDUCATION:

- I. High School Graduate.

## JOB DESCRIPTIONS

### BOOKKEEPER

#### DUTIES:

- I. Under supervision, the bookkeeper shall be responsible for the books of the agency. This includes daily posting of accounts, preparation of bank deposits and the recording of any other data that is necessary to account for the daily fiscal operation of the project.
- II. He shall compile statistics and records that are requested by the accountant who will be responsible for the agency audits and accounting records.

#### GENERAL REQUIREMENTS:

- I. The bookkeeper must be a person who can work in an atmosphere of activity that might ordinarily distract the individual who cannot concentrate on his work.
- II. He must relate well with the personnel who are involved with the supportive services of the organization.

#### EDUCATION AND EXPERIENCE:

- I. Graduation from a commercial college with two years training in bookkeeping and general office practice. Actual experience in a commercial situation can be substituted on a year to year basis for formal education in the field.

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.  
3751 Boston Avenue  
San Diego, California

J O B   D E S C R I P T I O N

for

STENOGRAPHER

DUTIES:

- I. The agency Stenographer shall serve as personal secretary to the Executive Director and in this capacity will handle agency correspondence and assist in the compilation of statistics and reports.
- II. She will coordinate the secretarial work that will be required to support the activities of the various operations.
- III. She must be experienced in Bookkeeping and have had actual experience in the area of internal audit control so that, if the agency Bookkeeper is incapacitated, the agency Stenographer can substitute for the Bookkeeper, competently.
- IV. She must have experience in the planning, organization and compilation of program and funding proposals and must be able to present professional work in this respect.

GENERAL REQUIREMENTS:

- I. Stenographer must take and transcribe dictation, compile and present reports and correspondence proficiently.
- II. She must be familiar with the mechanics and construction of documents, reports, and correspondence so that the work reflects professionalism.
- III. She must have the potential to attain the competency of an administrative assistant within a reasonable period of time. In-service training will be provided for this purpose.
- IV. She must be a person of even temperament adaptable to a working situation where she will be in contact with other personnel working in the organization.
- V. Neat appearance and pleasant personality will be required.
- VI. Must be bondable, and have a currently valid California Driver License.
- VII. Must speak, read, and write English and Spanish fluently and take dictation in both languages.
- VIII. A typing proficiency of 65 Net Words Per Minute is required.

EDUCATION:

- I. High School Education with training in office skills and bookkeeping.

WAIVERS AND PREFERENTIAL CONSIDERATION:

The personnel committee of N.P.&E.SI. may, at its discretion waive the requirements set forth above.

## JOB DESCRIPTION

### CLERK TYPIST

#### DUTIES:

- I. Under supervision, the clerk-typist will assist in typing, and the preparation and filing of records, correspondence, and reports that are required in the supportive services that will be provided for the various agency operations.
- II. She will also be required to assist in the organization and compilation of records.
- III. Must be willing to accept assignments in related office work throughout the project.

#### GENERAL REQUIREMENTS:

- I. Should display initiative and potential so that in-service training and guidance will permit up-grading relative to duties and job classification.
- II. A person of neat appearance and good disposition capable of relating successfully with other employees in the organization.

#### EDUCATION AND EXPERIENCE:

- I. High school education with training and/or experience in filing typing and general office practice. She must have a typing proficiency of 50 words per minute.
- II. It is desirable that, she have a working proficiency with adding machines.
- III. Must possess usage of good written English and spelling.
- IV. It is desirable she speak, read, and write Spanish and English fluently.

REHABILITATION CENTER WORKER

Under Project supervision, Center worker will work to attend to the needs of the drug addicts who reside temporarily at the Rehabilitation Center.

DUTIES:

- I. Maintain building and premises in orderly and organized condition.
- II. Attend to addicts undergoing withdrawal symptoms.
- III. Supervise volunteer workers who are assigned to Center.
- IV. Prepare and submit daily and periodic reports to comply with agency requirements.
- V. Carry out all other assignments relative to project goals and objectives.

GENERAL REQUIREMENTS:

- I. The Rehabilitation Center Worker must be knowledgeable of the vernacular and social structure of the sub-culture of addicts.
- II. Be orderly and dependable in regard to work habits, absentism will not be tolerated.
- III. Must be a person who will carry out daily duty assignments without the necessity of "Over the Shoulder" supervision.
- IV. Bondable and trustworthy so that Rehabilitation Center property will be properly safe guarded.
- V. Must be able to follow verbal and written instructions.

EDUCATION:

- I. Educational requirements shall consist of ability to read and write with sufficient skill to carry out verbal and written orders and to present required reports.



OPERATING AGENCY Narcotics Prevention and Education Systems, Inc.				PROJECT Narcotics Abuse			
MODEL CITIES PROJECT BUDGET				PROGRAM CATEGORY Health			
COST CATEGORY  (2)	PRIOR YEARS MC GRANT FUNDS  (3)	CURRENT APPROVED BUDGET, MC GRANT FUNDS  (4)	REQUESTED FUNDS				TOTAL (Col 5 + 6)  (7)
			MC GRANT  (5)	NON MC GRANT FUNDS			
				FEDERAL  (6a)	STATE  (6b)	LOCAL  (6c)	
PERSONAL SERVICES			161,977				161,977
NON-PERS. EXPENSE			76,311				76,311
SUB-TOTAL			238,288				238,288
OUTLAY EQUIPMENT PROPERTY ACQUIS. CONSTRUCTION			9,712				9,712
SUB-TOTAL			248,000				248,000
GRAND TOTAL			248,000				248,000
TOTAL LOCAL SHARE BREAKDOWN BY:				CASH			X
				IN-KIND			

NOTES:

# POSITION AND SALARY SCHEDULE

FUND		FUNCTION	DEPT. NO.	DEPARTMENT NAME				DATE	FI
2901		S.D.M.C. - S-8 Operating Agency	75.57	Narcotics Prevention and Education Systems, Inc. HEALTH				1/25/71	19
SALARY RATE		POSITION TITLE	POSITION QUOTA				AVERAGE SALARY FOR POSITION	SALARIES	
PRES-ENT	PRO-POSED		PRIOR YR. BUDGET	CURRENT BUDGET	PROPOSED BUDGET	FINAL BUDGET		CURRENT BUDGET	PROPOSED BUDGET
		Executive Director			1		15,000	15,000	
		Director of Services			1		13,000	13,000	
		Case Work Coordinator			1		10,200	10,200	
		Case Workers			3.66		7,800	28,548	
		Intake Specialist			.915		7,800	7,137	
		Intake Assistants			1.83		6,600	12,078	
		Job Development Coordinator -			1		10,200	10,200	
		Job Development Assistant			.915		7,800	7,137	
		Rehabilitation Center Workers			3.66		6,000	21,960	
		Stenographers			2		6,000	12,000	
		Clerk-Typists			1.83		5,400	9,882	
		Bookkeeper			1		6,600	6,600	
		Family Counselor			.915		9,000	8,235	
		TOTAL						161,977	

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MODEL CITIES PROGRAM - CITY OF SAN DIEGO  
ESTIMATED MONTHLY EXPENDITURE SCHEDULE

Project NARCOTICS ABUSE PROGRAM - San Diego Model Cities - S-8

Operating Agency Narcotics Prevention and Education Systems, Incorporated

Description	Total Budget	MONTH											
		1	2	3	4	5	6	7	8	9	10	11	12
		FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
<u>M.C. Grant</u>													
Personal Services	161,977	5,583	14,218	14,218	14,218	14,218	14,218	14,218	14,218	14,218	14,218	14,218	14,214
Non-Personal Exp.	76,311	10,168	3,901	11,655	3,907	4,588	11,454	3,666	3,586	11,948	3,666	3,586	4,186
Outlay													
Equipment	9,712		9,712										
Property													
Construction													
Sub-Total													
Total	248,000	15,751	27,831	25,873	18,125	18,806	25,672	17,884	17,804	26,166	17,884	17,804	18,400
<u>Other Funds</u>													
Personal Services													
Non-Personal Exp.													
Outlay													
Equipment													
Property													
Construction													
Sub-Total													
Total													
<u>In-Kind</u>													
Personal Services													
Non-Personal Exp.													
Outlay													
Equipment													
Property													
Construction													
Sub-Total													
Total													
Grand Total	248,000	15,751	27,831	25,873	18,125	18,806	25,672	17,884	17,804	26,166	17,884	17,804	18,400

DEPT./ACTIVITY & DESCRIPTION	ACCT. NO.	PRIOR YEARS ACTUAL EXPENSE		CURRENT YEAR		DEPARTMENTAL BUDGET REQUEST	PRELIMINARY BUDGET	FINAL BUDGET
				BUDGET	TO DATE ACTUAL EXPENDITURES			
PERSONAL SERVICES	1151						\$161,977.00	
NON-PERSONAL EXPENSE								
Telephone Service	2212						2,700.00	
Transportation	2215						4,800.00	
Gas, Light & Power Service	2241						2,880.00	
Water Service	2244						480.00	
Rental of Buildings	2411						13,200.00	
Compensation Insurance	2424						1,619.11	
Employee Group Insurance	2425						13,444.09	
Postage	3211						600.00	
Unscheduled Travel	3216						1,596.00	
Special Departmental Expense	3217						5,000.00	
Printed Materials	3231						3,000.00	
Advertising	3235						500.00	
Repairs & Upkeep of Equipment	3251						266.00	
Laundry Service	3270						587.00	
Professional Consultants	3295						6,421.00	
Misc. Contractual Services	3299						3,900.00	
Office Supplies	3301						1,575.00	
Food Provisions	3303						2,600.00	
Cleaning & Janitor Supplies	3311						600.00	
Kitchen Supplies	3315						500.00	
Insurance	3423						1,500.00	
Social Security	3452						8,422.80	
Waste removal	3262						120.00	
TOTAL NON-PERSONAL							\$76,311.00	
OUTLAY								
Equipment	4540						9,712.00	
GRAND TOTAL							\$248,000.00	

SPONSORING AGENCY Narcotics Prevention and Education Systems, Inc.			PROJECT Narcotics Abuse				
MODEL CITIES PROJECT BUDGET			PROGRAM CATEGORY Health				
COST CATEGORY  (2)	PRIOR YEARS MC GRANT FUNDS  (3)	CURRENT APPROVED BUDGET, MC GRANT FUNDS  (4)	REQUESTED FUNDS				TOTAL (Col 5 + 6)  (7)
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GRAND TOTAL			248,000				248,000
TOTAL LOCAL SHARE BREAKDOWN BY:				CASH			X
				IN-KIND			

NOTES:

*Shelanda Auel - letter of thanks*  
*Roger Genderson*  
*James Acedo*  
*Mick Ramos*

# POSITION AND SALARY SCHEDULE

FUND		FUNCTION	DEPT. NO.	DEPARTMENT NAME				DATE	FY
2901		S.D.M.C. - S-8 Operating Agency	75.57	Narcotics Prevention and Education Systems, Inc. HEALTH				1/25/71	19
SALARY RATE		POSITION TITLE	POSITION QUOTA				AVERAGE SALARY FOR POSITION	SALARIES	
PRES-ENT	PRO-POSED		PRIOR YR. BUDGET	CURRENT BUDGET	PROPOSED BUDGET	FINAL BUDGET		CURRENT BUDGET	PROPOSED BUDGET
		1, Executive Director			1			15,000	15,000
		1, Director of Services			1			13,000	13,000
		1, Case Work Coordinator			1			10,200	10,200
		4, Case Workers			3.66			7,800	28,548
		1, Intake Specialist			.915			7,800	7,137
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		4, Rehabilitation Center Workers			3.66			6,000	21,960
		2, Stenographers			2			6,000	12,000
		2, Clerk-Typists			1.83			5,400	9,882
		1, Bookkeeper			1			6,600	6,600
		1, Family Counselor			.915			9,000	8,235
		TOTAL							161,977

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MODEL CITIES PROGRAM - CITY OF SAN DIEGO  
ESTIMATED MONTHLY EXPENDITURE SCHEDULE

Project NARCOTICS ABUSE PROGRAM - San Diego Model Cities - S-8

Operating Agency Narcotics Prevention and Education Systems, Incorporated

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		1	2	3	4	5	6	7	8	9	10	11	12
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Total													
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Personal Services													
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TOTAL NON-PERSONAL								\$76,311.00	
OUTLAY									
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GRAND TOTAL								\$248,000.00	



NARCOTICS PREVENTION & EDUCATION SYSTEMS, INC.  
825 "A" Avenue  
NATIONAL CITY, CALIFORNIA 92050

Minutes for the Board meeting December 7, 1970

Present were:

Leon Nower  
Herman Baca  
George Baca  
Bob McKinney  
Norman Bode  
Wayne Brown  
Al Johnston  
Millicent Phillips  
Don Brady

Nelson Murray  
Angel Alderete  
Louis Carrillo  
Jerry Sims  
Vic Villalpando  
Wilbur Lewis  
Armando Arroyo

Guests

Jesus Solis  
Marcia Bradley  
Alex Holguin  
James Hutchings  
Raymond Lynn  
Carlos & Linda Lagere  
Lagerrette  
Jose Cruz

The meeting was called to order at 7pm by our chairman Herman Baca. Due to the fact that we did not have a quorum of the Board, we decided to hold Board business until we had a quorum.

George Baca reported on the Quebran Program in Albuquerque; Herman read correspondence from letters that were sent to N.P.&E.S.I.

A guest, Mr. James Hutchings, recently released from Barrett Honor Camp gave a report on the Narcotics Prevention Program being established at Barrett Honor Camp.

Henry Collins talked about the red tape involved before immediate aid can be obtained for addicts.

A question was raised about the Methadone Maintenance Program of the County. Henry stated objections to the use of Methadone as a cure for heroin addiction. He outlined three concepts of Methadone treatment.

A quorum arrived and the meeting was started at 8:30 pm. Since the last meeting was not an official one, the minutes were dispensed with.

George Baca gave the treasury report. Herman Baca volunteered to donate the letterhead & envelopes needed for correspondence.

A motion was made to accept the minutes from the Nov. 16, 1970 meeting; seconded and carried.

George Baca stated that a personnel committee was established and asked approval of that committee. Committee members are Father Sims, Bob McKinney, Millicent Phillips, Al Johnston, George Baca (alternate) and Roger Crobarger (alternate). Leon Nower so moved; seconded; carried.

Henry Collins reported on the Model Cities Contract Committee meeting of Nov. 16, 1970. There will be another meeting on Dec. 10, 1970. He felt that we had met the prerequisites to being funded.

Leon Nower made a motion to amend the by-laws to make a quorum 1/3 of the total Board members, subject to legality. George Baca seconded; motion carried;

Henry gave further report on Camp Barrett and asked that the Board empower Camp Barrett to have a chapter of Narcotics Prevention & Education Systems, Inc.; seconded;

An amendment to the motion was made - addition to the motion read To approve the creation of the chapter with the provision of the details of policies and procedures for the camp narcotics program be established by Bob McKinney and Henry Collins; motion carried.

It was suggested that a letter be written to Richie Galvan informing him of the approval of the Barrett Camp Chapter.

George Baca made a motion tht Don Brady be a delegate to the Chicano Federation and Al Johnston the alternate; seconded; carried.

A motion was made to sponsor a fund raiser in January; seconded; carried. George Baca discussed the committees set up to work on the fund raiser.

Leon Nower reported on the meeting with Fred Morey, Dec. 12, 1970. The purpose of the meeting was to apply for interim funding from the County in the amount of \$17,000. The outlook for such funding was not promising.

A motion was made by Father Sims that Nick Ramos be approved as liaison between the City and N.P. & E.S.I. to act as Acting Project Director in matters concerning this organization. Seconded; carried.

Father Sims made a motion that this Board go on record as being willing to accept the County Program if it is offered to us. Leon Nower seconded; carried.

Millicent Phillips read an article from the Daily Californian (12/3/70) regarding inflamable racial bigotry by Officer Robert Oliver of the La Mesa Police Department about Black citizens and shop-lifting. She asked for the moral support from the Board. Vic Villalpando made a motion that we give our moral support to The Black committee working on Officer Oliver for his racist remarks about Blacks; seconded by Bob McKinney; carried.

Announcements were made:

Lettuce Boycott Pickett at Alpha Beta - 10th and Highland, National City on 12/11/70; a mass following at St. Anthony's Church Hall reaffirming the non-violent philosophy of protest.

Mr. Solis announced his intention to remain in San Diego to work on the staff of N.P.&E.S.I. in any capacity possible.

George Baca said notices of Board meetings would be sent out to members a week before the meeting date.

There will be a mass at Balboa Stadium on 12/13/70 - Bishop Flores will give the mass.

Father Sims made a motion that we request EOC refund Project JOVE. Seconded by George Baca; carried.

A motion was made by Bob McKinney to employ one of the regular Board meetings for a training session in any subject relating to narcotics. Don Brady seconded; motion carried.

No further business being on hand or further discussion, the meeting was moved to be adjourned by Leon Nower; seconded; carried at 10:00 pm.

*Old*

NARCOTICS PREVENTION & EDUCATION SYSTEMS, INC.  
825 'A' Avenue  
National City, California 92050

December 16th, 1970

On Tuesday evening, December 15th, 1970, the following resolution was adopted by the Executive Committee, of the NPESI:

1. That NPESI remain the operating agency, receiving Federal funds through Model Cities, as one of its' projects.
2. That NPESI continue taking all possible steps to insure equity in employment, services and in the composition of its Board of Directors.
3. That NPESI take the initiative in working up a program of cooperation, and coordination, with any existing, or projected County program in the area of narcotics and to so express our intent to so cooperate.
4. That the Board of Directors, of NPESI, remain the policy making body, for NPESI, and that such policies will be within the guidelines established by Model Cities.
5. The requested interim funding, from the County, would be most helpful, to us, but such interim funding is not essential to our program and we request Model Cities to expedite the granting of our funds without regard to the status of our interim funding endeavors.

In conjunction with this adopted resolution Mr. Nick Ramos, Acting Executive Director, has been empowered to continue negotiations on the basis of this resolution.

Herman Baca, Chairman

26 ——— ↓ 26

NARCOTICS PREVENTION & EDUCATION SYSTEMS, INC.  
825 "A" AVENUE  
NATIONAL CITY, CALIFORNIA 92050

(2)  
Minutes of EXECUTIVE COMMITTEE MEETING 12/15/70

Chairman Herman Baca called the meeting to order at 7:45 P.M. It was established that all members were present: These were; Herman Baca, Chairman  
Roger Crobarger, Secretary  
Leon Nower, 1st Vice-Chairman  
George Baca, Treasurer  
Al Johnston, 2nd Vice-Chairman

The following members of NPESI were also present

Carol Rowell, Advisory Board  
Nick Ramos, Acting Executive Director  
Henry Collins, Acting Director of Services  
Armando Arroyo, Board of Directors  
James Pope, Acting Administrative Assistant  
Father Jerry Sims, Board of Directors  
Guest: Lynn Rolf

Chairman Baca advised that this meeting had been called at the request of Nick Ramos for the specific purpose of advising the committee of information he had acquired from Model City officials, County officials and other sources. The floor was turned over to Mr. Ramos. Mr. Ramos made it quite clear that he was merely imparting information and surmises based on personal observations and was not advocating any course of action.

Mr. Ramos then presented a factual account of all of his meetings and after nearly two hours of in-depth discussion, by all present, it was concluded that NPESI was obviously being placed in the middle of a "power play" and that NPESI would resist, by every available means, any effort to circumvent our program goals.

Leon Nower then made a formal motion that the following resolution be adopted:

- 1) That NPESI remain the operating agency; receiving federal funds, through Model Cities, as one of its' projects.
- 2) That NPESI continue taking all possible steps to insure equity in employment, services, and Board of Director composition.
- 3) That NPESI take the initiative in working up a program of cooperation, and coordination with any existing, or projected county program in the area of narcotics and to express our intent to so cooperate.
- 4) That the Board of Directors, of NPESI, remain the policy making body for NPESI and that such policies would be within the guidelines established by Model Cities.

PAGE TWO  
MINUTES NPESI  
EXECUTIVE COMMITTEE 12/5/70

- 5) The requested interim funding, by the County, would be most helpful to us but it is not essential, to our program, and we request Model Cities that our funds be granted to us without regard to the status of our interim funding by the County.

Motion seconded and unanimously carried. In conjunction with the resolution adopted Mr. Ramos was empowered to continue negotiations on the basis of the resolution adopted.

Roger Crobarger then stated that he has often encountered minor difficulties in representation of data, statistics, etc. Leon Nower advised that he and Jim Pope had discussed this problem and were currently attempting to devise forms, charts, etc. that would have greater visual impact.

Roger Crobarger brought up the topic of making every effort to further the concept that NPESI be visualized as a "Pilot Project" and that our efforts, goals, achievements, errors, etc. would be of invaluable aid to any on-going, or projected narcotics abuse program in San Diego County. The entire committee concurred. The subject will be further explored.

Nick Ramos then requested that a plan of action and specific strategies be formulated to enable him, and the acting staff, to coordinate, and concentrate their efforts. A tentative three pronged approach was approved as being most feasible: Political support, ~~militancy~~ and legal aspects. The matter to be explored further.

→ procedural approach.

A general discussion then ensued in regards to Nick Ramos' efforts, to date, and a formal motion was made that a vote of confidence be extended to Mr. Ramos. The motion was seconded and passed unanimously.

A motion was then made that the next executive meeting be held at 5:30 P.M. Wednesday, December 16th, 1970. Seconded and carried.

Father Sims then read a letter, which bore the signature of every Catholic pastor, within the Model Cities area, requesting the immediate implementation of the NPESI program. Copies of the letter will be directed to all concerned agencies. Approval, and appreciation of Father Sims' efforts were expressed.

Lyn Rolf was then by Leon Nower. Lynn gave a resume of her educational and professional background. At the conclusion of her presentation it was the unanimous opinion, of the committee, that Lynn was completely qualified to make major contributions to NPESI efforts.

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MINUTES NPESI  
EXECUTIVE COMMITTEE 12/15/70

Leon Nower made a motion that the committee recommend to the Board of Directors that Lyn be employed as a free lance publicist, proposal writer and fund raiser. The matter of salary or remuneration to be determined by full Board action. seconded and unanimously passed.

Henry Collins then advised of the efforts of the Camp Barrett inmates to become involved in our program and also that the female inmates of Viegas want to establish a unit. Henry is going to Camp Barrett, this Saturday, to assist the inmates and further efforts will be made for the females at Viejas.

Carol Roswell then gave a resume of her immediate and long range goals in regards to her position at San Diego State and expressed her appreciation of involvement in this meeting in that she would shortly have funding problems of her own.

Meeting adjourned 10:50 P.M.

NARCOTICS PREVENTION & EDUCATION SYSTEMS, INC.  
825 "A" AVENUE  
NATIONAL CITY, CALIFORNIA 92050

12-15-70

Minutes of EXECUTIVE COMMITTEE MEETING 12/15/70

Chairman Herman Baca called the meeting to order at 7:45 P.M. It was established that all members were present: These were:  
Herman Baca, Chairman  
Roger Crobarger, Secretary  
Leon Nower, 1st Vice-Chairman  
George Baca, Treasurer  
Al Johnston, 2nd Vice-Chairman

The following members of NPESI were also present

Carol Rowell, Advisory Board  
Nick Ramos, Acting Executive Director  
Henry Collins, Acting Director of Services  
Armando Arroyo, Board of Directors  
James Pope, Acting Administrative Assistant  
Father Jerry Sims, Board of Directors  
Guest: Lynn Rolf

Chairman Baca advised that this meeting had been called at the request of Nick Ramos for the specific purpose of advising the committee of information he had acquired from Model City officials, County officials and other sources. The floor was turned over to Mr. Ramos. Mr. Ramos made it quite clear that he was merely imparting information and surmises based on personal observations and was not advocating any course of action.

Mr. Ramos then presented a factual account of all of his meetings and after nearly two hours of in-depth discussion, by all present, it was concluded that NPESI was obviously being placed in the middle of a "power play" and that NPESI would resist, by every available means, any effort to circumvent our program goals.

Leon Nower then made a formal motion that the following resolution be adopted:

- 1) That NPESI remain the operating agency; receiving federal funds, through Model Cities, as one of its' projects.
- 2) That NPESI continue taking all possible steps to insure equity in employment, services, and Board of Director composition.
- 3) That NPESI take the initiative in working up a program of cooperation, and coordination with any existing, or projected county program in the area of narcotics and to express our intent to so cooperate.
- 4) That the Board of Directors, of NPESI, remain the policy making body for NPESI and that such policies would be within the guidelines established by Model Cities.



PAGE TWO  
MINUTES NPESI  
EXECUTIVE COMMITTEE 12/5/70

- 5) The requested interim funding, by the County, would be most helpful to us but it is not essential, to our program, and we request Model Cities that our funds be granted to us without regard to the status of our interim funding by the County.

Motion seconded and unanimously carried. In conjunction with the resolution adopted Mr. Ramos was empowered to continue negotiations on the basis of the resolution adopted.

Roger Crobarger then stated that he has often encountered minor difficulties in representation of data, statistics, etc. Leon Nower advised that he and Jim Pope had discussed this problem and were currently attempting to devise forms, charts, etc. that would have greater visual impact.

Roger Crobarger brought up the topic of making every effort to further the concept that NPESI be visualized as a "Pilot Project" and that our efforts, goals, achievements, errors, etc. would be of invaluable aid to any on-going, or projected narcotics abuse program in San Diego County. The entire committee concurred. The subject will be further explored.

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A general discussion then ensued in regards to Nick Ramos' efforts, to date, and a formal motion was made that a vote of confidence be extended to Mr. Ramos. The motion was seconded and passed unanimously.

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PAGE THREE  
MINUTES NPESI  
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Henry Collins then advised of the efforts of the Camp Barrett inmates to become involved in our program and also that the female inmates of Viegas want to establish a unit. Henry is going to Camp Barrett, this Saturday, to assist the inmates and further efforts will be made for the females at Viejas.

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Meeting adjourned 10:50 P.M.

NARCOTICS PREVENTION & EDUCATION SYSTEM, INC.  
825 'A' Avenue  
National City, California 92050

12-16-70

EXCERPT FROM THE MINUTES, OF THE EXECUTIVE COMMITTEE MEETING, 12-16-1970

"In accordance with our commitment to cooperate, and coordinate our activities, with any existing and projected drug prevention and rehabilitation programs in the County of San Diego, for the sole benefit of the present or potential drug abuser, we, the Board of Directors of NPESI, propose the following concrete program of coordination with the "Comprehensive Treatment and Rehabilitation Program..." recently proposed to the Board of Supervisors by the Chief Administrative Officer:

- I. To continue to refer our clients to the University Hospital for methadone detoxification, hoping for an early expansion of this program, and for the development of a friendly liaison.
- II. To accept referrals from the Hospital, and the newly projected County Centers, to our program of job development and job placement, thus opening to the County the extensive network of contacts at our disposal.
- III. To provide professional counseling to the families of addicts participating in the County program, as well as our own, since no such service is projected by the County.
- IV. To refer our clients, according to need, to the Group Counseling programs projected by the County.
- V. To make available to the clients of the projected County program the legal services and intervention we provide to our own clients, and which has become the cornerstone of the drug community's trust in our program.
- VI. To cooperate with the County in the development of meaningful evaluation techniques and procedures in the area of detoxification, methadone maintenance, and rehabilitation.

James C. Pope, Recorder

RECEIVED BOARD  
SOUTH WORTH CO. U.S.A.  
225 COTTON FIELD

NARCOTICS PREVENTION & EDUCATION SYSTEMS, INC.  
825 "A" AVENUE  
National City, California 92050

Chairman Herman Baca called the meeting to order at 5:40 P.M. The following members, of the executive committee were present:

Herman Baca, Chairman  
Leon Nower, 1st Vice Chairman  
Al Johnston, 2nd Vice Chairman  
Roger Crobarger, Secretary  
George Baca, Treasurer

The following members, of NPEST, were also present

Father Sims, Board of Directors  
Nick Ramos, Acting Executive Director  
Henry Collins, Acting Director of Services  
James Pope, Acting Administrative Assistant  
Ronnie Ayala, Guest.

It being determined that all members, of the executive committee, were present Chairman Baca turned the floor over to Nick Ramos. Mr. Ramos then gave a resume of his interview with Ron Barrett, of Model Cities staff. The resolution, of 12/15/70, was presented to Mr. Barrett, who in turn showed it to persons unseen, and unknown, to Mr. Ramos. When Ron Barrett returned to Mr. Ramos the following information was elicited in re our resolution:

- 1) That NPESI remain the operating agency; receiving Federal funds, through Model Cities, as one of its projects. Comment from Ron Barret: Still feels that the County should be designated the operating agency and NPESI the subcontractors. Suggested that the Executive Committee reconsider item #1.
- 2) That NPESI continue taking all possible steps to insure equity in employment, services and Board of Directors composition. Comment: Approved.
- 3) That NPESI take the initiative in working up a program of cooperation with any existing, or projected, County program, in the area of narcotics, and to express our intent to so cooperate. Comment: Approved.
- 4) That the Board of Directors, of NPESI, remain the policy making body, for NPESI, and that such policies would be within the guidelines established by Model Cities. Comment: Approved
- 5) The requested interim funding, from the County, would be most helpful, to us, but it is not essential to our program and we request Model Cities that our funds be granted to us, without regard to the status of our interim funding by the County. Comment: Negotiations should be continued for interim funding.

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Mr. Ramos then advised that he feels that the County would be willing to negotiate in the matter of what areas we are to serve.

Chairman Baca then invited comments and questions, and statements, which emerged all tended to confirm our belief that we are being used as a pawn in some sort of a power play.

Father Sims then gave a resume of his interview with Fred Morey. General and specific points were discussed but one factor emerged: Mr. Morey stated that all he wanted, from NPESI, was a pledge of cooperation and coordination. Mr. Morey also clearly stated that the County had no interest ~~usurping~~ or controlling our organization or of interfering with our operations.

An in-depth discussion then ensued and the unanimous opinion was that we would cease to exist, as an organization, after one year of operation.

Chairman Baca then requested individual opinions, from each member. These, in summary, were as follows:

(Roger Crobarger:) The citizens policy committee and HUD would be unhappy about the usurpation of a program which is designed to be community operated and controlled. By all means, let's fight for our program and beliefs.

(George Baca:) If our program is to have a future let's make our fight now.

(Al Johnston:) I know that our present policies are all designed to serve the addicts as well as designed to assist the staff we're going to develop. We must fight now.

(Leon Nower:) We must fight now but we can and will cooperate, and coordinate, with any program designed to aid the addict.

Chairman Baca invited comments from the following:

Henry Collins: Advised of the struggles of the East L. A. project; of our rapport with the addicts of all ethnic groups: Continue to fight.

**Father Sims:** The entire Catholic clergy, of the Model Cities area, will continue to endorse NPESI, they have faith in our program and we most certainly should make our stand now. We can, and should, bring pressure to bear on Model Cities. "I'm tired of fighting the wrong people and vague allusions to the City and the County. Who is actually creating our problems?"

Chairman Baca then stated that it was obvious that we will fight, using every means at our command. The Chairman further instructed

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MINUTES NPESI  
EXECUTIVE COMMITTEE 12/16/70

Nick Ramos to arrange a top level meeting, with Model Cities staff, and to make every effort to ascertain the names of the persons responsible for the obstructions being placed in our path.

Leon Nower introduced his preparation of material prepared to show our good faith in accordance with our commitment of 12/15/70:

In accordance with our commitment to cooperate, and coordinate our activities, with any existing and projected drug prevention and rehabilitation programs in the County of San Diego, for the sole benefit of the present or potential drug abuser, we, the Board of Directors of NPESI, propose the following concrete program of coordination with the "Comprehensive Treatment and Rehabilitation Program..." recently proposed to the Board of Supervisors by the Chief Administrative Officer:

- I. To continue to refer our clients to The University Hospital methadone detoxification, hoping for an early expansion of this program, and for a development of a friendly liason.
- II. To ~~accept~~ referrals from the Hospital, and from the newly projected County Centers, to our program of job development and job placement, thus opening to the County the extensive network of contacts at our disposal.
- III. To provide professional counseling to the families of addicts participating in the County program, as well as our own.
- IV. To refer our clients, according to need, to the group counseling programs projected by the County.
- V. To make available to the clients of the projected County program the legal services and intervention we provide to our own clients, and which has become the cornerstone of the drug community's trust in our program.
- VI. To cooperate with the County in the development of meaningful evaluation techniques and procedures in the area of detoxification, methadone maintenance, and rehabilitation.

It was moved, and seconded, that Leon's presentation be accepted, with change. Carried unanimously.

Chairman Baca adjourned the meeting at 6:50 P.M. after advising that our regular Executive committee meeting will be held on Monday, 12/21/70.

## A Proposal for Procedure

TO: Mr. Frank C. Woodson, Director of Honor Camps  
and all Honor Camp Superintendents

FROM: Narcotics Prevention & Education Systems, Inc.

The Narcotics Prevention and Education Systems, Inc. (NPESI) is a non-profit corporation dedicated to a two-fold purpose: 1.) Medical, social, economic, and psychological rehabilitation of addicts through a comprehensive system of services covering areas and 2.) prevention of the spread of the narcotics problem through education, counseling, and creative social changes. Our task is overwhelming and its difficulty is compounded by the fact that most institutions designed for dealing with the problem of narcotics are, because of shortage of staff, an inadequate budget, and other more subtle reasons, themselves subject to the scourge of narcotics traffic and other violations.

It is the philosophy of NPESI that in the end only an addict or an ex-addict can help an addict, and the philosophy is reflected in the composition of our staff. In essence the philosophy is a recognition of the prime importance of peer group pressures in turning an individual either towards abstinence and rehabilitation or towards a continuing life of addiction and crime.

We therefore propose the creation within each honor camp of a subsidiary chapter of NPESI that will constitute an island of abstinence and be the nucleus of peer group pressure countering the destructive pressures operating around it.

Within each chapter there would be persons who, with our help, would become knowledgeable about the possibilities for training, employment, education, self-help, counseling, and other forms of rehabilitation, depending on the in-mates' needs, aspirations, background, and qualification.

Many of the preliminary steps towards placing a person in one of such programs can be accomplished while the person is still an inmate, and the chapter members could learn how to help one another with complicated applications, with various forms of decisionmaking, with plans for the future, etc.

PAGE TWO

MR. FRANK C. WOODSON, DIRECTOR  
FEBRUARY, 1971

We ask that members of our staff and Board of Directors, as well as certain qualified guests capable of making a contribution to the program, be allowed access to the honor camps on a regular basis to help in the creation of the proposed islands of abstinence, to train the participants in the area described above, and to help sustain that hope for the future which alone can make it possible for an addict to withstand the initial agony of abstinence and social group pressures towards self-destruction.

We cannot promise spectacular results overnight, but our method is the only one that has worked so far- anyplace. We can, however, and do, promise to work with and in behalf of the inmates as well as our abilities and resources permit.



NARCOTICS PREVENTION &  
EDUCATION SYSTEMS, INC.

-MINUTES OF FEB. 1, 1971

Meeting called to order at 7:55 by Herman Baca, with a quorum.

PRESENT: (MEMBERS)

AL JOHNSON  
BEN MORENO  
NICHOLAS RAMOS  
GEORGE BACA  
LEON NOWER  
REV. JERRY SIMMS  
VIC VILLALPANDO  
GEORGE WATERS  
LOUIE CARRILLO  
MILLCENT PHILLIPS

GEO. W. SMITH  
PETER LEHMAN  
HERMAN BACA  
CAROL ROWELL  
LYNN GROUND  
NORMAN BODE  
ARMANDO ARROYO  
DON BRADY  
WILBUR LEWIS

A minute of silence was observed for Johnny Mendiola, a youth who was shot and had died that afternoon. Members were introduced.

Moved by Vic Villalpando to accept the minutes; second/carried.

Treasures report was read.

Henry Collins reported on the Albuquerque Conference. He took a position on methadon program. He will go to Tucson on the 11 and 12 of Feb. to establish criteria for their methadon program. He feels the community should have control of the program because they know the problems of the people better than the professionals.

Dr. Nower reported on the National Committee on Human Rights. The medical committee recommended that the treatment of addicts should come under community center. Treatment should be transfered from the Dept. of Corrections to health services in the community.

George Baca reported on fund raiser. It will be at Our Lady of Sacred Heart. Mark Chacon is willing to publicize it.

Don Brady moved tickets be priced at \$3 per person and \$5 per couple seconded/amended Leon Nower amended motion for \$1.50 for students/second/pass

George Waters reported on progress of drug mobile. Mr. Camacho will contact Henry to discuss the delivery of van.

Model Cities has the right to appoint one thrid of the board members ~~six~~ members of the board had to be removed they are to be put on a special committee; they are: Jose Becerra, Louie Carillo, Kim Cooper, Wilbur Lewis, Wyn Parson, Phil Usquaino, Bob McKinney, Vic Villalpando.

Al Johnson moved Armando Arroyo be placed on the personnel committee second/passed.

Herman announced the Model Cities contract has been signed and we will be in business very soon.

Nick Ramos reported on the program and said all contracts have been signed and that we have met all the requirements and sees no problems in the City Council approval tomorrow.

Moved by Father Simms that Mr. Ramos be commended for all his hard work on the project. second/pass

Mr. Ramos warned the board to take notice of EOC where no one is responsible if failure occurs. Whereas in our project we are handled by the City Manager and the responsibility is ours.

Moved by Dr. Nower that with great dispatch the personnel committee meet and interview (according to Model Cities guidelines) for the two top positions as soon as funding comes in. second/pass

Herman appointed A. Arroyo to replace Bob McKinney on the MAAC Board and named Dr. Nower as alternate.

Vic Villalpando suggested to the board that they keep a close statistical record of all services given and a evaluation of the program to be used as source for more funding.

Mr. Ramos gave the following recommendations to the board: SEE ATTACHED PAGE

Rev. Smith moved recommendations by Mr. Ramos be accepted by board with its commendations. second/pass

Moved by Dr. Nower that persons authorized to issue checks be bonded. second/pass

Moved by George Waters that Executive Director be comptroller also. second/pass

Move to adjourn at 10:15 by George Waters. second/pass

## RECOMMENDATIONS

- I. Immediate executive direction and management be exercised over all aspects of the program.  
  
This will require an immediate appointment of an acting Executive Director and an Acting Director of Services.
- II. That the Executive Director be instructed and authorized to organize and execute all procedures and methods whereby this agency can effect compliance with the requirements of the funding authorities so that finances will be made available to NPESI immediately and so that the allocated funds will continue to be made available without interruption.
- III. That Executive Director be instructed and authorized to develop the immediate implementation of services to the client.
- IV. That the membership of the Employment Committee be increased from 4 to 7 voting members.
- V. That an orientation be conducted and that attendance at this session be considered by all board members as well as the Executive Director and Director of Services.
- VI. That letters of thanks be directed to the following persons:
  - 1) John Williams  
Tarbox, Barrett, Nelson
  - 2) Mrs. Yolanda Maciel  
152 hours of secretarial work
- VII. That a vote of thanks be given to Attorney Roger Crobarger be recorded in these minutes he has always been available when council was requested during these negotiations.

MINUTES OF MEETING  
OF EXECUTIVE BOARD OF NARCOTICS  
PREVENTION AND EDUCATION SYSTEMS, INC.

February 3, 1971

Neighborhood House  
National City, California

Members present:

Herman Baca, Chairman  
Leon Nower, 1st Vice Chairman  
Al Johnston, 2nd Vice Chairman  
Roger Crobarger, Secretary  
George Baca, Treasurer

The meeting was called to order.

Motion made by Nower to authorize Nick Ramos to place application for bonding of corporation with Corey-Slifer & Assoc. Motion seconded by Baca, G.; unani-  
mously approved.

Motion made by Crobarger that we appoint Nick Ramos as acting director and Henry Collins as acting direc-  
tor of services. After extensive discussion, the motion was seconded by Nower and unanimously passed.

Motion made by Nower to empower each of them to hire personal clerical help and what other personnel absolutely necessary. Seconded by Johnston and  
unanimously passed.

Meeting was adjourned.

  
ROGER C. CROBARGER  
Secretary



# COUNTY OF SAN DIEGO

## INTER-DEPARTMENTAL CORRESPONDENCE

DATE February 4, 1971

TO: Board of Supervisors

FROM: Chief Administrative Officer

### APPLICATION FOR NATIONAL INSTITUTE OF MENTAL HEALTH (NIMH) GRANT

On December 1, 1970 (61) your Board approved in principle a decentralized County-wide Treatment and Rehabilitation Program for heroin addicts.

In granting this approval, your Board also directed the Chief Administrative Officer to develop an appropriate application for an N.I.M.H. grant to assist in the financing of this program. This application has been completed and is ready for submission to N.I.M.H.

RECOMMENDATION: That your Board

1. Approve the submission of the grant request to N.I.M.H. for \$451,938.
2. Authorize the Chief Administrative Officer to sign the application and related documents, and submit it to N.I.M.H. by their February 15, 1971, deadline.

Discussion

This application is for a staffing grant for that staff which will be used at the four treatment centers discussed in the November 25 report. The total amount of staffing costs eligible for the grant is \$564,922, which is part of the total costs for the Methadone Program previously submitted to your Board. Of this amount, 80% or \$451,938 is being requested from N.I.M.H. with the County having to provide 20% matching funds, plus other costs of the program not related to staffing.

Respectfully submitted,

F. J. MOREY  
Chief Administrative Officer

FJM:III:jrn

## V. PROGRAM PROPOSAL

The County of San Diego plans to develop a comprehensive treatment and rehabilitation program for heroin addicts in the County. This proposal is a request for a staffing grant for the program. The County's present pilot methadone maintenance and withdrawal programs will be phased out and eliminated.

Four comprehensive treatment centers will be placed in various parts of the County. These centers will serve as therapeutic communities and will reflect the cultural patterns of those communities in which they are located. Areas in which the centers will be placed are:

- (1) South Bay area (serving the communities of San Ysidro, Otay, Palm City, Imperial Beach, National City and Chula Vista). Racial composition of these communities is primarily Mexican-American and White.
- (2) North County (serving the communities of Escondido, Vista, Solana Beach, Oceanside, Palomar, plus many other small communities in the North County). Racial composition of the communities is White and Mexican-American.
- (3) Southeast San Diego (serving the City of San Diego, National City and the Model Cities area). Racial composition of this area is Black, Mexican-American and White.
- (4) Beach Area (serving the communities of Ocean Beach, La Jolla, Mission Beach, Pacific Beach, Del Mar and other beach communities). Racial composition of these areas is White and Mexican-American.

Each center will operate on a 24-hour basis and will offer all or a part of the following services:

1. Diagnostic services.
2. Inpatient and outpatient acute withdrawal services.
3. Methadone maintenance.
4. Inpatient and outpatient psychiatric treatment.
5. Group and individual counseling.
6. Educational and related services.
7. Vocational rehabilitation.
8. Partial hospitalization.
9. Emergency services.
10. Consultation.
11. Inpatient and outpatient medical services.

The Center in the North County will be an intensive residential treatment facility. It will, in addition to serving the North County, operate as a back-up service for the other three centers. Addicts coming into the treatment program would be taken into the center, screened, given medical and psychiatric treatment and started on abstinence or methadone withdrawal program. Residential family treatment is also planned, in that an addict will come with his family to receive counseling and supportive therapy. Observations of Mexican-American addicts involved in the present methadone maintenance program indicates strong family ties and support. It is felt that by involving the family very early, the addict will be provided another stabilizing influence.

It is anticipated that addicts will have recurring problems with drugs before they are stabilized on a treatment program.

communities, the development of centers in these communities will proceed slowly.

Other relevant areas such as "education and prevention" are clearly being ably carried by other County and County funded agencies and therefore, the University does not propose to engage in such activities except on a consultative basis. In addition, those programs that are unrelated to the direct delivery of treatment services that are being organized and delivered in school systems which might include preventive group work, case finding, and educational prevention in this context will also fall outside the range of proposed activities of the Department of Psychiatry. It is the goal of the treatment plan of the County's proposed Treatment and Rehabilitation Program to develop a youth culture treatment program to act as a back-up treatment agency for referrals from all other County agencies including D.E.F.Y., and schools but directed toward younger narcotics addicts and those soft drug abuse patients who are in the transition from amphetamine to heroin.

Four of the ways the University will participate in the County's program are:

1. A detoxification and abstinence directed rehabilitative program including the development of a self-help therapeutic community.
2. Methadone maintenance clinic program which will eventually evolve treatment and rehabilitation clinics in Southeast San Diego, North County, the Beach area, and the South Bay area.



3. A youth culture treatment center at the University and Fifth Psychiatric Clinic which will have as its major focus the back-up treatment of referrals from various community agencies including the police and school system.
4. The use of the four treatment centers for the training of medical and paramedical personnel in the treatment of drug abuse (the trainees from which can be used in other community programs).

B. Model Cities Involvement

One of the proposed centers will be placed in the Model Cities area and a second will serve residents of San Ysidro, which is also in the Model Cities area.

A drug abuse project has been approved for funding by Model Cities for a one year period. The project will be operated by a non-profit organization — Narcotics Prevention and Education Systems, Inc. Its board consists of community representatives of the Model Cities area. The project is primarily designed to serve Mexican-American addicts, although other addicts seeking service will be served.

Intensive counseling, social services, and job placement are the main services to be provided. The plan is to totally immerse the addict in this process and compliment it with follow-up services. \$248,000 has been budgeted for the project for one year with no indication, as yet, of additional funding being available.

Services to be provided the project by the County will be detoxification and medical services. This will be done on a contractual

# NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

3751 BOSTON AVENUE  
SAN DIEGO, CALIFORNIA 92113  
262-9466

Board of Directors Meeting - March 31/,1971 -  
Place: M.A.A.C. Service Center

7:00 P.M.

## A G E N D A

- I. Personnel Committee Report
  - A. Father Jerry Sims
  
- II. Interviews
  - A. Executive Director
    - 1. Gordon Larson ✓
    - 2. Victor Botello
    - 3. Nicholas Ramos - *Unimprovably*
  
  - B. Director of Services
    - 1. Victor Botello
    - 2. Curtis Long
    - 3. Alex Kirak
    - 4. Henry Collins
  
- III. Report on Fund-Raiser
  - A. George Baca

ym

# NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

3751 BOSTON AVENUE  
SAN DIEGO, CALIFORNIA 92113  
262-9466

PERSONNEL COMMITTEE

MINUTES OF MEETING 3/25/71

The Personnel Committee of Narcotics Prevention and Education Systems, Incorporated, held a meeting at the California State Department of Human Resources, March 25, 1971, at 11:00 A.M. The following persons were present:

George Baca	Al Johnston	Armando Arroyo
Father Jerry Sims	Millicent Phillips	Nicholas Ramos
	Yolanda Maciel	

The following was agreed upon by the Personnel Committee:

I. Model Cities representatives must be notified in writing by Acting Secretary regarding dates and time of meetings to screen all applications submitted to Narcotics Prevention and Education Systems, Incorporated.

II. The following schedule was planned:

- A. Monday, March 29, 1971, at 12:00 noon in the California State Department of Human Resources.  
Purpose: Screen applications for Executive Director, and decide on recommendations to the Narcotics Prevention and Education Systems, Inc., Board of Directors for interview.
- B. Monday, March 29, 1971, at 5:00 P.M. in the California State Department of Human Resources.  
Purpose: Screen applicants for Director of Services and decide on recommendations to the Narcotics Prevention and Education Systems, Inc., Board of Directors for interview.
- C. Wednesday, March 31, 1971- 7:00 P.M. at the M.A.A.C. Service Center. Purpose: Board of Directors of Narcotics Prevention and Education Systems, Inc. will interview the applicants recommended by the Personnel Committee for the positions of Executive Director and Director of Services.
- D. Thursday, 4/1/71 - 12:00 Noon at the California State Department of Human Resources. Purpose: Screen applications for the following positions:
1. Stenographer to Assist Executive Director
  2. Stenographer to Assist Director of Services
  3. Clerk-Typists (2)
  4. Bookkeeper (1)
- E. Friday, April 2, 1971 - 12:00 Noon at the California State Department of Human Resources. Purpose: Screen applications for the following positions:

- for
1. Casework Coordinator

2. Intake Specialist
3. Job Development Coordinator
4. Family Counselor

Mr. Ramos moved that all previous job descriptions presented to the personnel Committee be destroyed, and that only the job descriptions presented today be kept.

This motion was seconded by Al Johnston.

Father Jerry Sims proposed that all money collected from the fund raiser be given to volunteers. The committee decided to bring this matter up at the Board of Directors meeting on Wednesday March 31, 1971, 7:00 P.M. at the MAAC Center.

Meeting adjourned 12:30 P.M.

Respectfully submitted,

Yolanda Maciel  
Acting Secretary

ym

# NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

3751 BOSTON AVENUE  
SAN DIEGO, CALIFORNIA 92113  
262-9466

PERSONNEL COMMITTEE

MINUTES OF MEETING 3/29/71

The Personnel Committee of Narcotics Prevention and Education Systems, Incorporated, held a meeting at the California State Department of Human Resources, March 29, 1971, at 12:20 P.M. The following persons were present:

Mr. Jesus Hueso	Mr. Simon Coples	Mr. George Baca
Mr. Armando Arroyo	Mr. Al Johnston	Mrs. M. Phillips
Fr. Jerry Sims	Mrs. Yolanda Maciel	

The meeting was opened by the Co-Chairman, Mr. Al Johnston, due to the fact that Fr. Sims was slightly delayed.

All applications for Executive Director were screened by each of the personnel committee members. The following were selected to be interviewed by the Board of Directors of Narcotics Prevention and Education Systems, Incorporated, Wednesday March 31, 1971 at 7:00 P.M. in the M.A.A.C. Service Center.

- I. Mr. Gordon Larson
- II. Mr. Victor Botello
- III. Mr. Nicholas Ramos

The Acting Secretary was requested to notify the candidates of date, time and place of interview.

Meeting Adjourned 1:30 P.M.

Respectfully submitted,

Yolanda Maciel,  
Acting Secretary

ym

# NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

3751 BOSTON AVENUE  
SAN DIEGO, CALIFORNIA 92113  
262-9466

PERSONNEL COMMITTEE

MINUTES OF MEETING 3/29/71

The Personnel Committee of Narcotics Prevention and Education Systems, Incorporated, held a meeting at the California State Department of Human Resources, March 29, 1971, at 5:50 P.M. The following persons were present:

George Baca  
A. Johnston  
J. Hueso

Fr. Jerry Sims  
M. Phillips  
Y. Maciel

Armando Arroyo  
N. Ramos

The meeting was called to order at 5:50 P.M. by Father Jerry Sims, Chairman.

All applications for Director of Services were screened by each of the personnel committee members. The following were selected to be interviewed by the Board of Directors of Narcotics Prevention and Education Systems, Incorporated, Wednesday evening 3/31/71 at 7:00 P.M. at the M.A.A.C. Service Center in National City.

- I. Victor Botello
- II. Curtis Long
- III. Alex Kirak
- IV. Henry Collins

The Acting Secretary was requested to notify the candidates of date, time and place of interview.

Meeting adjourned at 7:30 P.M.

Respectfully submitted,

Yolanda Maciel  
Acting Secretary

ym

Narcotic Addict Rehabilitation Branch  
Division of Narcotic Addiction and Drug Abuse, NIMH

METHADONE MAINTENANCE GUIDELINES

Background

The National Institute of Mental Health is currently sponsoring numerous drug rehabilitation programs under provisions of four laws: P.L. 89-793, P.L. 90-574, P.L. 91-211 and P.L. 91-513. Many of these programs use methadone administration and methadone maintenance as one of a variety of treatment modalities offered to patients. The following guidelines apply to recipients of funds provided under provisions of the above stated laws.

The Narcotic Addict Rehabilitation Branch of the National Institute of Mental Health concurs with the Food and Drug Administration that, although methadone is a marketed drug approved for usage for specific indications, its use in the maintenance treatment of narcotic addicts is an investigational one for which substantial evidence of safety and effectiveness is not available. The Branch further recognizes that while methadone maintenance programs which are properly supervised and administered show definite promise as a valuable adjunct to rehabilitation for certain addicts, there is not at present any replicated series of patients who have been successfully withdrawn from methadone and maintained drug free over extended periods of time.

Attention is brought to the fact that recommendations and guidelines pertaining to the treatment of narcotic addicts on a methadone maintenance program have been developed by the Food and Drug Administration and the Bureau of Narcotics and Dangerous Drugs. The following guidelines are in no way intended to exempt the projects' responsibility of adhering to these other regulations and recommendations. There are portions of the following guidelines which, however, more precisely describe the acceptable procedures.

INVESTIGATIVE NEW DRUG PERMIT

1. All programs which plan to use methadone in the maintenance treatment of narcotic addicts must be given advance approval by the Food and Drug Administration and the Bureau of Narcotics and Dangerous Drugs. This will be done after a review of the agency's protocol has been made by both organizations. Such approval will be declared by the issuance of a notice of claimed investigational exemption for a new drug.

Agencies seeking an advance approval of the distribution of methadone as an experimental drug should apply to the Food and Drug Administration, Division of Neuropharmacological Drugs, 5600 Fishers Lane, Parklawn Building, Room 14B-07, Rockville, Maryland 20852.



SELECTION OF PATIENTS

2. Admission evaluations should be undertaken on all patients prior to formal acceptance into the methadone maintenance program.

The evaluation should include: (1) a medical history; (2) social history; (3) psychiatric evaluation; (4) physical examination.

Patients admitted to the methadone maintenance program should:

- (a) have a documented history of continually abusing one or more of the opiate drugs for a minimum duration of one year;
- (b) have a confirmed history of at least one failure to withdraw from drugs in an abstinence oriented program; and (c) evidence a current abuse of opiate drugs.

Those persons placed on methadone maintenance who have less than a five year history of drug abuse should be considered on a temporary maintenance regime. Precise plans should be made for withdrawal to a drug free state within a period of time and in a manner outlined in the IND Application.

✓ Youth under age 21 can be treated only with parental permission. Patients with histories of chronic alcoholism, addiction to barbiturates, chronic psychosis, and some long standing physical disorders present difficult therapeutic requirements. Such persons may be accepted into the program only after particularly careful screening.

Pregnant women being maintained on methadone should be given special consultation in that the safety of methadone administration during pregnancy has not been fully established. The woman should understand that her newborn will probably have to be withdrawn from narcotics. If it is clinically possible, a pregnant patient should be withdrawn from narcotics or the dosage reduced to the lowest possible level which will hold the patient. If clinical judgment suggests the patient would immediately return to illicit drug use, methadone maintenance should be continued.

3. METHADONE ADMINISTRATION

Methadone is to be administered in a liquid oral form. It should be so formulated as to minimize misuse by parenteral injection. Methadone should be given at the treatment facility under the direct observation of a physician, pharmacist, nurse or a supervised assistant.

The following outline reflects NARB's policy on methadone take-out privileges.

- A. First six months - Methadone is administered under supervision in the clinic on a daily basis.
- B. Seventh through ninth month - Weekend take-out privileges in carefully selected cases.

C. Tenth month on - Twice weekly in carefully selected cases. Adequate documentation must be placed in the patient's file, updating the progression from A through C with an explanation of criteria used for the change.

NIMH and FDA guidelines and written policy must be provided all grantee staff responsible for the dispensing of methadone. Dispensing of methadone other than liquid form requires permission of NARB prior to change.

Current research suggests that methadone should be administered at levels which are adequate to produce a tolerance or "blockade" effect, that is, a level of drug maintenance which is high enough to prevent the patient from experiencing euphoric effects from other narcotics. It is desirable that the patient be hospitalized during the period of tolerance development to methadone. In accordance with FDA Guidelines, "The initial dosage is to be low, for example, 20 mgms. per day. Subsequently, the dosage is to be adjusted individually as tolerated and as required, up to 160 milligrams per day. In exceptional cases, investigators may find it essential to exceed this dosage to obtain the intended effect. If such cases are encountered, the initial protocol or an amended protocol should include the maximum dosage to be administered, the number of patients for whom such dosage is required, and a description of the considerations leading to such dosage levels." Symptoms of somnolence and urinary retention indicate acute effects of the drug and that tolerance has not yet been developed.

URINALYSIS

4. The knowledge that urine specimens will be collected as frequently as three times a week oftentimes acts as a deterrent to experimentation with drugs. For purposes of program management it is not necessary, however, to analyze each specimen collected. Urine collection is to be supervised by staff members well aware of the contrivances which addicts frequently use to manipulate test results. While urine specimens should be pooled or selected randomly for analysis, each patient should be checked at intervals not exceeding one week.

TREATMENT AND REHABILITATION

5. It is to be understood that methadone maintenance in and of itself is not a total treatment modality but is an adjunct to treatment. Additional rehabilitative measures must be made available as needed. These may include individual and group psychotherapy, counseling, vocational guidance and educational training. All patients receiving methadone maintenance should be urged to stay on this regime until their life situations have been stabilized or until there is sufficient evidence of life style change to prognosticate the patient's ability to function in a drug free existence.

DETOXIFICATION

6. There will be numerous times when patients should be detoxified from methadone maintenance. Methadone is a very dangerous drug and any patient being taken off methadone maintenance should be clinically supervised during detoxification. A precise schedule of dosage reduction should be established by the physician in charge of the patient's treatment program. Abstinence can be accomplished within a two week period; however, in no case should the detoxification schedule exceed a period of one month. Longer drug reduction schedules should be considered as drug maintenance. All patients being detoxified should have a closely monitored urine surveillance, since experience suggests a high incidence of return to illicit drug use when patients are receiving less than forty milligrams of methadone per day.

RECORDS

7. Adequate records, covering all aspects of the treatment program, must be maintained for each patient. This includes monthly progress records and the reporting of adverse reactions and their treatment. It is recommended that a precise modality of patient identification be utilized which will eliminate possibility of error in dispensing medications.

TERMINATION OF PROGRAM

8, There will be numerous occasions when patients should be terminated from the methadone maintenance program. Subjects who may fall into this group are those who frequently and persistently abuse narcotics or other drugs, who become chronic abusers of alcohol, who become or continue to be actively involved in criminal behavior, or who persistently fail to adhere to the requirements of the specific treatment program. Any patient who attempts to sell, deliver or otherwise dispose of his prescribed methadone by any illicit means should be discharged from the program immediately. Such patients must be withdrawn from the methadone as quickly as is medically safe. Normally this can be accomplished within a period of two weeks.

It is understood that as programs develop unique situations arise which cannot be covered in any set of guidelines. Consultants from the Narcotic Addict Rehabilitation Branch are available and are willing to discuss various aspects of the treatment program at your request.

Narcotics Prevention & Education Systems, Inc.

1328 South 43rd Avenue  
San Diego, Cal. 92113

May 3, 1971

TO: Mr. Herman Baca

FROM Staff Members

The following staff members request official recognition at the Executive Board meeting to be held this date for the purpose of presenting their personal, spoken views regarding policy and the continued operation of this project:

*Robert R. Parra*  
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*Jose M. Cruz*  
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*Jose Enrique Gomez*  
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*Jose M. Lopez*  
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*Joseph A. Felix*  
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*Robert Remangos*  
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*James W. Kennedy*  
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*Catarino C. Gonzalez*  
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OFFICE OF

THE DISTRICT ATTORNEY  
COUNTY OF SAN DIEGO

EDWIN L. MILLER, JR.  
DISTRICT ATTORNEY

COUNTY COURTHOUSE  
SAN DIEGO, CALIFORNIA 92101  
(714) 239-7711

WILLIAM H. KENNEDY  
ASST. DISTRICT ATTORNEY  
RICHARD D. HUFFMAN  
CHIEF DEPUTY DISTRICT ATTORNEY  
WAYNE A. BURGESS  
CHIEF INVESTIGATOR

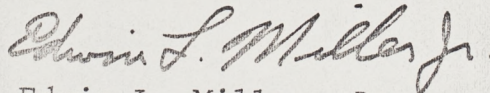
July 7, 1971

Mr. Al Rosen  
Executive Director  
Narcotics Prevention and  
Educational Systems, Inc.  
2195 Logan Avenue  
San Diego, California 92112

Dear Mr. Rosen:

I recently appointed Phil Saenz as special assistant on community affairs. Therefore, I believe it would be appropriate to tender my resignation from the Executive Board, and request that you consider the appointment of Phil Saenz as my replacement.

Sincerely,



Edwin L. Miller, Jr.  
District Attorney

ELM:jv



NARCOTICS PREVENTION & EDUCATION SYSTEMS, INC.  
BOARD OF DIRECTORS MEETING - MINUTES OF JULY 11, 1971

The meeting was held at the office of Narcotics Prevention & Education Systems, Inc., 1328 Forty-third Street, San Diego, California at 7:30 p.m.

Meeting was called to order at 7:40 p.m. by Herman Baca, Chairman.

The following Board Members were present:

Dr. Leon Nower, Vice-Chairman	Mr. Carlos Vasquez
Mr. George Baca, Treasurer	(alternate for Vic Villalpando)
Mr. Jesse Ramirez	Mrs. Victoria Becerra
Father Jerry Sims	(alternate for Jose Becerra)
Mrs. Millicent Phillips	
Mr. Ernie Gomez	
Mr. George Stevens	

NPESI Staff members present were:

Mr. Al Rosen, Executive Director  
Mr. Henry Collins, Director of Services  
Mr. Joe Felix, Intake Specialist  
Mr. Jose Cruz, Casework Coordinator  
Mr. James Kennedy, Job Development Coordinator  
Mr. Catarino Gonzales, Rehabilitation Center Supervisor

Minutes of the last Board meeting were read and discussion was held to correct them. It was clarified that many of the subjects up for correction were taken up at the Executive Session for which no minutes have thus far been taken. At the Executive Session on June 7, 1971 motion was made by Mr. Jose Becerra that NPESI contact an attorney and follow his advice in regards to payment of Mr. Ramos. If advised by said attorney to pay Mr. Ramos, then NPESI would do so.

Mr. Al Johnston made the motion to correct the minutes with regard to his letter of resignation. His resignation had nothing to do with the new administration as stated in the last minutes. Minutes corrected and motion made to have them accepted, seconded and carried.

Mr. George Stevens made a motion for consideration and acceptance of two new Board Members. He recommended that Mr. Joe Cochezi and Mr. Daryl Razuli be made permanent members of the Board of Directors for NPESI. Motion seconded and carried. No discussion.

The subject of having an alternate for each Board Member was mentioned again. It was also mentioned that people who are repeatedly absent should be contacted. New members are to replace the two members who resigned last month namely, Mr. Roger Grobarger and Mr. George Waters who submitted formal letters of resignation. The letters were read at the last Board Meeting. It was stipulated that at the present time there was an attorney working on the new by-laws for NPESI. Also noted was the fact that ten persons were asked to resign in order to give Model Cities its due representation and that since that time some of those ten have been reinstated.

Mr. Jesse Ramirez submitted the name of his alternate and this subject was broached once

again. It was requested that people on the Board of Directors of NPESI submit the names of their alternates.

It was pointed out that Mr. Al Rosen was the new Executive Director of NPESI. This was for the benefit of members who were absent at the Special Board Meeting when Mr. Rosen was elected.

NEW BUSINESS:

Executive Director's Report: Report submitted and attached.

Mr. Jesse Ramirez asked about the security for the Forty-third Street office and it was stated that better security was needed on all facilities and would improve in the near future. Mr. Ramirez brought out three points: 1) that the Board accept the Executive Director's Report. 2) that the Board approve recommendation A and 3) evaluation of the ration of Model Cities members on the Board. Motion was made, seconded and carried. It was asked that the name of the Executive Director be added to the list of the people signing checks for the sake of expediting the payroll.

Discussion was held concerning the effectiveness of the present Personnel Committee structure.

Motion was made that the executive Director make a precise statement on how many members of the Board are Model Cities residents; how many are recommended by Model Cities policy.

Director of Services Report: Report submitted and filed.

Discussion was held as to urinalysis testing. Dr. Nower pointed out that methadone need not be approved by the Food and Drug Administration when used in detoxification. Mr. Ramirez pointed out that much of what was said in regard to the methadone usage should be documented. Mr. Ramirez also brought up the subject of staff insurance coverage on their automobiles, and the fact that they were liable and should be covered; otherwise NPESI could be held liable.

Job Development Coordinator's Report: Submitted and filed.

Intake Specialist's Report: Submitted and filed

Casework Coordinator's Report: Submitted and filed.

Rehabilitation Center Supervisor's Report: Submitted and filed.

Motions to accept all reports were made, seconded and carried. Commendation made.

Proposal Writers Report: Submitted.

Request was made by Mrs. Lynn Grounds, Proposal Writer, that all contact reports from all agencies, groups, etc., their reaction and motivations be submitted in a very concise report for her. These reports should be left with Mr. Rosen so that she will have access to them as soon as possible. Motion was made to accept and commend the Proposal Writer's Report. Motion seconded and carried. No discussion

Personnel Committee's Report: Submitted. Need to expedite hiring requested.

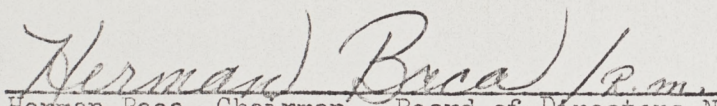
Mr. Ramirez stated that NPES's involvement in South Bay had been turned down; that such information should be brought to the board. Mr. Baca clarified that it was untrue that NPESI did not participate. Mr. Rosen attended and answered questions as to what NPESI could and could not do. Mr. Rosen stated that Chicanos will have to make some kind of stand in order to have their say in funding of some organizations. NPESI's position now is to cooperate with the county in any way possible.

Dr. Nower mentioned the Community Congress and the fact that he and Mr. Rosen had attended a meeting. Chicano Free Clinic is part of this program. This program is starting a course in Community Organizing which Dr. Nower felt would be very beneficial to NPESI Staff.

Volunteers were asked for position of Secretary to the Board. Mr. George Stevens was appointed.

There being no further business the meeting was adjourned at 11:00 p.m.

Respectfully submitted,

  
Herman Baca, Chairman - Board of Directors NPESI

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

ADMINISTRATIVE OFFICE & REHABILITATION CENTER  
2195 LOGAN AVE, SAN DIEGO, CA. 92113 239-6155  
SOUTHEAST SAN DIEGO INTAKE CENTER  
1328 S. 43RD. ST., SAN DIEGO, CA. 92113 263-5866  
SAN YSIDRO INTAKE CENTER  
141 W. SAN YSIDRO BLVD., SAN YSIDRO, CA. 92073

EXECUTIVE DIRECTOR'S REPORT

SUBMITTED TO THE BOARD OF DIRECTORS OF NPESI ON JULY 12, 1971

I. FINANCIAL CONDITION

- A. expenditures for May were \$15,658.90
- B. expenditures for June were \$16,057.16
- C. total expenditure to date: \$51,034.96
- D. Negotiations still in progress with M.C. for reimbursement of April payroll (expended in May) for the amount of \$3,599.22 (Meeting with John Williams on July 13 to make determination).

II. PROGRAM IMPLEMENTATION

A. Facilities

- 1. contract for remodeling construction submitted and approved by M.C.---Sal Ruiz contracted to direct construction
- 2. Paneling for Logan and 43rd St. facilities almost completed
- 3. Basic construction of counseling rooms and office space completed for San Ysidro facility (San Ysidro facility planned to be open for service by next week).

B. Phone Systems

- 1. complete phone systems installed at Logan and 43rd St. facilities
- 2. phone to be installed tomorrow at San Ysidro
- 3. new phone numbers: Logan--239-6155; 43rd St.--263-4455

C. Painting

- 1. painting of exterior of 43rd St. Facility completed.
- 2. interior of S.Y. and exterior of Logan facilities badly in need of paint.
- 3. painting to be finished within the month.

D. Carpeting

- 1. carpeting of concrete floors to accomplished within the month

E. Equipment

- 1. desks and chairs for office space purchased
- 2. tables and chairs for conference room area obtained (no longer renting these items).

executive director's report continued.

3. beds obtained for "kick pad" along with linen, bedding, and clothing for patients.
4. appeals for home-like furnishings made to individuals and groups--sofas, soft chairs, tables, etc. (Plans to make entrance to all facilities and intake rooms as familiar and comfortable as possible--avoid the clinic look).

#### F. Insurance

1. group medical, health and life insurance. obtained for staff through Prudential Life Insurance--Group Security Program
2. coverage for Workman's Compensation through Bailey, Martin, and Faye.
3. negotiations in progress for General Liability, Equipment Insurance. Difficulties encountered for covering liability for medical component of the program

### III. RELATIONS WITH OTHER AGENCIES

- A. Model Cities: Model Cities Staff and CPC Board members have been invited to observe the program. Some have responded. Proposal for Second Action Year to be submitted on July 13 (No major expansions planned except for additional staffing of rehabilitation center: Rehabilitation Center Coordinator, Registered Nurse, 4 female Center Attendants. There is need to stabilize present staff and fully implement present planned services before contemplating major program expansion
- B. Parole and Probation Departments: profitable meetings and communications established with representatives of these agencies.
- C. Other agencies contacted: Harbor Clinic (Mercy Hospital), DEFY, CHPA, HRD, County Welfare Dept., MOHR, Center for Women's Studies and Services, etc.
- D. Attempts have been made and will continue to be made with the County University Hospital. to establish coordination.

### IV. STAFF

- A. advertising completed and applications received for staff positions. Personnel Committee presently screening and interviewing applicants.
- B. Full staff component will be complete by end of the month.

### V. RECOMMENDATIONS

- A. approval for Executive Director to sign checks--help to save time and increase efficiency
- B. additional members to the Personnel Committee. Evaluation of ratio of model neighborhood members on Board.

# OFFICE OF ETHNIC AFFAIRS

Catholic Diocese of San Diego

REV. JOHN HURTADO

Director

(714) 235-6418

CATHOLIC COMMUNITY SERVICES

349 Cedar Street, San Diego, Calif. 92101

July 14, 1971

Herman Baca, Chairman  
Narcotics Prevention & Education Systems Inc. Board  
2195 Logan Ave.  
San Diego, Ca. 92113

Dear Herman,

Sorry that I had to miss your last Board Meeting, July 12th.

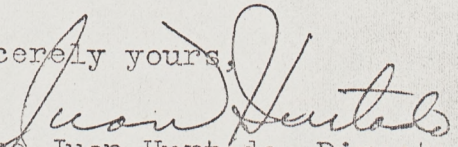
Since so many requests and demands are continually being made on my daily time schedule, I find great difficulty in making evening meetings to the various organizations.

For this reason I feel that it is unfair to your Board that I miss so many Board Meetings. Please accept my resignation as a Board Member.

Please be assured that this is not an indication that I have lost interest and concern in NPESI. Let me know in what way I may support your organization now and then when you do need some help.

Hoping that all is well with you, and best regards to Henry Collins and all the Board Members, I do remain

Sincerely yours,

  
Padre Juan Hurtado, Director  
Ethnic Affairs

August 2, 1971

Mr. Herman Baca  
Narcotics Prevention & Education Systems, Inc.  
2195 Logan Avenue  
San Diego, California

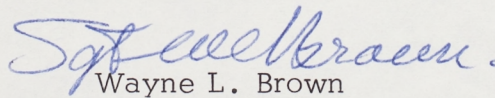
Dear Mr. Baca:

This is to advise that I wish to resign as member of the Board of Directors, to become effective immediately.

Since the move to San Diego, the meetings are conflicting with those held in National City for the National City Drug Abuse program. I feel that I must give my full time to the meetings in my own city.

Please be assured of our full cooperation, and if we may be of assistance in the future, please do not hesitate to call. We still wish to be active in the Teen Post program.

Sincerely yours,

  
Wayne L. Brown

REPORT TO THE BOARD OF DIRECTORS NPESI

Submitted by the acting Executive Director

I. PAST PROGRAM ITEMS:

1. Proposal to obtain \$36,000.00 for remodeling. Apparently presented to the CPC Executive Committee. Did not receive approval as part of the Model Cities re-programming package.
2. Equipment and office furniture purchased: four typewriters (one electric, three manuals), adding machine, checkwriter typewriter stand, steno chair.
3. Pay of staff for April work. Already paid. Presently negotiating reimbursement with Model Cities Director. Letter submitted to M.C. by Executive Committee members clarifying date of hiring. Confusion concerning pay from date of "interview". No list of original staff or dates of hiring were submitted to M.C.
4. Stolen equipment: During past month two electric typewriters stolen. One purchased by agency, the other rented.

II. PRESENT PROGRAM ITEMS:

1. Necessary records returned. Former Executive Director has returned the essential program records to attorney Crobarger and M.C. personnel. Some records still not returned.
2. Intensive audit conducted on the books. City auditors have reviewed all financial records. The books have been corrected and balanced. The books were in "order" except for some recording mistakes. New account has been opened at the bank and old one closed. New Board Check-signers are in the process of being bonded with Fidelity Bonding.
3. Financial and Progress Report for the month of May have been submitted to M.C. Former Executive Director submitted a financial statement for the month of April
4. Logan Ave. Center open. Presently used as intake center and detoxification center.
5. Request submitted to M.C. on June 7 to modify budget so that \$6,000.00 be transferred from line items to cover construction costs of remodeling. No funds in the original budget to cover remodeling costs. Immediate need of procuring office space, counseling and intake rooms. Mr. Sal Ruiz, general contractor, agreed to handle remodeling project. Contract



proposal will be submitted to M.C. for approval. Refurbishing will be done on Logan Ave. Center and 43rd Center first, San Ysidro will follow at a later date. Planned remodeling should begin within the week of June 14.

6. Equipment purchased; eight new desks and chairs have been purchased through City Purchasing Dept. for the Logan Ave. Center. Negotiating with G.S.A. for authorization.

### III. PLANNED PROGRAM ITEMS.

1. Proposal for Second Action Year must be submitted by July 1
2. Proposals planned for NIMH. Consultant contract with proposal writer.
3. New advertisement for staff positions will be initiated within the week. Advertising for new Executive Director. New Director by July 1.
4. Centralize the administration of NPESI at Logan Ave. Center within the month.
5. Make the detoxification unit functional within the month. Three beds purchased June 7.

### IV. RECOMMENDATIONS TO THE BOARD.

1. Recording and distribution of all Board meeting minutes.
2. In matters that need clarification of M.C., the appointment of fact-finding committee composed of Board members and the Executive Director. Approach M.C. before Board Decision is made in matters that pertain to M.C. funding.
3. Executive Director be responsible for submitting written report at monthly meeting

# NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

ADMINISTRATIVE OFFICE & REHABILITATION CENTER  
2195 LOGAN AVE, SAN DIEGO, CA. 92113 239-6155  
SOUTHEAST SAN DIEGO INTAKE CENTER  
1328 S. 43RD. ST., SAN DIEGO, CA. 92113 263-5866  
SAN YSIDRO INTAKE CENTER  
141 W. SAN YSIDRO BLVD., SAN YSIDRO, CA. 92073

8-2-71

## EXECUTIVE DIRECTOR'S REPORT

SUBMITTED TO THE BOARD OF DIRECTORS OF NPESI ON AUGUST 2, 1971

### I. FINANCIAL CONDITION

- A. expenditures for July totaled 20,632.64
- B. expenditures will increase now that full staffing has been achieved
- C. problem remains concerning reimbursement of \$3,599.22 from Model Cities. M.C. is still questioning "pay from date of interview."
- D. most of the initial non-personal expenditures have been met (equipment, insurance, construction, etc.)

### II. PROGRAM IMPLEMENTATION

#### A. Facilities

1. office space and counseling room construction and paneling have been completed for Logan and 43rd facilities
2. portion of paneling remains to be done at San Ysidro
3. all phone systems have been installed
4. some painting needs to be done, especially for the "kick-pad"
5. presently negotiating for carpeting for facilities.
6. remodeling has greatly facilitated administration and centralization of the program.
7. Intake facilities at 43rd and San Ysidro are being encouraged to develop their unique communication and contact with their respective communities.

#### B. Equipment

1. desks and chairs along with filing cabinets have been purchased for the 43rd and San Ysidro facilities
2. still in need of home-like furnishings for the kick-pad and intake rooms.

#### C. Insurance

1. coverage for Workman's Compensation obtained through Bailey, Martin and Faye.
2. B, M and F currently negotiating with the Hartford Insurance Company.
3. seems that it will be impossible to acquire coverage for medical liability without a professional medical person on staff.

executive director's report continued

### III. COMMUNITY RELATIONS

- A. efforts are being made to spread information and knowledge about the NPESI program.
  - 1. special cards and posters have been printed
  - 2. being circulated to appropriate agencies and "community bulletin boards"
- B. letters are going out to community civic clubs informing them of the program and requesting that they consider NPESI for a speaking engagement.
- C. greater efforts must be made to publicize the program and make it more visible.
  - 1. request from the Board any assistance or contacts they could give.
- D. a number of contacts were made with personnel from the County's Drug Program, DEFY.
  - 1. attempts will continue to be made to establish some kind of communication with the County University Hospital Drug program.
- E. contacts with many community-based programs: Beach Area Free Clinic, Imperial Beach Free Clinic, Barrio Station, Chicano Free Clinic, etc.
- F. meeting was held with Probation Department Personnel and NPESI staff
- G. contact with NPP of Los Angeles: field trip, observation and discussion with staff.

### IV. PROPOSALS

- A. report by Dr. Leon Nower, NPESI Board coordinator for proposal writing, and Lynn Rolfe, NPESI consultant for proposal writing.
- B. executive director submitted Second Action Year Proposal.
  - 1. informed by M.C. staff that it was ranked third in priority by Social Task Force

### V. DISCUSSIONS

- A. Mr. Nicolas Ramos' current "input" with M.C. personnel.
- B. need for Board resolution concerning SDI, FICA
- C. Board instruction to exec. Director: report on status of businesses that have "equal opportunity employment", the use of I.D. cards, representatbn of M.C. residents on NPESI Board.

# NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

ADMINISTRATIVE OFFICE & REHABILITATION CENTER  
2195 LOGAN AVE, SAN DIEGO, CA. 92113 239-6155  
SOUTHEAST SAN DIEGO INTAKE CENTER  
1328 S. 43RD. ST., SAN DIEGO, CA. 92113 263-5866  
SAN YSIDRO INTAKE CENTER  
141 W. SAN YSIDRO BLVD., SAN YSIDRO, CA. 92073

JOB DEVELOPMENT COORDINATOR'S REPORT

MONTHLY REPORT FOR JULY 1971

SUBMITTED TO THE BOARD OF DIRECTORS OF NPESI ON AUGUST 2, 1971

## EMPLOYMENT SERVICES:

A statistical report on employment activities was submitted, following a Model Cities activity description, that indicated the following:

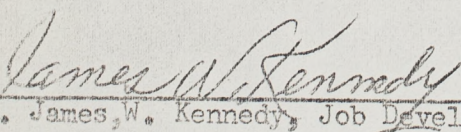
Companies Contacted	June	July
a. Initial	55	41
b. Follow up	37	22
Job Openings Uncovered	13	20
Clients Requesting Job Placement	17	25
Clients Provided Pre-employment counseling	5	15
Clients Requiring Assistance before placement	7	9
Clients placed on jobs	6	14
Clients referred to other agencies for OJT	4	4
Clients not responding to Job placement	5	3
Clients with placement in abeyance		
a. Pending release	2	
b. Other	2	3
Initial contact for job development	11	20

The activities for July indicate an increased efficiency in the employment component. More persons were placed on the job with less overall contact work required.

The major problem will continue to be training, or re-training, so that the client may view his employment as part of an abstinent life-style, and strive for successes in that given field. Employment is always a major factor in fostering abstinence but "just a job" is seldome the end requirements.

The assistance of Mr. Frank Valenti should add a positive thrust in both the immediate employment and planned vocation fields.

Respectfully submitted,

  
Mr. James W. Kennedy, Job Development Coordinator NPESI

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

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To: The Board of Directors, NPESI  
From: Casework Coordinator, Jose Cruz  
subject: Report for August, 1971

Overall casework activity and caseload has increased markedly, as anticipated. All areas have shown different rates of growth.

The concensus is that the main thrust of our efforts be concentrated at developing outreach in a systematic, effective way, to ensure constant and relevant responses to the needs of all who benefit from our services.

Follow-up, which is just as important, has improved. But nothing else will do, than a relentless and unwavering commitment to continue our services to people after they have come to us for supportive services.

We have received directives time and again, to this effect. To these ends must the casework component, especially, address itself. Hopefully the statistics will reflect efforts in this direction.

It is now, more than ever, evident that some changes will have to be made -- in outreach and follow-up casework, at our Logan Office and at our outlying units.

Jose Cruz  
Casework Coordinator



DETOX CENTER REPORT FOR THE MONTH OF AUGUST, 1971

Submitted by: CATARINO GONZALES - Kick-Pad Supervisor

During the month of August, 26 Detox. Clients were interviewed, cleared, referred and admitted into our Detox, Center.

As of this date, August 21, 10 clients have been released CLEAN, 9 released A.O.A. (against our advice) and at present, we have 7 active clients, 2 of which are now clean. A.O.A. is to say that these clients have spent a few days with us and we would have liked for them to stay a few more days so that they could leave completely clean. An A.O.A. situation occurs usually because the detox. client comes into new personal problems or because the detox period becomes too difficult for the client. Most of these clients were brought to us by their Parole Agents and they stayed just long enough to get a pass from the agent. This month we had quite a few of these cases and had our hands full trying to keep things in order and easy for everyone.

The security situation becomes hazzardous with these clients who care less and disregard our responsibility in keeping the center clean and free of contraband. One client had to be discharged for repeatedly violating our rules even though his Parole Agent had told him to stay and clean up or go to jail. Clients who are brought or told to come in by their P.O.'s, actually have no choice. These are the ones who create the security problem and the Center Attendants have to be on their toes and keep a sharp eye.

This month we have had 4 repeat cases and with these came the biggest headaches of all. The reason for re-admitting these clients repeatedly (3 times), was to try and keep them from going to jail. It's a heavy load for an ex-addict who has spent many years in and out of prisons to make a decision on the spot whether to admit or re-admit a client who's Parole Agent says "Stay here or go to jail and get violated". The last two of these were re-admitted against my will. I didn't want them around anymore. These two clients ran out on us again and with them went two of our fans which were bought for the hot weather. Fortunately one of our staff members got our fans back.

During this past month, we have been busy renovating the five apartments. Besides the general clean-up, we have been painting, hanging curtains and acquiring whatever furniture and bed we can obtain.

These hot summer days our detox. clients have gone through some very hard trying times. The uneasyness has increased due to the heat and at times their nerves are very much on edge. The fans purchased have helped to ease the problems a little.

The detox. center staff is generally learning how to handle and adapt themselves to whatever situation might arise, though some still have to adapt themselves and realize that patience and conversation are the most essential things in this line of work. Every day is a new learning experience for every new client is an individual, different from all the others. Each client must be treated according to his personality. For instance, a client might be very ill and under a great deal of pain but is the quiet type that won't say a word. One must then learn to be aware of those small signs that let you know he needs your help. Also, one must learn how to deal with and get

Monthly Report (con't)  
by CATARINO GONZALES

-2-

around the clients who are always complaining of one thing or another. This in itself is a full time job and sometimes requires more than eight hours a day.

Respectfully Submitted:

*Catarino Gonzales*

Catarino Gonzales,  
Kick-Pad Supervisor  
NPESI

CG/jf



Monthly Report for AUGUST, 1971

Submitted by Fredda Slobbin - Female Supervisor & Caseworker

We have detoxified and taken care of two women clients. One stayed about 10 days, the other 19 days. Both were clean when they left the Detox. Center. I have been in touch with both of them and have spoken with Lillian, the Family Counselor about them. During the three week period of our having female clients, we have had the services of 14 Female Volunteer Workers for a total of 128½ hours.

We have prepared Apt. 5 which will house 4 women, by cleaning, painting and hanging curtains.

A strong volunteer staff is being worked on. I have called and spoken to the Executive Directors of the following organizations, telling them of our services to women and asking for volunteers. All with favorable reactions:

Richard Strause - Crisis Center

Dave Callahan & Barbara Perez - of the Miramar Staff at Miramar  
Naval Air Station.

Brigidere Barton - Door of Hope

Lorraine Johnson - Neighborhood House

Robert Mc Kinney - Project Jove

Have contacted Dr. Tom Gitchoff who teaches a Criminal Justice Program at San Diego State. He has also turned me on to Mel Murphy and Dr. Bernard Kirby, who instructs Sociology Classes at San Diego State and who offer their students a credit for 16 hours of Volunteer work per week. These men are quite enthused with the program and will direct their students to us.

Also met and spoke with Mrs. Etta Linton, A sharp lady who did volunteer training at the "Y". She will be available Sept. 13th and is interested in helping with this meaningful work.

Monthly Report for AUGUST, 1971 (con't)

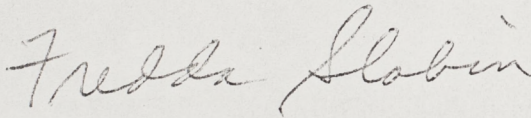
Submitted by: Fredda Slobbin

Spoke to Henry about Guidelines and we are gathering together some very pertinent material for volunteer and staff indoctrination.

Met and spoke to a busy person who is in charge of manning the Free Clinics. She would like to help me get volunteer doctors and female volunteer workers.

Wednesday, August 25, Catarino Gonzales, Dr. Emani and I are set up to cut an informal tape on the NPESI Program which will be played on Radio Station K.P.R.I.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Fredda Slobbin". The signature is written in dark ink and is positioned below the typed name.

Fredda Slobbin,  
Female Supervisor & Caseworker

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INTAKE SPECIALIST'S REPORT, as submitted to the General Board of Directors Meeting held on September 13, 1971.

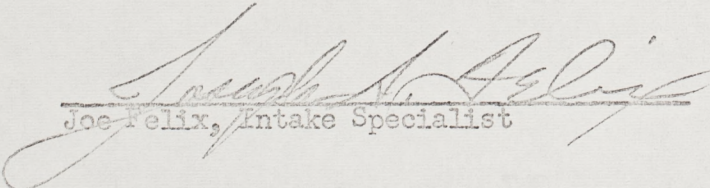
Mr. Joe Felix, Intake Specialist for Narcotics Prevention and Education Systems, Inc.

Attached hereto is the Statistical Report of Contact and Intake figures for Narcotics Prevention and Education Systems, Inc. compiled by the Intake Department for the month of August, representing all initial client contact and intake for services from the period beginning July 29, 1971 and ending August 30, 1971. (See attached report).

It should be pointed out that the "Total Client Contact" figure of 107 has reference to client contacts alone, which is to say that no Public Relation or other agency contacts are represented in that number, they are solely Client Contacts which is to say that Intake Statistics for the month of August have exceeded all of our expectations, in that they have increased almost 120% over the month of July.

During previous months, all departments were hampered by a shortage in staff and left something to be desired in statistics among other things. However, at the last report staff was at capacity and better things were hoped for, and as this month's report indicates, we have exceeded our hopes beyond our wildest expectations. Of course the work load has increased right along with the statistics and there is no longer any spare time to complain that we feel we are not doing enough. If our work load is any indication of how much good we are or are not doing, then we should be adequately satisfied with our efforts. In any event, I will not close this report saying that I hope things will pick up next month, I'd say rather, I hope they slow down.

Respectfully submitted

  
Joe Felix, Intake Specialist

TOTAL CLIENT CONTACTS: 107  
 WALK IN..... 23  
 REFERRALS..... 46  
 OUT-REACH..... 38

ACTIVE..... 89  
 IN-ACTIVE..... 18

REFERRAL OPERATION:

REFERRED TO MEDICAL AGENCY..... 2  
 REFERRED TO NPESI SERVICES..... 96  
 REFERRED TO OTHER AGENCY..... 7  
 NO AGENCY REFERRAL OR ACTION..... 12

COUNSELING OPERATION:

INDIVIDUAL COUNSELING..... 107  
 ( ½ hour or more)  
 GROUP COUNSELING.....  
 FORMER CLIENT REFERRAL..... 16

STAFF/CLIENT SPEAKING  
 ENGAGEMENTS.....

SPEAKING ENGAGEMENTS.....

CLIENT PROFILE:

MALE: 89 FEMALE: 18  
 29 ..... HEAD OF HOUSE..... 3  
 60 ..... NON-HEAD OF HOUSE..... 15

ETHNIC:

25 ..... BLACK ..... 9  
 17 ..... WHITE..... 6  
 47 ..... MEX/AM..... 3  
 ..... OTHER.....

EDUCATION:

10 ..... ABOVE HIGH SCHOOL..... 4  
 58 ..... HIGH SCHOOL..... 13  
 16 ..... BELOW HIGH SCHOOL..... 1  
 5 ..... NOT DESIGNATED.....

AGE RATIO:

12 ..... 19 or UNDER ..... 3  
 53 ..... 20 to 29 ..... 10  
 15 ..... 30 to 39 ..... 3  
 6 ..... 40 to 49 ..... 2  
 2 ..... 50 & OVER.....  
 1 ..... NOT DESIGNATED.....

*Joseph A. Felix*  
 Intake Specialist

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

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FAMILY COUNSELOR'S REPORT, as submitted to the General Board of Director's Meeting held on September 13, 1971.

Mrs. Lillian Maestas, Family Counselor for Narcotics Prevention and Education Systems, Incorporated.

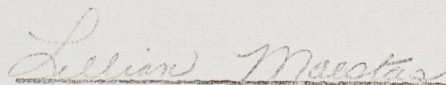
During the past four weeks my time has been spent with the main purpose of orienting myself to the project and to my position in the project as Family Counselor. This orientation has involved talking individually to staff, to members of the Executive Board, to clients, to community and public agency personnel. I have also attended various meetings that have implications for this project. This orientation will be continuing for at least six months.

The services that I have provided to the project during this time consist of:

- 1) Liaison communication with other agencies.
- 2) Working with other staff in regard to staff training.
- 3) beginning to develop orientation guidelines for volunteers and students.
- 4) Servicing client-addicts in the form of counseling and connecting them with appropriate resources.

The priorities I see for the position of Family Counselor consist of working directly with staff in relation to client-addicts, working with Executive Staff in relation to staff training and public relation and liaison work with pertinent agencies.

Respectfully submitted

  
Lillian Maestas, Family Counselor

N P E S I

9-13-71

Board meeting

Phone

Daryl Pazuli  
Al Johnston

2074 National Ave 239-18

Frank Holme

772 Peccy Dr 264-15

~~Nicholas S. Inzunza~~

~~2525 Pheasant Dr. 279-1554~~

Ernie Game

1110 Good Year St.  
SAN DIEGO, CA. 92112

Work: 235-632

Herman Boca

105 Hodrison N.C.

477-5434

Leon Nowler

866 24th St, SD 92102

233-1846

George Baca

1935 "F" Ave #9 Wash. City

477-6683

Murray Cole

2907 Meadow Lake Drive

279-4100

Rose Becerra

3911 Dove St S.D.

297-2797

Die Villapando

Jose Ramirez

Open B: Al Rosen - Henry Collins, Jose Cruz,

Lillian Maestas - Cate, Rudy, Freda.

MP & MBI Personnel Board Meeting

San Diego State Service Center  
4235 National Ave.  
San Diego

September 17m 1971

The meeting was called to order at 12:00 P.M. by the Chairman, Father Jerry Sims. Those members of th Personnel Board that were present were:

Father Jerry Sims - Chairmn  
A Johnston - Vice Chairman  
Millicent Phillips  
George Baca

Absent members were:

Jose Bacerra  
Simon Coples  
Jesus Hueso

Job Developer

Father Sims made a motion that Frank Valentj, be hared on as a permanent employee of Nepsi. Second by Millican Phillips. No discussion by members present. Question called for . It was moved unanimously that Frank Valentj be hired for Nepsi.

Family Counselor

Millicent Phillips moved that we review the Family Counselors ( Lillian Maestas) resume; and have her supervisor ( Al Rosen) come to the next personnel Board meeting. to discuss her performance with MPESI. Seconded by Al Johnston.

Discussion: After a meethly discussion, it was recommended that a meeting be set up for Monday Sept. 20, 1971 at 12 P.M. at the San Diego Service Center to determine the approval or disapproval of the status of the Family Counselor. Al Rosen would be con- tacted by George Baca.

Other Business

Suggested by members of the Personnel Board that we have the Project Director, Al Rosen check to see the feasibility of possible pay-raises with Model Cities for the staff members in the near future.

George Baca moved that the meeting be adjourned . Seconded. M.C. The meeting was adjourned at 12:40.

NARCOTICS PREVENTION & EDUCATION SYSTEMS

EXECUTIVE BOARD LIST

(Revised)

Residence

Business

CHAIRMAN

Baca, Herman  
105 South Harbison  
National City, California 92050

Phone: 477-5434

1837 Highland Avenue  
National City, California 92050

Phone: 477-3800

1st VICE CHAIRMAN

Nower, Leon Dr.  
866 Twenty-fourth Street  
San Diego, California 92103

Phone: 233-1840

Professor of Mathematics  
San Diego State College  
San Diego, California

Phone: 286-5000 Ext. 6505

2nd VICE CHAIRMAN

Ramirez, Jesse  
421 West Sixteenth Street  
National City, California 92050

Phone 488-3026

Naval Electronic Center

Phone: 225-7364

SECRETARY

Steven, George  
4836 Lyon Street  
San Diego, California

Phone:

State Service Center  
4235 National Avenue  
San Diego, California

Phone: 262-0841

TREASURER

Baca, George  
1933 "F" Street Apt. 9  
National City, California 92050

Phone: 477-6683



NARCOTICS PREVENTION & EDUCATION SYSTEMS, INC.

BOARD OF DIRECTORS  
(Revised)

<u>NAME &amp; RESIDENCE</u>	<u>BUSINESS</u>
AIDERETTE, Angel 9245 East Banta Road Pico Rivera, California 90660  Phone: (213) 695-8951	U. S. Department of Justice 770 "B" Street San Diego, California  Phone 293-5253
BECERRA, Jose 3911 Dove Street Apt. 206 San Diego, California 92103  Phone: 297-2797	4455 Twain Street Suite #8 San Diego, California 92120  Phone 283-2186
BODE, Norman 730 Devon Court San Diego, California 92109  Phone 488-6651	Probation Officer 2901 Meadowlark Drive San Diego, California 92123  Phone 297-4100
BRADY, Don 2658 Market Street San Diego, California  Phone: 235-9937	Coordinator - O.J.T. 1621 Hoover Street National City, California  Phone: 477-9351
CARRILLO, Louis	Deputy San Diego Sheriffs Dept. 222 West "C" Street San Diego, California  Phone: 232-3811 Ext. 296
COOPER, Jim 3990 Hilltop Drive San Diego, California  Phone: 262-8724	San Diego Chamber of Commerce 3165 Pacific Highway San Diego, California  Phone: 297-4175
GILLIAM, Earl 5986 College Avenue San Diego, California 92120  Phone: 287-1982	Judge - San Diego Muni. Court 220 West Broadway San Diego, California  Phone: 239-7711
MADRID, Art 5308 Tufts La Mesa, California 92041  Phone: 466-2222	Pacific Telephone - Personnel Mgr. 1477 Sixth Avenue San Diego, California  Phone: 238-4211
Gomez, Ernie 1110 Goodyear Street San Diego, California 92113	

MERCADO, Jaime

Phone: 426-6758  
420-2599

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Chula Vista, California 92011

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SIMS, Jerry Fra.  
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VILLALPANDO, Vic  
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Phone: 453-3147

HOLMES, Frank  
772 Peggy Drive  
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264-1577

RAZULI, Daryl  
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San Diego, California

Phone: 263-3139

San Ysidro Teen Post - Director  
268 West Park  
San Ysidro, California

Phone: 428-2035

Southwestern College - Trustee  
5400 Otay Lake Road  
Chula Vista, California

Human Resource Development - Coun.  
State Service Center  
4235 National Avenue  
San Diego, California  
262-0841

District Attorneys Office  
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San Diego, California

Phone: 239-7711 Ext. 723

Catholic Priest  
St. Jude's Parish  
San Diego, California

Human Resources Development  
4235 National Avenue  
San Diego, California 92113

262-0841 Ext. 272

Mexican American Community Affairs  
Office

County Administration Bldg.  
1600 Pacific Highway Mailing #271  
San Diego California 92101  
Phone: 239-7711 Ext. 1271

Terasteca Hall

Phone: 582-3194

COHEZI, Joe  
4942 Fir Street  
San Diego, California

Phone: 263-1497

San Diego State College

Phone: 286-6492

CITIZENS POLICY COMMITTEE

COPLER, Simon  
2577 "I" Street  
San Diego, California 92102

HUESO, Jesus  
1853 Julian Avenue  
San Diego, California

Phone: 234-8675

1810 Newton Avenue  
San Diego, California 92113

Phone: 234-3365

Revised - August 16, 1971.

JOB DEVELOPMENT COORDINATORS REPORT, as submitted to the General Board of Directors Meeting held on September 13, 1971.

Mr. James W. Kennedy, Job Development Coordinator for Narcotics Prevention and Educations Systems, Inc.

EMPLOYMENT SERVICES:

The statistical analysis for the month indicates:

Companies Contacted	June	July	August
a. Initial	55	41	127
b. Follow-up	37	22	84
Job Openings Uncovered	13	20	53
Clients Requesting Job Placement	17	22	96
Clients Provided Pre-Employment Counseling	5	19	78
Clients Requiring Assistance befor placement	7	9	16
Clients Placed on JObs	6	14	41
Clients referred to other agencies for OJT	4	4	13
Clients not responding to Job Placement	5	3	5
a. Pending release			28
b. Other			--
Initial contact for job development	11	20	83

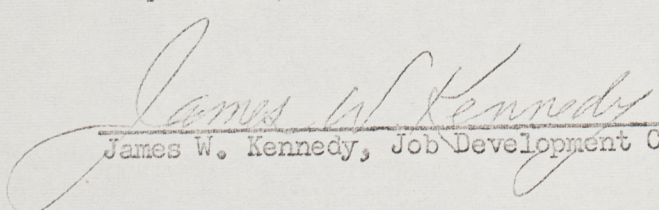
As predicted by the monthly narrative for July the activities during the past month have quadrupled in several categories. This is due both to an increase in clients with employment as the prime need and the fact that we are now a two-man office.

Our major thrust is still toward training and petraining via OJT slots. NPESI staff member are continually investigating the availability of funds for these subsidies and continued cooperation with existing sources. An OJT program for NPESI is becoming more of a necessity weekly as other entities are depleted or our clients are prescribed therefrom.

We have managed certain breakthroughs with trade unions in heretofore unpleaceable areas. Also we are making arrangements for free training in skilled trades (equipment operators and Diesel engineering) that will facilitate placement and upgrading.

As predicted also last month, the addition of Frank Valenti to our component has proven out a tremedous asset.

Respectfully submitted

  
James W. Kennedy, Job Development Coordinator

# NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

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## EXECUTIVE DIRECTOR'S REPORT

SUBMITTED TO THE BOARD OF DIRECTORS OF NPESI ON SEPTEMBER 13, 1971  
BY MR. AL ROSEN

### I. FINANCIAL CONDITION

During the month of August expenditures totaled \$20,878.91. This was a slight increase over expenditures in July. Total expenditures to date amounted to \$84,500.29.

After consultation with Mr. Jose Trejo, Director of Model Cities, the problem concerning reimbursement for payment of personal services during the month of April, was resolved. NPESI has been reimbursed \$3,599.22 for the April payroll expenditures. The largest expenditure for the month of August has been Personal Services. This was for equipment purchased and construction.

### II. PROGRAM IMPLEMENTATION

#### A. Facilities:

All planned construction has been completed at all three facilities. Office space, counseling rooms and conference areas have been built for the main office and the two intake facilities at 43rd Street and San Ysidro. A gate was constructed for the entrance to the "kick-pad" to provide security for that area. Also a protective plastic wall has been built around the entire "kick-pad" area to provide privacy and to prevent clients under medication from injuring themselves by an accidental fall. Most of the apartments in the "kick-pad" have been painted and curtains and other articles provided. There is still need for a homelike furnishings for both the "kick-pad" facility and counseling areas of all three intake offices. Carpeting was installed at the main office on Logan Avenue. Drapes for the front window are being made at the present time, to provide privacy for the front area. Plans are being made to decorate and create a familiar environment in the front area at Logan Avenue.

Commendation is in order to the staff at 43rd Street for the creative way in which they have provided decoration and meaningful furnishings at the 43rd Street facility.

#### B. Equipment:

Desks and filing cabinets were purchased during the month for the offices at 43rd St. and San Ysidro. A Ping Pong table was donated by the Walker Scott Company for the "kick-pad" facility. A sofa and chair set in good condition was donated by the Corona Furniture Co. We are still in need of such furnishings for our counseling and waiting areas. At this time there is a need for patio furnishings (chairs, tables, etc.) for the outside area of the "kick-pad" facility. If contributions cannot be obtained within the month, we will have to purchase this equipment.

C. Insurance:

General liability insurance has been procured through Bailey, Martin and Faye, with the Hartford Insurance Company. We are presently negotiating Fire Insurance through Bailey, Martin & Faye.

In an effort to obtain subrogation waivers (waivers for fire liability) it was discovered that leases were never drawn up for two of the facilities currently being rented-- 43rd Street and San Ysidro.

III. COMMUNITY RELATIONS

A Grand Opening for the Logan Avenue main office and "kick-pad" will be held on Sunday, September 19. This festival will be held in conjunction with the Barrio Station. Plans are to close off the streets from one to six. Refreshments and entertainment will be provided. There will be a small informal Open House on Monday for people from the various Service Agencies. This will be between the hours of one and five.

Special invitations have gone out to the Model Cities C.P.C. Board, encouraging them to visit our facilities. This and other efforts are being made to reach the members of the community and especially those that are involved in the establishing of policies and decision-making.

Meetings were held with the following personnel and agencies: A special meeting was held with Mr. Hodges, County Coordinator of Drug Programs. At this meeting there was a discussion with NPESI in regard to the possibility of coordination with the County. Mr. Hodges was pessimistic about the possibility of any type of coordination and stated that communications at this point, was all but impossible.

A meeting was held with Dr. Dean Archer of C.M.H. to discuss the possibility of procuring some form of psychiatric medical service through this agency. Dr. Archer said that they could not provide such service since the County University Hospital is under contract to provide these services. He did, however, offer himself and his staff to act as Consultants for NPESI Staff.

Mr. Dick Grant, Acting Director of DEFY, met with NPESI Staff in what was a very constructive meeting.

A number of contacts were made during the month with the Personnel of Miramar Naval Drug Abuse Center. Plans are also being made to establish contact with the Navy Narcotics Rehabilitation Program at Miramar. Contacts have been made

## Executive Director's Report (con't.)

with the personnel of Veteran's Administration in San Diego, in order to establish some working relations with this agency in the treatment of addicted veterans.

There is still a desperate need for volunteer medical services. All efforts so far have been disappointing. Further contacts, however, will be made with the San Diego Medical Society and individual doctors. A meeting with Dr. Weiss, Medical Coordinator for the Free Clinics, was very encouraging. There is a possibility that NPESI will be able to procure some medical services through the Free Clinics, especially the Chicano Free Clinic which will be established at the Neighborhood House on National Avenue.

Model Cities has given its O.K. to NPESI to hire a full-time Registered Nurse to assist in the treatment and care of the "kick-pad" clients. This additional staff member will correctly assist in coordinating services with other volunteer medical sources.

It is apparent through the increased client contact and case load that word about the Program is spreading very rapidly. All staff are aware of the increase in work during the month of August.

### IV. PROPOSALS

A proposal has been submitted to the Department of Labor, for 200 OJT slots. Mr. Don Brady has worked with staff in the development of this proposal. A proposal for a Community Corrections and Education Project is planned to be completed by the end of the month, and submitted to NIMH. This proposal aims at developing bi-lingual drug abuse literature. The contract with Miss Lucy C. Roeliff, the proposal writer, was terminated on August 16 at a meeting with the Proposal Review Committee. Reasons for the termination of her contract were the incompleteness of her work and the fact that no completed proposal had been submitted, after two and a half month's work. Mr. Lew Schalit, Consultant with Model Cities, is currently working with NPESI in researching possible funding sources for NPESI.

A meeting has been set up with Mr. Bill Saunders of the Local C.C.C.J. Board, in order to determine the possibilities of funding through this agency. Mr. Jesse Ramirez has been working with Personnel from the Department of Education and also H.E.W., in order to determine the possibilities of future funding for NPESI.

On September 20 a meeting will be held with Mr. Cano, the Regional Rep. for H.E.W., in order to explore possible funding. The Proposal Review Committee has been of significant help in the development of proposals for NPESI.

V. STATE OF THE PROGRAM

The staff of NPESI is gradually developing the skills and expertise necessary for working with the narcotics addicts. It is gratifying to see in many instances an ability to offer real human support to the addict. In many cases staff members have given time and energy beyond the requirements of their job. It is evident that a spirit of cooperation and constructive communication is developing among staff members. This is a gradual process. There are difficult situations, but open staff meetings held every Friday have greatly assisted at establishing communications among the staff. It appears that the Program's reputation in the community is spreading and that this reputation is positive. The Program's credibility among the addict community is also becoming well established.

VI. DISCUSSIONS

There is need to discuss the following items:

- A. Penalty payment for Yolanda Maciel in the sum of \$250.00.
- B. A proposed Soft Drug Program coordinated with either E.O.C. or the South Bay Neighborhood Development Corporation.



DIRECTOR OF SERVICES REPORT, as submitted to the General Board of Directors Meeting held on September 13, 1971.

Mr. Henry Collins, Director of Services for Narcotics Prevention and Education Systems, Incorporated:

#### STAFF

Mr. Frank Valenti and Miss Lillian Maestas have been hired during the month of August. Mr. Valenti was hired as Assistant Job Development Coordinator as of August 2nd and Miss Maestas was hired on August 16th as Family Counselor. Miss Maestas was hired in an acting capacity pending approval by the Personnel Committee. We now have a complete staff and our operations are now in full gear.

#### TRAINING

Staff has been meeting on a daily basis at 8:30 a.m. at the Logan Avenue Office. These morning staff meetings will continue on a regular basis in order to coordinate on new policies affecting program operations. New forms and filing procedures, client priorities, as well as innovative suggestions are some of the topics discussed at these sessions. Every Friday from 1:00 til 5:30 p.m. we are conducting training sessions. These Friday afternoon sessions will consist of training by consultants on a volunteer basis. We have contacted a number of specialists, Dr. Javed Ammammi, Sociologist, has been conducting once a week group therapy sessions for the past two months. Miss Faustina Solis, Director of Health Services Clinic in San Ysidro will be conducting a training session upon request from our Family Counselor, Miss Maestas. Miss Maestas has begun training of staff. Her past two training sessions have involved cultivation and utilization of Agency Resources and Team Work Among Staff.

#### DRUG ABUSERS

We have had some difficult times with clients who are cross-users (users of narcotics, drugs and hallucinogenics). Without question, if NPESI is to expand its services, we must use foresight in planning for a staffing pattern which will include medical personnel trained to cope with narcotic addicts, drug addicts and cross-users. Our staff is sufficiently knowledgeable on how to treat the heroin addict but staff is in dire need of professional medical support to deal with cross-users and drug abusers.

Since the inception of this program and up to the present time our medical support has consisted of one doctor (Dr. George Abbott). Doctor Abbott is in private practice, his office is located in La Jolla, therefore it is impossible to properly diagnose and treat persons in need of other medical services besides heroin detoxification.

#### REHABILITATION CENTER SECURITY

A priority for client safety is the construction of gates and fences. Our clients under medication are not to be considered under control of their mental equilibrium. The Rehabilitation Center is presently totally without physical safeguards to protect a client from falling down one story to the ground below. There is an existing

three foot ledge surrounding the back portion of the Detoxification Center. This ledge could easily lead to serious injury. NPESI is now constructing a fence around the danger area.

MEDICAL SERVICES

Medical support continues to be a problem. Proper medical supervision, adequate physical examinations, medication and medical follow-up are needs which have not been totally met. While the Rehab. Center attendants are developing their expertise on the duties and responsibilities inherent with their jobs, they lack medical training, particularly for crisis matters such as: drug and narcotic overdoses and hallucinogenic "bad trips". We have distributed an informational pamphlet entitled Basic Information On Drugs, however, I strongly feel that a professional physician and a nurse must be brought in as a safeguard to human lives and to give our program and our staff the sophistication of providing adequate services to our clients.

COMMENDATIONS

I wish to entertain a motion in favor of having this Board of Directors to address a letter of commendation to Doctor George Abbott. We must acknowledge that Dr. Abbott has given this program his full support long before we were funded. Dr. Abbott has never charged us for his services and to my knowledge his only vested interest is human compassion for his fellow man.

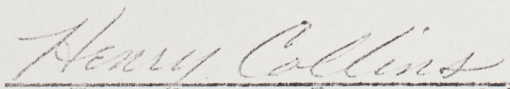
Also, I ask that my letters of commendation for Rudolph White and Catarino Gonzales be accepted and further endorsed by this Board.

In line with services and those people who are diligently doing their job I wish to suggest that this body take some form of action---a banquet---supper party---whatever to acknowledge our staff for their work.

C.R.C. - N.P.E.S.I. CHAPTER

On September 9, 1971, Mr. Al Rosen, Mr. Henry Collins, Jim Kennedy and Joe Felix met with our chapter members at C.R.C.. We outlined the scope of our services, and in particular, we expounded on our limitations in regard to employment solicitations from the different penit institutions. Our job developers have been inundated with requests for job placements from people pending parole release. The chapter is very enthused about our program and we can certainly do well if our O.J.T. Proposal is approved for funding.

Respectfully submitted,

  
Mr. Henry Collins, Director of Services

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

ADMINISTRATIVE OFFICE & REHABILITATION CENTER  
2195 LOGAN AVE., SAN DIEGO, CA. 92113 239-6155  
SOUTHEAST SAN DIEGO INTAKE CENTER  
1328 S. 43RD ST., SAN DIEGO, CA. 92113 263-4455  
SAN YSIDRO INTAKE CENTER  
141 W. SAN YSIDRO BLVD., SAN YSIDRO, CA. 92073 428-4421

COMMENDATION

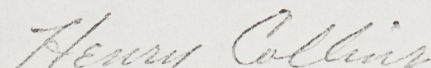
This is to acknowledge Catarion Gonzales for his fine performance as supervisor of our Rehabilitation Center.

Catarino has carried full responsibility in supervising the operation of the Rehabilitation Center. Without question the responsibility of dispensing medication, psychological and physiological therapy, as well as recognizing the symptoms of the withdrawal syndrome are all, without exception, duties of a professional. Mr. Catarino Gonzales has taken all of the aforementioned duties upon himself plus assisted in training the rest of the center attendants.

It takes this type of ability and hard work to make N.P.E.S.I. a credit to the community.

Gracias Catarino!

Yours truly,

  
Henry Collins  
Henry Collins, Director of Services

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

ADMINISTRATIVE OFFICE & REHABILITATION CENTER  
2195 LOGAN AVE., SAN DIEGO, CA. 92113 239-6155  
SOUTHEAST SAN DIEGO INTAKE CENTER  
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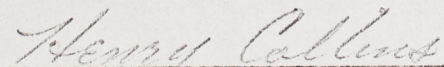
COMMENDATION

This is to acknowledge Mr. Rudolph White for his commendable service to Narcotics Prevention and Education Systems, Inc. during the absence of the Rehabilitation Center Supervisor, Mr. Catarino Gonzales.

Mr. White has given this program time beyond his duty and beyond expectation. He has comported himself with dedication, understanding and with sincere compassion for our clients and staff. He has also taken pride in showing us his skill at growing flowers by decorating the Rehabilitation Center with beautiful flowers.

With men of this caliber our program will most certainly be a success. I wholeheartedly want to commend Mr. White. Keep up the good work.

Yours truly,

  
\_\_\_\_\_  
Mr. Henry Collins, Director of Services

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

ADMINISTRATIVE OFFICE & REHABILITATION CENTER  
2195 LOGAN AVE, SAN DIEGO, CA. 92113 239-6155  
SOUTHEAST SAN DIEGO INTAKE CENTER  
1328 S. 43RD. ST., SAN DIEGO, CA. 92113 263-5866  
SAN YSIDRO INTAKE CENTER  
141 W. SAN YSIDRO BLVD., SAN YSIDRO, CA. 92073

Minutes of the Board of Directors Meeting for Narcotics Prevention and Education Systems, Inc. - 1328 Forty-third Street, San Diego, California.

The meeting was called to order at 8:15 p.m. by Herman Baca, Chairman.

The following Board members present were:

Dr. Leon Nower  
Mr. Jesse Ramirez  
Mrs. Millicent Phillips  
Mr. George Stevens  
Mr. Don Brady  
Mr. Phil Saenz  
Fr. Jerry Sims  
Mr. Vic Villalpondo  
Mr. Ernie Gomez

The following NPESI Staff Members present were:

Mr. Al Rosen, Executive Director  
Mr. Henry Collins, Dir. of Services  
Mr. Joe Felix, Intake Specialist  
Mr. James Evans, Caseworker  
Miss Jacke White, Intake Worker  
Mrs. Jaye Felix, Clerk-Typist  
Miss Rita Miller, Executive Secty.

Motion was made by Herman Baca that the minutes of the previous meeting be accepted. Motion seconded by Dr. Leon Nower. Motion approved and carried.

Personnel Committee Report:

Mrs. Phillips stated that the Personnel Committee has finished screening and interviewing applicants for all open job positon with the exception of Assistant Job Developer. Dr. Nower asked if persons who were selected but not hired for the specific job they had applied for could fill other positions. The answer was that the positions left open would have to be put up for readvertising.

Proposal Report:

Dr. Nower stated that the proposal was coming along and that Mr. Juan Acevedo was asked to work with the present proposal writer, Lynn Rolfe. Proposal is now seventy five per-cent finished. Staffing grant needs other staff that program could use. NPESI should sift out best features of Reasearch and Education proposals and get

things done. Motion was made to appoint a Proposal Committee to review exclusively all proposals made. Motion seconded by Don Brady. George Stevens stated in that he could see how committee would help activate to really get things done. Committee appointed. Dr. Leon Nower, Chairman; Vic Villalpando, Jesse Ramirez, Millicent Phillips and George Stevens members. Motion approved and carried.

Proposal Writer's Report: Lynn C. Rolfe.

Staffing Grant, Education and Research Proposal fifty per-cent written. Time table has been sent to Mr. Juan Acevedo. Proposal and Grant should be finished by the 20th of August. Funding should be drafted out to see what is missing. Beginning of September set for the second draft to be presented to the Board.

Executive Director's Report: Al Rosen.

Report given and attached. See report for details. Discussion: Mr. Jesse Ramirez asked about automobile insurance and whether NPESI workers have this type of coverage. Mr. Rosen replied that NPESI does not have this insurance and that staff should have their own. Mr. Rosen mentioned that NPESI needs to advertise and that posters were now in the process of being made; delivery should be in the very near future. Identification cards should be made for every staff so that they may be identified at any given moment and also for the designation of the types of work they do. Identification cards will be gotten through Model Cities.

It was asked at the last meeting of NPESI Board of Directors Meeting that a percentage of Model Cities residents now serving on the Board be ascertained. At the present time there are four Model Cities residents on the Board.

George Stevens made motion that NPESI Staff should talk with staff of University Hospital and get any pertinent information that might apply to the NPESI Program. Talk to the doctors of the hospital and find out if their program includes methadone maintenance. Motion seconded, carried and approved.

Motion was made by Mrs. Millicent Phillips for the acquiring of fans for the Board Rooms. Motion seconded by Vic Villalpando. Executive Director to look into this.

Mr. Villalpando mentioned the fact that NPESI could use the television media for advertising and stated that it was ad free. NPESI should get contacts for this media.

New NPESI Staff introduced:

- James Evans, Caseworker
- Fredda Slobbin, Female Caseworker
- Carlos Lopez, Intake Worker
- Jackie White, Intake Worker

Motion was made by George Stevens to authorize Al Rosen, Executive Director of NPESI to file an application for elective coverage with the California Department of Human Resources Development. The elective coverage will extend coverage for unemployment and disability insurance to the employees of this nonprofit organization. The actual cost to the organization in 1971 will be 3.1% of the first \$2,800 in wages paid to an employee and will constitute employer contributions for unemployment insurance purposes. The cost to the employee will be 1.0% of the first \$7,400 in wages. Mr. Jesse Ramirez moved to formalize the resolution

write it out and have it passed. Resolution should be given at the Executive Session and be given third priority. Motion seconded by Millicent Phillips. Motion approved and carried.

Director of Services Report: Henry Collins

NPESI is medically understaffed with only one doctor on a volunteer basis. At present NPESI have Dr. Keiger and Dr. Emmami orientating staff. The need is also great for recreational activity at the Logan Street Kick Pad. NPESI should tap community resources and invite people to come in and see the type of activity of the program. The Board of Directors should take the initiative to come and see the program in operation and stimulate interest. Recreational equipment is needed for rehabilitative purposes at the Kick Pad; pool tables, games, bar bells, etc. could be of great therapeutic value to those people detoxifying. Motion made to accept Director of Services report. Discussion: George Stevens made motion that all reports should be presented to all Board members prior to all Board meetings so that they could peruse same while reports were being given. Motion seconded by Dr. Leon Nower. Motion approved and carried.

Intake Specialist's Report: Joe Felix.

Statistical report given for the month of July. It was suggested that all statistics be included in the minutes. Mr. Phil Saenz made this suggestion. (Statistics included). Mr. Felix commended for his report. Mr. Felix stated that one person from methadone maintenance had been severely reprimanded for referring people to NPESI. Motion made to accept Intake Specialist's Report. Report accepted and approved.

Casework Coordinator's Report: Jose Cruz.

Caseloads have increased but at a lower pace. Two caseworkers have started their active campaigns both in San Ysidro and at the Forty-third Street Office. Court appearances and drug free clients show successful interventions. (Statistics included) Motion made that the Casework Coordinator's Report be accepted. Seconded by Don Brady. Report accepted and approved.

Job Development Coordinator's Report: Jim Kennedy

The major problem for the addict is finding a meaningful job, training and re-training. More persons were placed on the job with less overall contact work required. Mr. Frank Valenti, NPESI's new Job Development Assistant should be very helpful toward a positive thrust in employment and vocation fields. (Statistics included) Still exploring all possibilities for hiring of both ex-addicts and ex-convicts. Discussion: Phil Saenz suggested that we seek private funding, write letters to Salvation Army. Use talent within the program. Set-up different projects such as furniture finishing, woodwork. Create jobs within the program and work out plan. Hire instructors for courses in the above fields and also for metalcraft, etc. George Stevens suggested that the Personnel Committee do something in regard to training. Motion made to accept Job Development Coordinators report. Motion seconded by Dr. Leon Nower. Motion approved and carried.

Rehabilitation Center Worker's Report: Catarino Gonzales.

Detoxification Center has had two female clients during the month of July. The Center is in need of recreational equipment such as: Pool Tables, Movie Camera and Projector and other kinds of activity projects. Dr. Keiger has come to give

therapy at detoxification center. Center has had two repeats in July, one came back on methadone. There are different stages of coming down from methadone and it is very sad to see the addicts going from heroin to methadone and back to heroin again. Most of them get paranoid and resent us. NPESI should write letters to those doctors who have volunteered their services and advise and thank them for cooperation. Motion made to accept Rehabilitation Center Worker's report. Discussion: Henry Collins stated that we should contact medical staff and do something about NPESI'S lack of medical staff. Vic Villalpando suggested that we obtain medical doctor to go on panel and issue an appeal on the air. Write up the need for medical staff in News Letter. Rehabilitation Center worker's Report approved and accepted.

Female Caseworker & Rehabilitation Center Worker's Report: Fredda Slobbin.

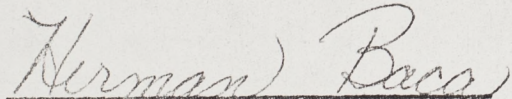
The need for volunteers for detoxification center is great. Mrs. Slobbin has made a few contacts and hopes to make more. She stated that the need for more recreational activities in the center is also great. Motion made to accept Female Caseworker's Report. Motion Approved and carried.

Commendation for all reports given by Mr. Phil Saenz.

Suggestion was made that complete revised list of Board of Directors for NPESI be sent to all members.

With no further business the meeting was adjourned at 10:30 p.m.

Resepctfully submitted,

  
Herman Baca, Chairman *rum*



M

TO: San Diego County Board Of Supervisors  
From: Chicano Federation  
Mexican American Political Association  
National Involvement Association  
Congress Of African People  
St. Judes Parrish

Subject: Methadone Maintenance  
Declaration Of Opposition

Date: September 21, 1971

Gentlemen:

On behalf of the constituency which we represent we wish to go on record in opposition to the dispensing of Methadone in our ~~community~~ communities. Our opposition to your methadone program has been voiced at various public meetings, however, we have observed that dispensaries for the dispensation of methadone continue to be planned for our communities. A recent dispensary opened its doors at 13th and Market St. (To add insult to injury ~~a~~ this methadone dispensary is right accross the street from the Neighborhood Youth Corp.

M

- (1) Name
- (2) Organization
- (3) 1971 - Private + Public
- (4) Declaration of Op. + Intent
- (5) 13<sup>th</sup> St. Center
- (6) Specific
- (7) Call Meeting

Meth. Maint.  
Page 2

A recent report from the National Institute of Mental Health points out:

Methadone is an investigational drug for which substantial evidence of safety and effectiveness is not available

(We do not want our people to be used as guinea pigs.)

There is not at present any replicated series of patients who have been successfully withdrawn from methadone and maintained drug free over extended periods of time.

Methadone is a very dangerous drug. Methadone is several times stronger than street sold heroin.

The multi-modality concept which has been presented to the public remains on paper. In practice all we have observed is methadone maintenance. You are turning our youth into confined methadone addicts — zombies.

Job Development Supervisor - Jim Kennedy  
Case worker - Coordinator - Jose Cruz  
Intake Specialist - Joe Felix  
Rehab Center Supervisor - Catarino Gonzalez

Personnel Board Meeting - October 1, 1971

Personnel Committee present:

Mrs. Millicent Phillips  
Mr. Al Johnston  
Mr. George Baca

Staff members present:

Mr. Al Rosen  
Mr. Henry Collins  
Mr. Catarino Gonzales

The meeting was called or order at 12:15 p.m.

The following applicants for the nurse position were interviewed:

Mary Butcher: Is a registered nurse. Likes community nursing. County Experimental Unit. Has worked with addicts. Unit Supervision Team leader. Interested in people's problems. Follow-up. Can work flexible hours. Not impressed with Methadone. Has a hard nose in administering medication. She is familiar with side effects. Can make contacts with doctors. Does not act personally to offenses or flattery. (Yes).

Valerie Cox: Has worked in similar situations. Would like to get involved. Has not worked with withdrawal patients. Is a registered nurse. She is against Methadone. Has done supervision. Has traveled. Wants to be committed. Speaks Spanish. Has not used her Spanish in four years. (No).

Yvonne Gordon: Understands Spanish. Is a registered nurse. Volunteer to work with drug addicts. Is not employed. Worked in a general hospital. No professional experience with addicts. Can establish good rapport with addicts. Has done supervisory work. Is not against Methadone. Believes is a partial solution. If not hired would still continue to volunteer. Suggested improvements. (Yes.).

Frances Hill: Is a registered nurse. Has worked with Methadone Programs. Believes Methadone doesn't work to most part. Has taken orders from non-professionals. Doesn't get offended by passes. Would volunteer. (Yes).

Mrs. Jamison: Not a registered nurse. Would volunteer. Referred to Center desk for L.V.N.

Marsha A. Pericak: Is a registered nurse. Is looking for a challenge. Has worked with Methadone Programs. She is against Methadone. Is not employed at present. Has trained personnel. Has Supervisor experience. Would volunteer. (No).

Ruby Young: Is a registered nurse. Doesn't enjoy working in hospitals. Has experience with addicts on Methadone. Feels that Methadone should be used for detoxification. She is against Methadone Maintenance. She is presently employed. Has children. Can work flexible hours. Can Train. Has limited experience with addicts. Would volunteer. (No).

Meeting was adjourned at 1:40 p.m.

Personnel Board Meeting - September 28, 1971

Personnel Committee present:

Mrs. Millicent Phillips  
Mr. George Baca  
Mr. Al Johnston  
Fr. Jerry Sims

Staff members present:

Mr. Al Rosen  
Mr. Henry Collins

The meeting was called to order at 12:10 p.m.

A question was asked in regard to an application for Family Counselor made by Bulmaro Pacheco. The subject was referred by Al Johnson, and later interviewed by Millicent Phillips. Mr. Johnston wanted to know the reason why Mr. Pacheco was told the job was filled or if the dead-line was over. Mr. Pacheco's background and qualifications were brought up. He is 47 years old, has worked in Honor Camps, is bi-lingual, has a Masters in Counseling, has worked in City Schools with families, etc.

Mr. Rosen asked the Board members to review the applications for nurse. There was a discussion as to the qualifications. A question was asked if the nurse had to be bi-lingual. It was stated that this was helpful but not necessary. It was brought up if the nurse had to be an ex-addict. This was not a must. The important issue was that the applicant be a registered nurse with a California certificate as proof. Age and experience with addicts were other questions asked. Model Cities residency was preferable but not required. Mr. Rosen then read the job qualifications for the nurse position from the job description.

Mr. Johnston asked if the nurse would be asked to work nights once in a while. It was agreed that she would probably be asked to work at night when needed. The problem of transportation was discussed. All agreed that the main issue was that she be able to get to work.

After the applications were all reviewed, the following people were chosen to be interviewed: Mary Butcher, Valorie Cox, Marsha Pericak, Francis Hill, Nancy McFadden, Yvonne Gordon, Ruby Young.

It was decided to wait until another time to discuss an adjustment be made to raise the salaries.

Motion was made to adjourn the meeting by Fr. Sims.

George Baca seconded the motion to adjourn.

The meeting was adjourned at 1:10 p.m.

To: COPA Hoover  
President

To: Advisory Board  
President

On October 27, 1971 we requested from the president of all the organizations affiliated with the Chicano Federation the following information.

a) Names, titles, addresses, phone No:'s of the elected officials.

b) Names, addresses, phone No:'s of the delegates to the Federation.

c) Names, titles, addresses, phone No:'s of the Committee Chairmen.

d) Names and addresses of all other members in your organization.

We would like this information as soon as possible. Important for your organization as for us.

We appreciate your cooperation in order to serve you better.

Kind Regards,  
Sincerely,

Chicano Federation

Dear Mr. Collins

Box No. A-E A# 14677  
San Luis Obispo, California  
October 31, 1971

An Open Letter to the People of California:

It is my sincere hope that after reading this document that you will understand the desperate situation in which I find myself. It is a gross injustice, in my opinion, for the California Adult Authority to deny me parole year after year without legitimate cause.

I ask that after acquainting yourself with my status, that you lend me your assistance in trying to secure my release on parole by writing to the following people:

Assemblymen & Assemblywomen

Name  
Assemblyman of California  
State Capitol Building  
Sacramento, California 95814

Craig W. Biddle  
Yvonne Braithewaite  
Willie L. Brown, Jr.  
Peter R. Chacon  
Alex P. Garcia  
Joe Gonsalves  
John T. Knox  
Bob Moretti  
Frank Murphy, Jr.  
Leo J. Ryan  
Alan Sieroty  
John Vasconcellos  
Henry A. Waxman  
Edwin L. Z'berg

Senators

Name  
Senator of California  
State Capitol Building  
Sacramento, California 95814

Mervyn M. Dymally  
George Moscone  
Nicholas Petris  
Albert S. Rodda

Adult Authority Members

Name  
Adult Authority  
State Office Bldg. #8  
714 P Street, Room 523  
Sacramento, California 95814

Henry W. Kerr, Chairman  
Curtis O. Lynum, Vice-Chairman  
Manley J. Bowler, Member  
Walter A. Gordon, Jr., Member  
Leland M. Edman, Member  
James H. Hoover, Member  
Daniel R. Lopez, Member  
Joseph A. Spangler, Administrative Officer  
Charles E. Brown, Member  
R. K. Procunier, Director, Department of  
Corrections



STATE OF CALIFORNIA                    )  
COUNTY OF SAN LUIS OBISPO)    ss        DECLARATION OF JOSEPH C. ROMERO

WHEREFORE, I, the undersigned Joseph C. Romero state under penalty of perjury as follows:

This Declaration is being written from my prison cell located at the California Mens Colony, East Facility, San Luis Obispo, California and in the sincere hope that those who read it will consider my plight and render aid and assistance to me in connection with my upcoming parole board appearance before the California Adult Authority during the first week of March, 1972.

To date I have been imprisoned continuously for 21 years and eight months for the crime of murder, committed during the commission of a robbery. The original conviction took place in December, 1949 and at the time I was but 19 years old. I am a native resident of Los Angeles, California, having been born and raised in the Boyle Heights area.

While it is true that I have been eligible for release on parole since approximately 1957 (after having served the minimum term of seven years), I have been consistently and arbitrarily denied parole consideration for many years, despite my many annual appearances before the Adult Authority during these 21 years of confinement. Subsequent to my initial appearance after seven years of custody, I was denied a hearing for a period of three years. This means that when I returned to the paroling agency representatives for the second time, I had served ten years. Since my second appearance I have been shuttled from parole hearings yearly without any meritorious consideration and have been given less than true factual reasons for the denial of parole.

I am now, and have been for quite a number of years, as ready for society as I will ever be. I feel that many of the years I have been kept captive have been because the Parole Board has acted on suspicion, rumor, and caprice in considering my case.

My record within the institution clearly demonstrates that I have completed the past twelve years without any disciplinary action. A feat which speaks well for me and creates many questions when reviewing the Parole Board's explanations for denying my parole.

In May, 1959, while incarcerated at the California State Prison at San Quentin, I was charged with the killing of another inmate. The Marin County Grand Jury investigating the matter found it to be justifiable homicide and I was acquitted. However, using this latter situation as a lever, the Adult Authority has denied me parole consideration despite my many overdue years of served time, despite the academic and vocational achievements I have completed and acquired, and despite my excellent discipline-free record for twelve years. Presently I have approximately 14,000 hours vocational training in lithography and have worked diligently and received my high school diploma. I have also taken several college level courses. My vocational reports have always included high marks. I believe it is highly doubtful that another such record can be located in the files of the entire California Penal System.

The Adult Authority annually presents unsubstantiated accusations that I am a "dope smuggler" and/or that I am a "chieftain" in the "Mexican Mafia" within the prison social structure. I most earnestly take exception to these accusations and allegations and deny their validity. I have denied them annually before the Parole Board. In both cases the allegations are untrue, unfounded, and are untenable reasons for justifying the many years that I have been held in custody. The basis for the charges, as presented to me annually, stem from "inmate informers", who for reasons best known to themselves choose to tell prison officials that I am a "dope smuggler" and a "chieftain" in the "Mexican Mafia". It is extremely difficult to overcome these charges when I appear before the Parole Board, as I feel they literally want to believe the accusations, and based on their erroneous beliefs, continue to deny me my freedom.

I want to bring to your attention that the only conceivable reason for denying me parole has been hearsay accusations on which I have never been tried. On June 23, 1971, Judge Alfonso J. Zirpoli, of the U.S. District Court in San Francisco decided in the case of the so-called "Soledad Brothers" that certain charges brought against them because of an infraction of prison regulations should be expunged from their prison records and ordered the punishments not be referred to the Adult Authority, because the prisoners were not afforded certain rights. I believe my case is more aggravated as I was not even afforded a disciplinary hearing on any of the accusations by prison authorities.

It is a fact that during my 21 years in prison I have never been apprehended for being under the influence of liquor, narcotics, nor for the possession of monies, nor any such type contraband. Again, the allegations believed by the Parole Board, while being untrue, have allowed them to deny me relief via release on parole...

To point out an obvious injustice: I was convicted together with a co-defendant. My co-defendant served 13 years and was paroled. He was on parole for a period of nine months and then was apprehended for possession of narcotics. He was tried, convicted, sentenced to prison on a sentence not less than two years and not more than 10 years. His parole was revoked and again he was serving his original life sentence plus the new sentence. It is interesting to note that my co-defendant was paroled for the second time in June of 1971.

It is my desire, that if all else fails--including my upcoming appearance before the Parole Board, to test the legality of my situation in the courts. Some advisors state that testing the Parole Board is impossible, yet others say that it is not only quite possible, but it is apparently the only manner in which I will ever obtain a release. It is very discouraging to face the fact that after all the years I have spent doing what was expected of me, that I must now in my 22nd year of confinement commence legal action against my keepers--who will, I am certain, take grave exception if not over all offense to the necessary proceedings.

To reiterate, court action and public pressure are the only things that will help me to secure my release...

I have five sisters, a brother and a son. My son returned from a tour of duty in Viet Nam approximately six months ago. Without reservation, I want my freedom and I want to be with my family. Yet, I am told this cannot be accomplished unless I stand before the Adult Authority and admit that all the allegations made against me are true and correct. Then and only then, will they possibly, just possibly consider me for release. This is a calculated risk. They are asking that I admit to totally untrue accusations and then they ask that I take a chance that they may or may not parole me then or ever.

This letter is the only means of communication available to me in attempting to seek outside assistance. It should be perfectly obvious that I cannot fight the California Adult Authority: I cannot make them believe me, and I cannot make them release me without assistance.

If you are interested in my situation after considering this letter and its contents, any correspondence on my behalf should be directed either to the officials listed on the first page and/or to the following:

Mr. H. Kerr, Chairman  
California Adult Authority  
714 P Street, Building #8  
Sacramento, California 95814

Mr. R. K. Procunier  
Director of Corrections  
(same as Mr. Kerr)

Hon. Ronald Reagan, Governor  
State Capitol  
Sacramento, California 95814

These gentlemen are at liberty as an act of choice and/or discretion to make recommendations to the Adult Authority.

Perhaps any and all publications, periodicals, or Mexican/American groups who may be able to lend assistance can be contacted. It is suggested that any letters be submitted prior to December, 1971 in order that they be available for the first week in March, 1972 when I appear before the Parole Board for my 14th appearance for parole consideration.

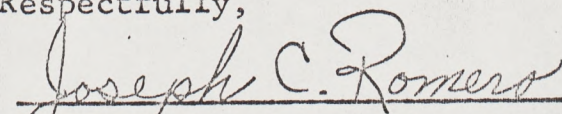
Your every assistance and consideration will be deeply appreciated by myself, my son, and the members of my immediate family. I firmly believe that this letter literally reeks with injustice. I do implore you to come to my assistance.

Thank you for any help you can give me in this matter.

Executed this 31<sup>ST</sup> day of OCT., 1971 at San Luis Obispo, California.

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully,

  
Joseph C. Romero, Declarant

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

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SAN YSIDRO INTAKE CENTER  
141 W. SAN YSIDRO BLVD., SAN YSIDRO, CA. 92073 428-4421

February 10, 1972

Mr. Herman Baca  
105 South Harbison  
National City, California

Dear Herman:

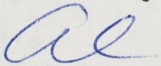
I have been given the assignment by the Board of Directors of N.P.E.S.I. to say "Thank You" for your personal energy and dedication you have given to this program. The Board of Directors and Staff are well aware of the crucial part you have played in the history of this program.

Through your efforts and those of Henry Collins, and others like you, this program came into being. All of us are aware that without your efforts and direction, there would be no N.P.E.S.I.

During your Chairmanship, the program came to birth, and I am confident that in the years to come it will achieve maturity. Whatever service and human assistance this program may give to the addict on the street will have some relation to you, and so from all of us, thanks, and I hope we can call on you when times get hard again.

All of us look forward to your membership on the General Board of N.P.E.S.I.

Sincerely yours,

  
Al Rosen  
Executive Director  
N.P.E.S.I.

AR/mt

REPORT TO THE BOARD OF DIRECTORS NPESI

Submitted by the acting Executive Director

I. PAST PROGRAM ITEMS:

1. Proposal to obtain \$36,000.00 for remodeling. Apparently presented to the CPC Executive Committee. Did not receive approval as part of the Model Cities re-programming package.
2. Equipment and office furniture purchased: four typewriters (one electric, three manuals), adding machine, checkwriter typewriter stand, steno chair.
3. Pay of staff for April work. Already paid. Presently negotiating reimbursement with Model Cities Director. Letter submitted to M.C. by Executive Committee members clarifying date of hiring. Confusion concerning pay from date of "interview". No list of original staff or dates of hiring were submitted to M.C.
4. Stolen equipment: During past month two electric typewriters stolen. One purchased by agency, the other rented.

II. PRESENT PROGRAM ITEMS:

1. Necessary records returned. Former Executive Director has returned the essential program records to attorney Crobarger and M.C. personnel. Some records still not returned.
2. Intensive audit conducted on the books. City auditors have reviewed all financial records. The books have been corrected and balanced. The books were in "order" except for some recording mistakes. New account has been opened at the bank and old one closed. New Board Check-signers are in the process of being bonded with Fidelity Bonding.
3. Financial and Progress Report for the month of May have been submitted to M.C. Former Executive Director submitted a financial statement for the month of April
4. Logan Ave. Center open. Presently used as intake center and detoxification center.
5. Request submitted to M.C. on June 7 to modify budget so that \$6,000.00 be transferred from line items to cover construction costs of remodeling. No funds in the original budget to cover remodeling costs. Immediate need of procuring office space, counseling and intake rooms. Mr. Sal Ruiz, general contractor, agreed to handle remodeling project. Contract

proposal will be submitted to M.C. for approval. Refurbishing will be done on Logan Ave. Center and 43rd Center first, San Ysidro will follow at a later date. Planned remodeling should begin within the week of June 14.

6. Equipment purchased; eight new desks and chairs have been purchased through City Purchasing Dept. for the Logan Ave. Center. Negotiating with G.S.A. for authorization.

### III. PLANNED PROGRAM ITEMS.

1. Proposal for Second Action Year must be submitted by July 1
2. Proposals planned for NIMH. Consultant contract with proposal writer.
3. New advertisement for staff positions will be initiated within the week. Advertising for new Executive Director. New Director by July 1.
4. Centralize the administration of NPESI at Logan Ave. Center within the month.
5. Make the detoxification unit functional within the month. Three beds purchased June 7.

### IV. RECOMMENDATIONS TO THE BOARD.

1. Recording and distribution of all Board meeting minutes.
2. In matters that need clarification of M.C., the appointment of fact-finding committee composed of Board members and the Executive Director. Approach M.C. before Board Decision is made in matters that pertain to M.C. funding.
3. Executive Director be responsible for submitting written report at monthly meeting

- Minutes -  
EXEC. Committee (Session)

- Matty Smith = (1) Fear because Mr. R. (N-R)  
(Pik Ramos) indicated that funds would be cut if acted as req'd. in relation to back pay.
- (2) Why Model Cities guidelines are so secretive - need Model Cities guidelines of this program
- \* (3) Needs to be kept informed about M/C guidelines in order to function as super.

- Bobby Parra =
  - (1) Lack of communication from N-R - should comm. better = be present.
  - (2) Direction of prog. from N-R (as to where it's going).
  - (3) See conflict/politics developing between N-R & H-C

- Joseph Mattin =
  - (1) Sees commun. gap between he & N-R = took prob. to N-R & N-R did not respond.

- Jose Cruz =
  - (1) Friction between N-R & H.C and has become obvious to staff - this situation must be reconciled because it is affecting staff morale.

Jim Kennedy =

- (1) Feels that Brd. & N-R does not realize the importance of the Prog. to the addict = lack "real"  
J.K. attended a mtg. (to him very importance) but no one has asked him to report.
- (2) Why is Prog. not moving faster? Should put more real into all our efforts to open the center & go.  
= N-R is too conservative = should
- (3) Why wasn't he paid for his trip to conf. to San Antonio, Texas.

- Kenny Benman

- (1) Feels Prog. has no direction - is not moving fast enough - or gets feeling the Prog. is not moving
- (2) Should commun. personally and not by memos/ltrs. —
- (3) Gets feeling N-R is really not with him of program.

- Eric Stanz =

- (1) Feels prog. is not moving - too many delays
- (2) Concerned about friction between N-R & H-C
- (3) Feels N-R's heart is not in Prog.
- (4) Hates commun. thru memos/ltrs.



- Bobby Domingues

- (1) Guidelines of Prog. should be more flexible - feels they are too rigid =
- (2) Feels prog. should be moving faster.
- (3) Wants to know guidelines of Prog. - direction

- Catarino

- (1) Does not understand friction but it upsets him
- (2) Lack of commun. between Bd. & staff.
- (3) Feels lack of direction from N.R. & H.C
- (4) Feels prog. is stumbling - not moving

- Joe Felix (clinic attendant)

- (1) Does not understand position of N.R
- (2) Should N.R have total control of Prog.
- (3) N.R too conservative

- Henry Collins (Concerns)

- (1) Lack of commun. on the total prog. (funding & Prog. negotiations & future plans)
- (2) Hates memos / directives instead of talk
- (3) Gap in commun. - no direction from N.R
- (4) Reg. st. mtg. for programming but N.R has not responded (gotten together)
- (5) Feels N.R heart is not with the Prog.
- (6)



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SAN YSIDRO INTAKE CENTER  
"PROJECT KO" 114 W. HALL ST., SAN YSIDRO, CA. 92073 428-4421

September 1972

TO: MIGUEL VILLANUEVA, EXECUTIVE DIRECTOR  
FROM: JERRY SOLOMON, STAFF PSYCHOLOGIST  
RE: STATISTICS - SEPTEMBER 1972

The figures listed below are client contact hours. Time spent during the month of September in counseling sessions is partitioned into time spent in the Kick-pad, follow-up and walk-ins.

### KICK-PAD:

Individual Counseling	4
-----------------------	---

### FOLLOW-UP:

Individual Counseling	16
Family/Marriage Counseling	8

### WALK-INS:

Crisis Intervention	3
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### AGENCIES CONTACTED:

Mental Health Action Collective  
Comprehensive Health Plan Association  
County - Henry Hodge

### SPEAKING ENGAGEMENTS:

California School of Professional Psychology.



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### JOB DEVELOPMENT COMPONENT

To: Miguel Villanueva, Executive Director, NPESI  
From: Joseph A. Felix, Job Development Coordinator, NPESI  
Subject: Narrative Report for July-August-September 1972 Quarter

As the Job Development Component assumed a new Coordinator during the month of June (1972), any comparative comment with regard to the previous quarter is not possible, at least from this office. However, it is apparent from the upsurge in employment placement, due to, of course increased client contact with Job Development, that the 'seasonal' fluctuation that appears in most aspects of society, continues to effect the addict community as well.

I assumed the position of Job Development Coordinator during the month of June, succeeding the former Job Development Assistant, Robert Parra to the position. Therefore, comparative comment, with regard to development and placement during the previous Quarter would not be appropriate at this time.

However, service activity at least thru Job Development during the past Quarter, is indicative of the overall picture within the addict community, that has been my experience throughout my tenure with NPESI in various components. If there is any question as to whether or not NPESI is handling it's fair share of the addicts in San Diego County or that addicts in San Diego look to NPESI for one form or another of supportive service, the Two-Hundred and Seventy-One (271) client contacts with NPESI's Job Development Component, during the past Quarter speaks for itself.

During the past Quarter there were a total of Sixty (60) working days totalling Four Hundred and Eighty (480) working hours; which means that in servicing 271 clients, i.e. pre-placement interviews, job development and placement, pre-placement and post-placement counseling, case follow-up, provide for an average of 1.8 hours per client. Within these figures is not reflected the fact that contact with a client is recorded only once in any monthly period and does not show that many of these clients require repeated interview, counseling and placement efforts. Also that time devoted to the development of employment sources and community development with regard to the addicts place in the employment market is not reflected.

Fortunately, these figures do not represent the actual picture, which as shown would mean a practical impossibility. For instance Job Development is handled by two members of staff and an NYC

Secretary (who is far better than many professionals) which, when dividing the work load, allows for more than the one point eight (1.8) hours per client indicated by the statistics. Also many of our clients have been placed with employers who call us first when needing someone which reduced the amount of staff-client contact time considerably, especially when they are calling for more than one placement as occurred in the case of Triple A Marine South who, in the month of September received a One-Million Five Hundred Thousand Dollar (\$1,500,000.00) contract and called us requesting twenty-nine (29) men. We were able to contact and place sixteen (16) clients before the hour and a half deadline we were given.

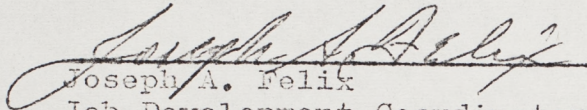
Recently, I attended a meeting wherein some question was offered regarding NPESI's operation, its image in the community and effectiveness of its operation. The foregoing statistics I think are indicative that someone within this agency's network is doing something and, it goes without saying that in order for anyone component to function, even at a minimum, the cooperation of other components is obviously necessary. For example, to have the clients to place a reasonably decent image is necessary, to record them a reasonably functional intake component, for continued contact, reasonable casework follow-up and of course to have these clients job-ready a reasonable effective detox component; the practice of Job Development is not to attempt to place a client who is 'using' but to handle first things first, i.e. detoxification, counseling, etc., and then job placement; just one of the services that falls in line in the rehabilitative effort regarding drug addicts. The saying is that, "a chain is only as strong as its weakest link". . . or, "a team is only as strong as its weakest player", in any 'chain' some links 'shine' brighter than others . . . on any team some players 'star' but they gain yardage only when their teammates run effective interference. NPESI is a team like any other team and are playing a game that has unusual aspects and is sometime difficult to understand.

When evaluating this organization, one should remember that many years many minds and many dollars have been spent in combating the drug problem and no one yet has come up with the surest or best method. NPESI is only another one of those methods. How we do is not so important as what we do and the inclosed statistics are merely a sample of what we do. There may be others who are doing more or at least as much but according to the reports this writer gets, no one knows where they are at, but then again this too is only heresay. I won't use it against them, I'd ask only the same courtesy in return.

The Job Development Coordinator is also responsibly involved in broader forms of community development with regard to the addict community, i.e. member of the Comprehensive Area Manpower Planning Systems Advisory Committee, member of the OJT Criteria Evaluating Committee, member of the Chicano Federation Manpower Committee and Instructor in the Mexican American Studies Department at San Diego State University.

In closing, this report admittedly reflects the age old situation; we are over-worked and understaffed, needs more funds in order to be more effective and correct the problem of being stretched out too thin; this report is submitted with hope that some remedy to these situations can be found.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joseph A. Felix", written over a horizontal line.

Joseph A. Felix

Job Development Coordinator

Narcotics Prevention & Education Systems, Inc.

REPORT FOR September, 1972MONTHLY INTAKE STATISTICSSUBMITTED BY M. TurnerTOTAL NEW CLIENT CONTACTS 45TOTAL CONTACT THROUGH INTAKE 59WALK IN 18REFERRALS 22OUT REACH 16REFERRED BY FORMER CLIENTS 8COURT REFERRALS 0

CLIENTS REFERRED TO:

DETOXIFICATION 23STAFF PSYCHOLOGIST 5JOB DEVELOPMENT 34CASEWORK COMPONENT 59

INTAKE COUNSELING OPERATION

INDIVIDUAL COUNSELING 87TELEPHONE COUNSELING 120TOTAL MALE CLIENTS 45TOTAL FEMALE CLIENTS: 14MALE HEAD OF HOUSEHOLD 17MALE NON HEAD OF HOUSEHOLD 28FEMALE HEAD OF HOUSEHOLD 1FEMALE NON HEAD OF HOUSEHOLD 13ADULT AUTHORITY INTERVENTION 24 casesETHNIC BREAKDOWN:

BLACK

WHITE

MEXICAN AMERICAN

EDUCATION:

ABOVE HIGH SCHOOL

HIGH SCHOOL

BELOW HIGH SCHOOL

AGE RATIO

UNDER 19

20 to 29

30 to 39

40 to 49

Over 50

MALE8122571919233821FEMALE767221059000

Respectfully submitted,

Mary TurnerIntake Specialist  
NPESI

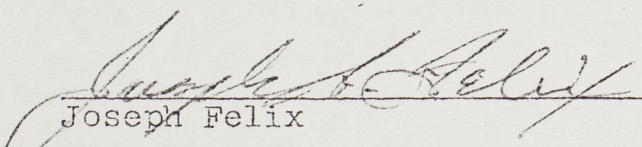
EMPLOYMENT STATISTICS

Submitted by: Joseph Felix  
Job Development Coordinator

September 29 1972

COMPANIES & AGENCIES CONTACTED:

A. INITIAL-----	76
B. FOLLOW-UP-----	67
JOB OPENINGS UNCOVERED-----	45
NEW-CLIENTS REQUESTING JOB PLACEMENT-----	52
CLIENTS PROVIDED PRE-EMPLOYMENT COUNSELING-----	52
CLIENTS REQUIRING ASSISTANCE BEFORE PLACEMENT-----	20
CLIENTS ACTUALLY RECEIVING ASSISTANCE BEFORE PLACEMENT-----	20
CLIENTS PLACED ON JOBS-----	39
CLIENTS REFERRED TO OTHER AGENCIES FOR O.J.T.-----	0
CLIENTS ACTUALLY RECEIVING O.J.T.-----	0
CLIENTS NOT RESPONDING TO JOB PLACEMENT-----	6
CLIENTS WITH PLACEMENT IN ABEYANCE	
A. PENDING RELEASE	0
B. OTHER	0
INITIAL CONTACT WITH JOB DEVELOPMENT-----	52

  
Joseph Felix

Job Development Coordinator

N.P.E.S.I.



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"PROJECT KO" 114 W. HALL ST., SAN YSIDRO, CA. 92075 428-4421

To : Miguel Villanueva - Executive Director  
Re: Statistical Report of Kick-pad Operation for September 1972  
From: Iola Jankowski, Registered Nurse

Detoxification:

Clients admitted to detox center	20
Male	20
Female	0
Clients detoxed at home	0

Counseling:

Individual	47 - 1 hr. ea.
Group	2 - 1 hr. ea.

Follow-up:

Clients contacted after discharge	
1 time	5
2 times	2
3 times	1

Clients seen via Walk-in: (not detox) 4 - 4 hrs.

Educational Class and Meeting for Kick-pad Staff: 1 - 1 hr.

Agencies Contacted:

American Red Cross  
Crisis Center  
Beach Area Free Clinic  
CMH - San Diego  
University Hospital  
Community Congress



Public Relations:

William Markey - County Health Administrator  
Henry Hodge - County Health Dept.  
Health Advisory Board  
Mental Health Advisory Board  
CHPA  
San Diego State

This month has been very slow as far as client intake shows. This is true for both admittances to the detox center as well as walk-in clients.

The Womens' Detox Center has been approved for funding by CCCJ. I will go into more detail regarding this in my quarterly narrative.

Respectfully submitted,

*Iola E. Jankowski R.N.*  
Iola Jankowski, Registered Nurse



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QUARTERLY REPORT OF THE  
N.P.E.S.I. PROGRAM

from

Miguel Villanueva, Executive Director

This report is a summary of the monthly reports submitted by N.P.E.S.I. to Model Cities. For a more extensive analysis of the Program and its implementation, please refer to the narrative reports of July, August and September, on file at Model Cities.

The usual format of N.P.E.S.I. quarterly reports is hereby submitted with one necessary exception: I have excluded my overall report following the standard methodology of N.P.E.S.I. reportage.

The reason is that I feel it is vital that Model Cities focus carefully on the transition of power and authority that will be occurring. Too many times the quarterly narrative coldly reflects the monthly activities and does not fully register the human element. The need for technical accountability is imperative, yet there is also a need to have an ample understanding of just where the people in our programs are really at.

July and August

For the months of July and August I suggest revision of the more than satisfactory reports submitted by our components (on file at Model Cities). A careful review of these narratives will reflect coordination, efficiency and creative services.

I commend the N.P.E.S.I. staff for helping the community in avoiding some tragic flare-up summer violence and crime.

N.P.E.S.I. is an irreplaceable need in this community.

At various times during my tenure of this position I have been stunned by the naked reality of this drug epidemic that we are now combating.

I would be naive to say that the problem does not begin at home and that the city as a whole is not responsible.

You may think that I'm becoming emotional. I'm emotional, and the previous directors of N.P.E.S.I. were also emotionally committed to the program.

Idealistically, I wish for the development of a strong emotional commitment to the program from the community, the City of San Diego and Model Cities.

The drug problem has still not fully manifested its force. I urge you to analyze more carefully the philosophy of abstinence of our program, and focus more on the method.

It seems, to many people, that we were funded to fail because of our budget. We need more manpower, more training, additional staff to help develop a new, different way of life for the ex-addicts working for the program and a better understanding of drug culture between the non-addict personnel, to cultivate a true leadership, teamwork and motivation which is the only way to overcome racial, professional, non-professional, addict and non-addict prejudices.

I hate to look at N.P.E.S.I.'s budget, especially when I think of the millions of dollars allocated to methadone programs.

Experts speak about multimodalities for combating drug abuse. N.P.E.S.I. is a modality but we never had the opportunity to work out and prove our approach because of lack of money. Our original proposal expresses the need of an economical enterprise to employ the addicts. This is some-

thing absolutely necessary to develop a wholistic approach and a different style of life. We need a halfway house for the same reason.

N.P.E.S.I. is still alive helping the addicts and the city, making notorious institutional changes although we have to visit second hand stores to purchase sheets for the Kick-Pad or a dozen of used pajamas for \$8.00 because we must operate with realities.

I should mention again, at this point the transition of authority that will be occurring. Model Cities cannot afford to have any power games played at this crucial time. The selection of authority should be based on individual competence and knowledge of the drug culture.

#### September

If we consider numbers as criterium for success our operations would be low in relation with preceding months with the exception of the Job Development component.

This month has been very good on a different level of results. Taking into account the planning done in the months of July and August, September has been profitable in the following ways:

- A. A contract was made with California School of Professional Psychologist to place M.A. and Ph.D. students with the program, on a 20-hour work basis and under our supervision. The school is paying these graduate students while they work with the project.
- B. Dr. Bayardo, the only Chicano Psychiatrist in the County is working with us on a voluntary basis.
- C. The School of Social Work is placing volunteers on our program from San Diego State College.

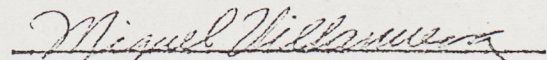
- D. We were officially notified by C.C.C.J. that N.P.E.S.I. is going to receive \$87,000.00 to establish a Detoxification Center for women.
- E. The Veterans Administration Hospital has seriously considered in providing us their services on weekends.

Conclusion

I want to emphasize that my purpose for submitting such a subjective report is to fully serve my duty with the program to the very end.

During the last year I have invested part of my life to the project. I believe that the philosophy of the program could develop national changes and models in relation to drug abuse programs. I wish that the transfer of Administration be done with care and precision. I suggest a two week training for all personnel of the project. If there is a decline of people reached I would suggest this decline be studied for symptoms. I also would like to suggest the alocation of more money to the project in order that N.P.E.S.I.'s approach towards the addict may be put on a fair competition with other modalities or approaches.

Respectfully submitted,



Miguel Villanueva  
Executive Director

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

Administrative Office & Rehabilitation Center  
2195 Logan Ave., San Diego, CA 92113 239-6155  
1328 So. 43rd. St., San Diego, CA 92113 263-4455

"Project K.O." 114 W. Hall St., San Ysidro, CA 92073 428-4421

ADMINISTRATION:

I Executive Committee:

The Executive Committee of N.P.E.S.I. held its monthly meeting on July 10, 1972 at 7:00 p.m. at 2195 Logan Avenue.

The purpose of the meeting was to: a) activate the Proposal Writing and the Fund Raising Committees to fulfill two principal needs of the project: Emergency monies and development of additional funds; b) to help the Executive Director with some of the problems encountered in his new position, c) to discuss the promotion of Fredric Picon from Center Technician to Job Development Assistant, a position formerly held by Frank Clouse, a City PEP employee; Frank Clouse will be assisting the Executive Director with proposal writing.

The same Executive Committee held a special meeting on July 27, 1972, to help develop legislation for staff that might break the rules of complete narcotics abstinence.

II Proposal Writing Committee:

The Proposal Writing Committee of N.P.E.S.I., chaired by Doctor Leon Nower met on July 18, 1972, at 2195 Logan Avenue to discuss priorities for developing proposals for additional funds and to identify resources.

## PROGRAM IMPLEMENTATION:

### I Intake

The Intake figure of seventy-three (73) clients is over the figures of past months and makes us feel very optimistic about the future of the program.

### II Detoxification Center

This Component has also increased to 11 clients above last month's total figure.

We are now initiating negotiations with Mercy Hospital by which N.P.E.S.I. will provide through our project a means of training doctors and nurses in narcotics treatment. In return, we will receive the benefit of additional medical assistance.

### III Job Development

Actual job placements provided by the project during the past month numbered thirty-three (33), thirteen (13) over the month of June and fifteen (15) over the month of May.

It is very difficult to find a job for ex-addicts because of decline in employment prejudices in our society, lack of special training, poor health, transportation, etc.

The program started seeking means of additional funding. The Executive Director met with Captain Chandler of the U.S. Navy and made a presentation about the program, employment difficulties and the possibility of developing our own jobs. In the near future we may receive a donation of some pick-up trucks to start a landscape business. We are also in contact with Local Union 89 to explore the possibilities of technical help and gardening tools.

#### IV Casework Follow-Up

The figure for this component (one-hundred-three) exceeded the performance standards of our contract, seventy-five (75), by twenty-eight (28); even though the component was short of staff due to vacations.

#### V Prevention and Education

Southeast Drug Coalition held two meetings, on July 12 and 26 at our offices at So. 43rd Street..

We have new members joining the Coalition: C.M.H., represented by Charles Brown, Y.M.C.A., represented by Robert Scotland. There will be a membership fee of \$5.00 per agency, per year.

On July 26, 1972 officers were elected as follows:

Chairman: Dennis Hamilton  
Vice Chairman: Reginald Jackson  
Secretary: Jacqueline White  
Treasurer: Bill Simms  
Sergeant of Arms: William Noble

Speaking engagements: With our speaking engagements this month, we have served an audience of 1,104 individuals, and radio programming.

Bernard Bailey and Jim Kennedy participated in two radio programs at K.S.D.O. "The Last Word" --Host: Vic Villalpando. Maria Luise Levy made an N.P.E.S.I. presentation on Channel 10 explaining our problems finding employment for addicts.

#### VI Project K.O.

This project is surpassing our expectations. Last month we had seven-hundred-fifty (750) participants instead of the established figure of two-hundred-forty (240).



## VII Staff Training

- 1.) Melva King from Consumer Affairs conducted a session on "How to Buy".
- 2.) Ernest H. Rio de La Loza - "What is C.R.B."
- 3.) Pamela Brennan - "Project Step-Up"; organic curriculum for adults.
- 4.) Miss Fahare - Transcendental Meditation, a new approach to solve personal problems.
- 5.) Special for Kick-Pad staff - Multimedia first aid class.

## COORDINATION OF ACTIVITIES

Mr. Jay Fair is conducting a flow analysis of the project. The purpose is to develop communication, coordinate the activities of different components, and help develop a cross index for an accurate accountability of client success.

## SENATE BILL 714

This Bill was directed to control all Heroin addicts and programs, without major input from community based programs and grassroot people.

N.P.E.S.I. through staff Psychologist Mr. Jerry Solomon and Nurse Iola Jankowski offered a major input to make amendments to the Bill.

After several meetings of various Drug Abuse programs that culminated with testimony before the County Board of Supervisors, the two mentioned members of N.P.E.S.I. were sent to Sacramento to bring to the Assembly Committee on Health, the feelings and opinions of San Diego County. It was a successful trip and battle that made it possible to secure, at least for the present, the existance of Community based programs.

- - - - -

Southwestern States Drug Abuse Program Coalition & Training  
Center:

San Diego will be the site for the next Conference that will be held from August 18 to 20, 1972 at the Royal Inn.

N.P.E.S.I. is the Host.

#### PROPOSALS

We submitted a proposal for developing a Women' Addict Center to N.I.M.H., National Institute of Mental Health and also to C.C.J.

NARCOTICS PREVENTION & EDUCATION SYSTEMS, INC.

REPORT FOR:

*July*

MONTHLY INTAKE STATISTICS

SUBMITTED BY:

*[Signature]*

TOTAL NEW CLIENT CONTACTS: 52  
 TOTAL CONTACTS THRU INTAKE 73

CLIENT PROFILE:

WALK-IN.....9  
 REFERRALS.....61  
 NOT-REACH.....3  
 REF'D BY FORMER CLIENT.....54  
 COURT REFERRAL.....1

MALE	FEMALE
4	
61	
0	

HEAD OF HOUSE.....  
 NON-HEAD OF HOUSE.....  
 N/D.....

REFERRAL OPERATION:

REFERRED TO DETOX.....39  
 REFERRED TO STAFF PHYC.....73  
 REFERRED TO JOB DEVELOPMENT.....30  
 REFERRED TO CASEWORK.....73  
 REFERRED TO OTHER AGENCY.....4

ETHNIC:

22	BLACK.....
19	WHITE.....
24	MEX/AM.....
0	OTHER.....
0	N/D.....

EDUCATION:

8	ABOVE HIGH SCHOOL.....
26	HIGH SCHOOL.....
31	BELOW HIGH SCHOOL.....
0	N/D.....

COUNSELING OPERATION:

INDIVIDUAL COUNSELING.....73  
 TELEPHONE COUNSELING.....95

AGE RATIO:

4	19 or UNDER.....
42	20 to 29.....
15	30 to 39.....
6	40 to 49.....
0	N/D.....

*Mary Turner*

Intake Specialist

July 1972

TO: MIGUEL VILLANUEVA, EXECUTIVE DIRECTOR  
FROM: JERRY SOLOMON, STAFF PSYCHOLOGIST  
RE: STATISTICS - JULY 1972

The figures listed below are client contact hours. Time spent during the month of July in counseling sessions is partitioned into time spent in the Kick-pad, follow-up and walk-ins.

KICK-PAD:	
Individual Counseling	8
FOLLOW-UP:	
Individual Counseling	25
Family/Marriage Counseling	8
WALK-INS:	
Crisis Intervention	7

A good portion of my time was devoted towards either the defeating of Senate Bill (SB) 714 or amending it to be more in accord with both N.P.E.S.I. and the other community based drug programs desires. The Bill would have required licensing of all programs dealing with drugs, although criterion for this licensing was not clearly defined in SB 714. In addition, it required registration of certain clients, including name, thumbprint, etc. All major decisions, including priorities for drug programs would be set by a State Agency under direct control of the Governor. After various meetings, culminating with testimony before the County Board of Supervisors, it was decided that Iola Jankowski (N.P.E.S.I.'s registered nurse) and myself should be sent up to Sacramento to continue the battle in the Assembly Committee on Health. This trip was sponsored by the Community Congress of San Diego. I am pleased to announce that the necessary amendments were made in the bill and that for present, community-based programs are in no imminent danger of being legislated out of existence.

AGENCIES CONTACTED:

University Hospital  
Community Mental Health Services  
San Diego Adult Probation  
CHPA-Drug Treatment Task Force

Dr. Robert Shetler, M.D.  
Chula Vista Police Dept.  
Community Congress  
Crash Pad

TO: MIGUEL VILLANUEVA  
FROM: JERRY SOLOMON  
RE: STATISTIC - JULY 1972

AGENCIES CONTACTED RE SB 714:

CHPA - Drug Subcommittee  
Mental Health Action Collective  
County Board of Supervisors  
Jim Bear  
Peter Chacon  
William Markey  
California State Capitol

SPEAKING ENGAGEMENTS:

Clairmont Adult School - 40 in attendance  
San Diego State Univ. - 50 in attendance



NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC.

ADMINISTRATIVE OFFICE & REHABILITATION CENTER  
2195 LOGAN AVE., SAN DIEGO, CA. 92113 239-6155  
SOUTHEAST SAN DIEGO INTAKE CENTER  
1328 S. 43RD ST., SAN DIEGO, CA. 92113 263-4455  
SAN YSIDRO INTAKE CENTER

"PROJECT KO" 114 W. HALL ST., SAN YSIDRO, CA. 92073 428-4421

To: Miguel Villanueva - Executive Director  
Re: Statistical Report of Kick-Pad Operation for July 1972  
From: Iola Jankowski, R.N.

Detoxification:

Clients admitted to detox center 42  
Male 42  
Female 0  
Clients detoxed at home 0

Counseling:

Individual 116 - 1 hr. ea.  
Group 6 - 1 hr. ea.  
Gestalt Group 3 - 2 hr. ea.

Follow - Up:

Clients contacted after discharge  
1 time 13  
2 times 5  
4 times 1

Clients Seen via Walk-In (not detox) 8 - 9 hrs.

Staff Development:

Multimedia First Aid Class 1 - 8 hrs.  
Educational class and meeting for  
Kick -Pad Staff 1 - 1½ hrs.

Agencies Contacted:

American Red Cross  
Public Health Department  
Comm. Crisis Center  
Beach area Free Clinic  
Crash  
Crash Pad

Agencies Contacted Con't.:

CMH - San Diego  
University Hospital  
Community Congress  
MHAC  
HAC  
Multiple private M.D.'s and Dentists

Public Relations:

Comm. Congress  
CWSS  
County Health Office - William Markey  
County Board of Supervisors  
Jack Shrade - Senator  
Claire Burgener - Senator  
Jesse Bromley M.D. - San Francisco  
L.A. County - Various Directors of Drug Abuse Programs

The census for admittances to the detoxification center has increased this month to 11 clients above last months figure. Maybe it's the heat!!! (tho this is the last place to come to escape from that)!

Along with continuing services, many hours this month have been devoted to concern with the issues contained in Senate Bill 714. As noted in Mr. Solomons statistical account, the effects of the Bill without changes could have had a devastating effect on both county and community based drug programs. Other areas of concern have been with the improvement of liaison and communication efforts with other agencies and organizations that both directly and indirectly affect our clients. Currently, the major work area is with the improving of the relations and services offered by University Hospital.

The proposal for a Women's Detoxification Center has been revised through the efforts of Frank Clause. It is now ready to be mailed to one funding source.

Respectfully submitted,

*Iola E. Jankowski R.N.*  
Iola E. Jankowski, R.N.

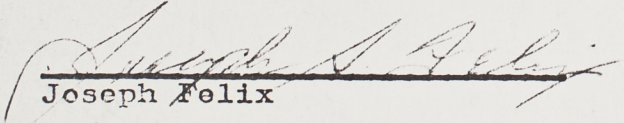
EMPLOYMENT STATISTICS

Submitted by: Joseph Felix  
Job Development Coordinator

July 28, 1972

COMPANIES & AGENCIES CONTACTED:

A. INITIAL	-----91
B. FOLLOW-UP	-----87
JOB OPENINGS UNCOVERED	-----36
NEW - CLIENTS REQUESTING JOB PLACEMENT	-----46
CLIENTS PROVIDED PRE-EMPLOYMENT COUNSELING	-----46
CLIENTS REQUIRING ASSISTANCE BEFORE PLACEMENT	-----16
CLIENTS ACTUALLY RECEIVING ASSISTANCE BEFORE PLACEMENT	-----16
CLIENTS PLACED ON JOBS	-----33
CLIENTS REFERRED TO OTHER AGENCIES FOR O.J.T.	-----0
CLIENTS ACTUALLY RECEIVING O.J.T.	-----0
CLIENTS NOT RESPONDING TO JOB PLACEMENT	-----12
CLIENTS WITH PLACEMENT IN ABEYANCE	
A. PENDING RELEASE	0
B. OTHER	0
INITIAL CONTACT WITH JOB DEVELOPMENT	-----30

  
Joseph Felix

Job Development Coordinator

N.P.E.S.I.

JF/mm

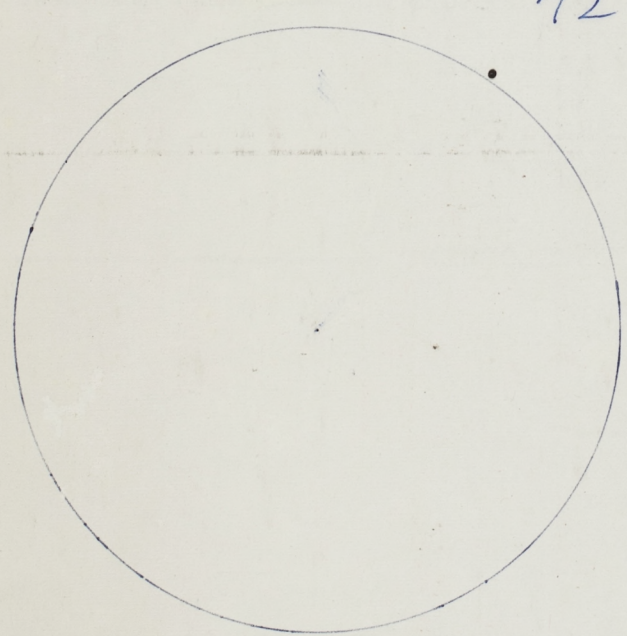


- (1) Brochure - Tomorrow  
Church Comm.
- (2) John G., Alex T., Jesse R., Al C., Get people in ~~SA~~ - OTAY
- (3) Tele. Committee - Get List - work on N.C.
- (4) Get Money
- (5) Precient walking - Ast Bm - National City
- (6) Coltees
- (7) Loudspeaker
- (8) Ricket Lawn signs S.Y.
- (9) Send Talation to S.S. RA.

60

219  
75  
294

427-7841



239.  
236.21.1  
219.00  
75.00  
- 713 - S.T.