

DEPARTMENT OF DISABILITY AND AGING SERVICES
(DAS) COMMISSION
MINUTES FEBRUARY 2, 2022

CALL TO ORDER AND WELCOME/President Martha Knutzen

Commissioner Knutzen called the meeting to order.

The (DAS) Commission Secretary called the roll:

Present: Commissioners Sascha Bittner, Wanda Jung, Martha Knutzen, Nelson Lum, Barbara Sklar, Janet Spears

Absent: Commissioner Michelle Carrington

DAS Executive Director, Kelly Dearman, was present.

Communications:

Commission Secretary Ravi Durbeej provided instructions for any members of the public that would like to submit a public comment to the DAS Commission.

Approval of Minutes:

No public comment.

A motion to approve the December 1, 2021 DAS Commission Meeting Minutes.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

Approval of Minutes:

No public comment.

A motion to approve the January 5, 2022 DAS Commission Meeting Minutes.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

Approval of Agenda item 5A, a Resolution Making Findings to Allow Teleconferenced Meetings of the DAS Commission:

After President Knutzen read the resolution, City Attorney David Ries spoke to the Commission to provide an update on in-person meetings and provide an opportunity for the Commission to make comments or ask questions. He spoke on the intention and the messaging that all commissions and policy bodies of the city to be prepared for a return to in-person meetings from the mayor's office. FEBRUARY 28th is the date to be prepared to return to in-person meetings if or when the local emergency declaration is lifted. City Attorney Ries also stated that the message from the Mayor's Office has been two things, one on the vaccination requirement that will be enforced for all commissioners or anyone who would be required to meet in person once the emergency declaration is lifted. Second is what we call hybrid model the Board of Supervisors is following where the Board have been meeting in person in City Hall for well over a year now. There will be no public participation in person as well, the public is to participate remotely. Commissioner Bittner asked if masks would be required, and the response was yes and Commissioner Lum asked for verification that the Commission would meet in person but without public participation which was verified by City Attorney Ries.

PUBLIC COMMENT:

No public comment.

A motion to approve the resolution making findings to allow teleconferenced meetings of the DAS Commission.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

EXECUTIVE DIRECTOR REPORT/Kelly Dearman

DAS Executive Director Kelly Dearman's report addressed the opening of the Tenderloin Center and the distribution of resources and supplies of Covid test kits.

Due to the Mayor's emergency order, the Tenderloin Center was opened a few weeks ago. DAS is committing to assisting the Mayor and Department of Emergency Management with response to the emergency situation in the Tenderloin. DAS provided information on In Home Supportive Services (IHSS) as well as community services in the Tenderloin and Soma areas especially the to the LGBTQ, blind, those with disabilities or those with intellectual disabilities, and older adults.

In terms of covid test kits we have a limited supply for employees in hybrid settings like

hospitals and have distributed some to the community partners. DAS is the agent facility resource connector within San Francisco. The resource center is serving key partners for all the Aging Disability Resource Center's extended partners.

When Kate Shadoan was a part of DAS she served on the State Wide Advisory Committee, with Kate no longer with the agency they have asked Cindy Kauffman to serve on that committee, congratulations to Cindy.

This past month marked the one-year anniversary for the Master Plan. The California Department of Aging published a report highlighting the accomplishments. There are over 130 initiatives in the plan to be implemented during the first two years of the plan. The CVA report touches on these initiatives with budget and legislative working updates and local leader partnership.

Commissioner Lum asked Executive Director Dearman in reference to the distribution of Covid Test Kits to staff who are working in the Tenderloin and possibly at greater risk of exposure if there was a plan on the amount and timing of testing to staff. Even though there are not regularly scheduled testing for employees, testing is available when there is a likelihood or concern of exposure.

EMPLOYEE OF THE MONTH

Executive Director Dearman and the DAS Commission honored Jesus Diaz who is a medical social worker with the Integrated Intake Unit in the DAS Benefits and Resource Hub, thanking him for his hard work and dedication. Jesus thanked Executive Director Dearman and the Commission for the honor of being selected the February 2022 DAS Employee of the Month. Jesus wanted the Commission to know that he does not work in a vacuum, he is part of an incredible team of talented and tireless social workers, supervisors and administrative staff. The work he does for the community would not be possible without the collaboration with Adult Protective Services, In Home Services, the County Veteran Service Office, and the Special Medical Unit.

On a final note, Jesus wanted to let the Commission know this is an immense deal for him, not one that he takes lightly or for granted and saved his deepest and greatest thanks and appreciation for his parents and his father, may he rest in power.

ADVISORY COUNCIL REPORT/Diane Lawrence

Advisory Council President's Report to the Commission on Disability and Aging Services on February 2, 2022.

This report discusses the Advisory Council's January 19th, 2022 meeting

- No action items

President Lawrence conveyed Valerie Coleman was the guest speaker at the last Advisory Council Meeting and spoke on **Asian Disability Friendly San Francisco from 2018-2021**. She reminded us this is a World Health Organization initiative that began in 2007 on global age friendly cities. She reviewed with us the process doing baseline assessments and action plans, implementation, and evaluation and repeating the process. Valerie informed the Council they were in the very beginning of implementing the process and moving forwards. President Lawrence outlined the target population as seniors, persons with disabilities, cognitive impairments, and caregivers. They identified 24 domains including community support and health services, engagement and inclusion, communication information and technology, employment and economic security, housing, transportation, outdoor spaces and buildings and resiliency and emergency preparedness. We have experienced the advantage of increased timing in working with and on disaster evacuations for multi-story buildings. A pilot training for healthcare professionals was completed. They are continuing disaster evacuation work for age and disability friendly businesses with online resource tools, continuing digital equity, and access for the Disability Cultural Center.

There was a meeting held on January 25th for **the LGBTQ community pilot program on caregivers and dementia** and they are following up in 2022.

There was a **site visit** report at this time with a virtual report. We uncovered things we might not have seen if we were on site. The website was accessible, updated, included all of the meal sites and all services offered and phone numbers were everywhere. Names were not listed but the thought was that probably names in those positions changed frequently. Tia Small made the call for this site visit. There were many concerns including mental health on zoom, the concerns over the inability to change the font, there wasn't an audio option and information was only given in English. She will follow up on those items when she speaks to the webmaster. We also spoke about putting more information about the site visits on the Advisory Council portion of the DAS website, so people know that we do them and what they are about and why.

Next Advisory Council meeting: Wednesday, March 16, 2021.

NO PUBLIC COMMENT.

JOINT LEGISLATIVE REPORT/Diane Lawrence

Joint Legislative Report to the Commission on Disability and Aging Services on February 2, 2022.

Advisory Council President Lawrence noted they are in a **transitional period** at the Joint Legislative and the Legislature is still meeting but they have not finalized any matters at the present moment. The legislators have until January 31st to pass any bills that were still pending from last year. If they were introduced in 2021, then they have until February 10th for new bills. The governor's budget was discussed especially on home-based care with the centers for Medicare and Medicaid, included is money for adult protective services. There is a surplus of money in the Governor's budget especially to fund the master plan initiatives. Not only is there a plan for these initiatives, but the funding is there as well.

AB 1400 is one of the bills on this list is for universal healthcare. That bill was pulled because of insufficient support by the members of the legislature to pass it.

They are looking at health care facilities and asking for the increase in personal allowance from the \$35 monthly allowance that has been the same for the past 20 – 25 years. The goal was to raise it to \$80 monthly but a compromise to \$50 was reached with the hope that bill will be passed this year. Bills on telehealth out of the pandemic are a priority along with looking at skilled nursing facilities and immediate care. Providing information to prospective residents on processes and what is available to them is the focus.

Another bill on the radar is from Dr. Adelman on the California Commission who works prominently in the Alzheimer's field. These are the bill's currently on the Joint Legislature's radar. President Lawrence will keep the Commission posted.

Commissioner Sklar had a question concerning hospitals in other states that are performing hospital care for elderly patients at home so patients can leave the hospital early to avoid possibly catching other disease, are there any plans to implement legislation like this in California? President Lawrence replied she would look at home-based care through Medicare and do research and will report back to the Commission in March.

CASE REPORT/Daniel Gallagher

CASE Report to the Commission on Disability and Aging Services on February 2, 2022.

Update on the Case Writing Report: All the edits are complete, printing of both the PDF is complete, the distribution plan is in the finalizing stage. The first stage of distribution will be to sending it to San Francisco government officials. Mayor Breed, the Board of Supervisors, Executive Director Dearman, the DAS Commission, and DAS Advisory Council will be sent copies hopefully within the next few weeks.

As mentioned in the last meeting on February 14th, Dr. Scofield will be reporting on the topic of how old rules no longer hold true for aging adults. This topic is interesting as our older population continues to be more active and how we age isn't as linear as it has been in the past. The working group is meeting with resource development associates, March 21st, the service provider working group as well as the resource development associates will report out to the

OAC in that meeting.

Item 3, the case budget proposal, supporting the fiscal year 2023. We are supporting \$20,000; you will see that amount broken into individual counseling \$5,000 and up to \$15,000 in support groups. Case is also supporting budget requests for hybrid programming capabilities. We all now understand the benefits of hybrid programming as we move through the pandemic and hopefully beyond. That would consist of installation of a system that will allow for both in person and online presence and multiple senior centers. That online system would cost approximately \$75,000 including tablets and trainers. 200 tablets would be requested to be added to the current programs offering devices and training throughout San Francisco with a cost of \$50,000. Multiple trainers to reach the nearly 25% of older adults and disabled population with approximately 25,000 people with bilingual trainers for the diverse population would cost an additional \$150,000 annually. Lastly, the technical support services, which is really the most labor-intensive service for the hybrid services right now, online services. This increases the tech support options for older adults, training programs for those that don't have the bandwidth, to offer tech, and internet related support once participants complete the training. The cost of these service total \$250,00 bringing the annual total cost to \$525,000.

Item 4 on the agenda is reporting on the activities of the service provider working group. As was mentioned, there is a meeting with RDA on March 14th, 2022 and then we will be reporting to the Coalition Oversight and the Budget Committee on March 21st, 2022.

Lastly the Case has two new board members, Stephen Minor of the Community Tech Network and Aurora Alvarado, from the Mission Neighborhood Centers Inc. has joined the Case Board of Directors.

President Knutzen noted and thanked Mr. Gallagher for the excellent description of hybrid meetings. Thank you for explaining in the detail the resources we will need for the seniors in the senior centers to make that happen. We are all learning the new favorite word hybrid, thank you.

No Public Comments.

Item 11 is GENERAL PUBLIC COMMENT.

No Public Comments.

OLD BUSINESS

None

Item 12 is CONSENT AGENDA

The Consent Agenda is routine by the Disability and Aging Services Commission and will be acted upon by single vote of the commission. No separate discussion of the item unless a

member of the Commission or public so requests in which event the matter will be removed from the consent calendar and considered as separate item.

Additional funding of 840 more meals in fiscal year 21-22, additional supplies and a cost of doing business. Total increase for a total amount of \$7,986. Hearing no commissioners moved, the Consent Item was approved.

Grantee	Original Amount	Additional Amount	10% contingenc	g	Not-to Exceed	Fundin g	Term	Effectiv
Russian American 7	\$11,943	\$7,98	\$1,993		\$21,923	Local	7/1/2021-6/30/2022	2/2/2022
*The additional funding is for the provision of 840 more meals in fiscal year 21-22, additional supplies, and a cost of doing business (CODB) increase for a total amount of \$7,987.								

NEW BUSINESS

ITEMS A through G ARE ACTION ITEMS AND REQUIRE A VOTE BY THE COMMISSION.

12A. Review and approval of the FY22-23 and FY23-24 DAS Budgets (presented by Executive Director Kelly Dearman and Dan Kaplan)

There are two budget presentations this year that were created by DAS managers making proposals, a small budget team, Budget Director Gibbs, and analysts Gleason and Herreria. This is a walk-through of the budget that is being asked to propose. The budget surplus is due to taxes coming in better than anticipated, strong stock market gains in the most recent years which reduced retirement costs and it is due to having large infusions of one-time money. The state budget is strong this year as well, also with considerable surplus. This means an increasing in the 1991 and 2011 realignment revenues.

In the DAS budget, that adds \$9.5 million, involves funding for age expansion in the APS program and that is to expand the focus of the program to younger adults and add individuals who are experiencing homelessness. It also includes money for the extension and augmentation of the home safe pilot program. This is a program that is focused on preventing homelessness and as the extension goes forward it move goes to the area of working can clients who are homeless and add the ability to pay for assisted living placement for some of these clients.

There is stable money for CalFresh and CalWorks allocations in this budget. There have been increases in caseloads in the CalFresh budget, medical budget, and IHSS budget. Also to note, there was money that came into the current year's budget late in the budget process. It affects both DAS programs and Department of Human Services programs. The primary impact on DAS is around the expansion of the Adult Protective Services program (APS) and the expansion of the home safe program. The mayor has just introduced a supplemental budget request to Board for the HSA budget that considers new moneys as well as new moneys through the Department of Human Services. They are asking for an additional \$950,000 in the APS expansion and additional \$653,000 in the home safe program. That proposal is in the current year.

In the next fiscal year, the budget today will get annualized. The budget will be viewed in three different ways. The budget is broken out by programs, in terms of the sources of funding and in terms of the kinds of expenses we incur. Let's look at how to compare the current year budget \$455 million to proposed \$452 million. It looks like a decrease in the DAS budget, that is really misleading. The Budget increases in several important areas.

The Covid Flu Coordination budget was one-time money put in by the mayor in the current fiscal year to allow us to continue the covid feeding operations that started in the emergency response to Covid, it provides a lot of community feeding support. It reaches the population different from the DAS traditional population but a working feeding program. They are in the process of discussing with the Mayor's Office what continuation on that will look like in the next fiscal year. It did not appear in this proposal as part of a separate discussion we are having.

Noted as we build this budget and present it we include items that, support programs that are state and federal programs that are based on local law. Additional moneys are included for those and we fund them internally given venues we have within the agency.

In reviewing changes in the budget, there are substantial increases in the IHSS Programs. The APS budget increases substantially as well for expansion to younger individuals and homeless individuals, you will notice 1991 realignment goes up as does 2011 realignment.

There have been realignment revenues to support IHSS and APS programs. DAS received a Dignity fund \$3 million increase that is the statutory increase. In the General Fund you can see the fund amount drops, this reflects that the majority of the feeding budget that was supported by the General Fund and a small percentage by FEMA. In recovery a small decrease has to do with the fact there is a case management program that is shared by the Department of Public Health and DAS.

This budget reflects a reduction of expenses and reduction of revenues. When we look at the federal slice of the pie, you can see a significant increase of \$7.5 million. That is due to growth of the federal share for primarily IHSS and APS costs. In the state revenue you can see there is an increase of roughly \$9 million. That is also due to increased state allocations and state revenue from IHSS as well as APS. There is a reduction in CBO grant amounts that is due to the removal of the Covid Feeding Program. When looking at salary increases and fringe benefits you

will see a meaningful increase in salary and benefits. In the coming fiscal year, the projected estimate for the budget is set to climb to \$14.2 million.

On January 1st the age for presumptive eligibility will change from 65 to 60. New ongoing funding from the state is aimed at supporting this age expansion. An estimated additional 1200 new reports will be added every year as a result, on average we respond to 7,000 reports annually. This is requiring longer term case management and to support the additional workload will result from this expansion 16 new positions have been requested.

Executive Director Dearman spoke on how they are pleased the state has expanded the Home Safe Program until at least 2024. The \$3.4 million in funding has been utilized to increase the number of individuals receiving services. In addition to intensive case management, there will be assistance in transition from shelter-in-place to congregate shelters into assisted living. To better support the rehousing, we have developed a pilot program underway and currently staffed by seven social workers responsible for connecting individuals to permanent supportive housing and congregate shelters through IHSS

This proposal, the DHS proposal, and the proposal from administration will be bundled and submitted as the DHSA Budget on February 22, 2022. It will then be discussed with the Mayor's Office and the mayor will propose her budget on June 1st, 2022 which then goes to the Board of Supervisors.

Commissioner Jung asked a question directed to Executive Director Dearman asking to clarify if the state directed DAS that they must keep eligible clients enrolled whether or not the client is working with the provider and receiving services as opposed to disenrolling, in regards to Executive Director Dearman's budget memo that addressed caseload growth. Jill Nielsen responded that the Department of Social Services from the state visits every year and on one visit during an audit let DAS know they not been following state guidance on terminating cases. If an individual would like to remain on the IHSS program they can do so if they haven't accessed their benefits. DAS is committed to do all it can to utilize this program and find a provider for these clients. There are big challenges in finding providers and the shortage of home care workers, not just in San Francisco but nationally as well.

Commissioner Jung and Commissioner Bittner both thanked Dan Kaplan, the budget team, and Exec Director Dearman for the comprehensive analysis and all the work they have done.

PUBLIC COMMENT

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

Due to prior technical difficulties the Commissioners will now vote on the prior Consent Item.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

12B. Requesting authorization to revise sole source waiver and to modify the existing contract agreement with Excelsoft Partners, LLC (Excelsoft) for the provision of access to Registration Enrollment Video Appointment (REVA); during the period of July 1, 2022 through June 30, 2025; in the additional amount of \$44,676, plus a 10% contingency, for a revised total amount not to exceed \$91,906. (Chun Yin Law will present the item).

Chun Yin Law is the Acting Director of In Home Support Services (IHSS) and started the presentation by wishing everyone a happy Lunar New Year. The first item presented before you are the reservation enrollments that are video appointments. IHSS facilitates a large portion of the process for nearly 600 independent providers or IPAC. IHSS has been using this system since 2012. This new contract with ExcelSoft runs from July 1, 2022 through June 30, 2025 for a total of \$87,429 and not to exceed \$91,906. For individuals to be paid to supervise service they must complete a state mandatory enrollment process. The security of the system including mandatory background checks and fingerprinting were outlined and it was made clear this system is not only in place in San Francisco but throughout the state.

First public caller addressed the importance of digital equity for older adults and people with disabilities. The purpose of the needs assessment was to understand the technology barriers and needs of San Francisco residents with disabilities and older adults during the pandemic. We reached more than 1500 stakeholders, 70% identified as Black and Indigenous and people of color. The research found being show us the digital inequality is a persistent problem in San Francisco that did proportionately impact people with disabilities and older adults. When we looked at the data we found a majority 64% reported technology was a barrier to receiving critical services during the pandemic. Over half 53% reported the need for assistive or adaptive technology and 57% reported missing medical appointment due to barriers to telehealth. This needs to change. As part of the community living campaign to keep us connected, we are really seeking support to move the needle on these important issues. We are looking to expand the budget for digital equity.

PUBLIC COMMENT

Second public comment wanted to acknowledge support to bring this crucial assistance to completion and enable us to take it on the road with policymakers in the broader community in partnership it serves as foundation for planning and advocacy. Next is money to address with urgency and equity. Over the next six months we are keeping us connected in 2022. The pandemic edition through the dignity to bring together a substantial ask of the mayor and supervisors. We will hope you help us in any way you can, we know this is not just DAS issue it is a city issue. Help us take it on the road to city leaders to help. The caller thanked the Commission.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

12C. Requesting authorization to enter into a new grant agreement with Swords to Plowshares for the provision of providing access and empowerment services for veterans at the War Memorial Veterans Building; during the period of February 1, 2022 through June 30, 2024; in the amount of \$362,500, plus a 10% contingency, for a total amount not to exceed \$398,750. (Hanna Blanton will present the item).

Hanna Blanton presented this item with the Office of Community Partnership seeking approval for a new grant agreement with Swords to Plow Shares to provide access and empowerment services to older adults and adults with disabilities that are veterans. San Francisco provides an array for veterans and they are working to make sure the services are accessible to the clients. Veterans in need of services may be unaware of available services.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

12D. Requesting authorization to enter into a new grant with Ingleside Community Center for the provision of Digital Learning Training; for the time period of February 1, 2022 to June 30, 2023; for a total amount not to exceed \$ 68,902 plus a 10% contingency for a total amount not to exceed \$75,792. (Fanny Lapitan will present the item)

Program manager Fanny Lapitan with the Office of Community Partnership presented this item requesting for approval to enter into a new contract agreement with single-sided community center so that they can provide digital literacy and also provide access to tech devices through a program for older adults and adults with disabilities in San Francisco . The Ingleside Community Center is located at 30 to 45 Ocean Avenue serving low-income youth and families in District 7 as well as neighboring districts. The center currently provides numerous programs and services that include enriching activities, food pantry, field trips, and events of the past few months. There has been demand from the seniors at Ingleside for technology training and the need to access devices. This contract will help the center procure devices that will include the tablets, laptops, and services that will allow participants to update their computers in their computer lab. A qualified instructor will be hired to provide the digital literacy training to help participants become familiar with the use of the devices and learn how to navigate the internet for needed resources, learn how to use videoconferencing, social media, or email to connect with their friends or family.

Commissioner Jung commented and had a question on why the bid for this project was in May of 2021 and why was there a delay in just being presented now.

Presenter Lapitan replied that there was a delay in connecting with the Ingleside Center and they were working with new providers that had many requirements before they could start the proceedings.

Commissioner Jung also asked if there are any other type of services for seniors and persons with disability in this area or is Ingleside the first to provide these services for people with disabilities?

Presenter Lapitan responded that there were other services provided in District 7 but it's one of the districts that we do know that would benefit from an expansion of services. There are other community service programs such as the YMCA in the area, other food pantries, and intergenerational programs.

Commissioner Jung asked to just to follow up on that, are there any future plans to centralized services rather than overlapping services in that district?

Presenter Lapitan replied that in terms of technology programs, because we do have senior community centers all throughout our city but also in District 7, I think really what we want to do is have the HUB services available throughout the city and are easily accessible to our target population instead of just having one place for them to go. We want to make sure they are accessible and they are available to them whichever neighborhood they might be in.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

12E. Requesting authorization to modify the existing grant agreement with Community Living Campaign for the provision of ReServe (CRSF) Employment Services for Older Adults and Adults with Disabilities; during the period of February 1, 2022 through June 30, 2024; in the additional amount of \$557,862 plus a 10% contingency for a revised total amount not to exceed \$3,391,483. (Florence McGee will present the item)

Florence McGee, manager with Community Partnerships presented this item. She asked for the approval for a budget modification for Community Living Campaign for the provision of Reserve Work Matters Employment Program. CRSF is the local arm of a model that seeks to develop opportunities for older adults with disabilities to work. The program provides part-time employment and nonprofit organizations and small businesses utilizing the participants unique experience and skills. The resource program educates employers on developing part-time work and project-based management. It recruits, screens and places participants in these employment opportunities and provides job readiness training. Reserve takes the lead in coordinating a meeting with partners to discuss ordination and collaboration of components of the program. This budget modification will allow Reserve to increase its potential employment opportunities for older adults and adults with disabilities thereby better meeting the needs.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

12F. Requesting authorization to modify the existing grant agreement with Conard House, Inc. for the provision of SF Connected Program; during the period of February 1, 2022 through June 30, 2023; in the additional amount of \$138,000 plus a 10% contingency for a revised total amount not to exceed \$470,217. (Theresa Ballesteros will present the item)

Fanny Lapitan presented this item requesting approval to modify the existing SF Connected Grant with Conard House to provide additional digital literacy training and support to older adults and adults with disabilities in San Francisco. The SF Connected Program provides tech training, tech support and increased awareness and access to technology and bridges that digital

divide for seniors and people with disabilities. By helping increase their digital competency this program supports the independence and improves the quality of life of our target populations. This modification, the additional funding will allow the house to hire volunteer program managers on a full-time basis to enhance connected services. The increased funding will help serve an additional 73 consumers, provide an additional 480 hours of the technology training, and they will be able to also recruit 20 volunteers on an annual basis to support this program to help provide the training and support necessary.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

12G. Requesting authorization to enter into a new contract with Corey, Canapary & Galanis for the provision of housing needs assessment consultant services; for the period of February 1, 2022 through August 31, 2022; in an amount of \$150,000 plus a 10% contingency for a total amount not to exceed \$165,000. (Isabel Clayter will present the item)

Presenter Clayter asked for the approval to enter into a contract with Corey, Canapary and Galanis to conduct stakeholder engagement for the affordable housing needs assessment and production pipeline reform. In December 2020 the San Francisco Board of Supervisors adopted legislation to implement new recording on affordable housing for older adults and people with disabilities. Ordinance 26621 and the administrative code to require reporting on housing needs and affordable housing production by this population. Under this legislation the Department of Disability Services is staffed with facilitating the development of reports in collaboration with the Mayor's Office of Housing and the Department of Homelessness and Supportive Housing and the Mayor's Office for Disability. Documents released the first of this year titled the Senior Disability Housing needs an overview report in October 2021. This report is available online on the document site. They will prepare and publish the second of these reports entitled The Affordable Housing Needs Assessment and Production Pipeline report by October 2022 and as outlined in the city ordinance. Stakeholder engagement will help us identify affordable housing barriers and service gaps and will help she our communities in the final report. Stakeholder engagement is a valuable way to find the community a voice in this process. Fighting for stakeholder engagement will be incorporated in the needs assessment report and published on October 1, 2022.

Commissioner Jung had a question in regard to the Needs Assessment report asking if it is one piece of legislation that requires this report and will this be a one-time process or an ongoing process.

Presenter Clayter responded that this is only for the Needs Assessment Report of 2022 and in 3 years this process would have to happen again.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

Announcements

Happy Lunar New Year for everyone

Adjournment

Meeting adjourned at 12:15pm by President Knutzen who reported that this might be that last virtual meeting with the city intending to move to in person/hybrid meetings by March.