

DEPARTMENT OF DISABILITY AND AGING SERVICES
(DAS) COMMISSION
MINUTES JUNE 1, 2022

CALL TO ORDER AND WELCOME/President Martha Knutzen

Commissioner Martha Knutzen called our hybrid meeting to order in City Hall room 416 and virtually and stated that the DAS Commission acknowledged they are using the unceded homeland of the Ramaytush Ohlone peoples of the San Francisco Peninsula.

The (DAS) Commission Secretary called the roll:

Present: Commissioners Sascha Bittner, Wanda Jung, Barbara Sklar, President Martha Knutzen, Nelson Lum, Vice President Janet Y. 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 amended, May 4,2022 DAS Commission Meeting Minutes.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

RESOLUTION TO HOLD IN-PERSON MEETING WITH SOME MEMBERS POSSIBLY APPEARING REMOTELY.

President Knutzen read the resolution to hold in person meetings with some commission members possibly appearing remotely.

No public comment.

A motion to approve the resolution to hold in-person meeting with some members possibly appearing remotely.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

AUTHORIZATION TO ALLOW THIRD-PARTY PRESENTERS WHO ARE NOT CITY EMPLOYEES TO ATTEND COMMISSION MEETINGS VIRTUALLY, PENDING ANY CALIFORNIA GOVERNMENT CODE CHANGE OR MAYORAL SUPPLEMENT TO THE EMERGENCY PROCLAMATION.

President Knutzen read the resolution to authorize third-party presenters who are not city employees to attend and present commission meetings virtually pending any government changes or supplements to the Mayoral Emergency Proclamation

No public comment.

A motion to approve the authorization to allow third-party presenters who are not city employees to attend commission meetings virtually, pending any California government code change or mayoral supplement to the emergency proclamation.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

EXECUTIVE DIRECTOR REPORT/Kelly Dearman

Executive Director Dearman let the commission know that the Community Living Fund has a \$10 million one-time general fund which will be available for three years for the community living administered by the Dept. of Rehabilitation. For caregiver resource centers, this transfers \$14.9 million in funding and oversight of California's caregiver resource center program from the department of health care services to the CDA and it adds \$545,000 ongoing for statewide training and technical assistance. In terms of medical aid assistance there's an additional \$66 million allocated to support county operations of medial programs with the goal of supporting expansion efforts.

We visited the Edwin M. Lee apartments at 115 3rd St. who are doing amazing things which is being operated by Plow Share. Adult Protective Services (APS) recognizes world elder abuse day and plays a critical role in addressing awareness for that day. Lastly, in recognition of elder abuse awareness day and month, we focused on client-centered work that is carried out by our APS staff to assist with vulnerable individuals to live with dignity.

President Knutzen thanked and applauded APS and Executive Director Dearman for such an in-depth report.

EMPLOYEE OF THE MONTH

- Executive Director Dearman and the DAS Commission honored Cecilia Sin Sze Ho, who is an unsung hero over at Adult Protective Services since she joined in November 2019. She has consistently helped the most challenging clients and partnered with other human services technicians to tackle the most complex tasks to support the most vulnerable residents.
- Executive Director Dearman wanted to highlight how much help Cecilia has been with managing overwhelming caseloads ensuring that clients in need of food are being helped, helping with transportation of clients, and making sure if English is not the client's first language, they are being properly taken care of and they are being heard. Cecilia has gone above and beyond helping people prior and during the pandemic.
- President Knutzen thanked Cecilia and spoke of how this is always the high point of the commission meeting.

ADVISORY COUNCIL REPORT/Diane Lawrence

Advisory Council President's Report to the Commission on Disability and Aging Services, President Lawrence greeted the Commission, and this report covered the May 18th Council Meeting. The Dignity Fund Oversight Committee added 2 new representatives to the oversight council and discussed the budget that is in the final year of the first cycle. Dr. Marcy Adelman provided the LGBTQ update and Tom Nolan revised the aging task force which was put together in 2014. The issues they wanted to revisit were gender identity data and improving data collection. There were 2 site visit reports this month that were both extremely helpful and highlighted how to assess sites both in person and by checking the accessibility of their websites.

NO PUBLIC COMMENT.

JOINT LEGISLATIVE REPORT/Diane Lawrence

Joint Legislative Report to the Commission on Disability and Aging Services from Advisory Council President Lawrence where she noted there was no quorum for the May 18th meeting and unable to discuss the pending bills nor approve prior minutes. They will be looking at some bills that are part of the Master Plan that may be revised and discussed before they go into suspense as this year's state legislature winds down.

No public comment.

CASE REPORT/Daniel Gallagher

CASE Report to the Commission on Disability and Aging Services

Presenter Gallagher noted that this month's report will be short, but they are happy to announce they are carrying on with the Hummingbird Project and participated in the celebration of Older American's Month with DAS on May 26th. They continue to support the coalition and budget proposal and connected campaign which is \$3.5 million dollars per year for 2 years.

President Knutzen asked Mr. Gallagher to tell the commission about the Hummingbird Project which Mr. Gallagher responded that he did not have the best answer for them because their programming committee developed this, so he is not acutely familiar with it.

No public comment.

Item 12 is GENERAL PUBLIC COMMENT.

NO PUBLIC COMMENT

OLD BUSINESS

None

NEW BUSINESS

ITEMS A IS AN INFORMATIONAL ITEMS THAT DO NOT REQUIRE A VOTE BY THE COMMISSION.

14A. SFHSA's 2022-2026 Strategic Plan Presentation. (Susie Smith and Rose Johns will present this item)

Susie Smith, Deputy Director for Public Affairs at the SF Human Services Agency began the presentation of the agency's Strategic Plan. These projects are months long collaborations between the planning team led by Rose Johns and the Communications team led by Teresa Young. Deputy Director Smith wanted to thank Rose and Teresa for all their dedication and making this plan accessible to the public for the first time. This plan sets the goals and priorities for the next 5 years and is a rebrand for the department. The vision and mission is: We envision a San Francisco where everyone has the opportunity and support to achieve their full potential. Our mission is that we are committed to delivering essential services that support and protect people, families, and communities. We partner with many neighborhood organizations and advocate for possible policy to improve the well-being and economic opportunity for all San Francisco.

HSA serves 250,000 per year and DAS serves approximately 70,000 per year and we are focusing on San Francisco's changing demographic. We find that 28% of our residents do not have enough money to get by and that equates to roughly 75,000 people. Over 80% of the who reported their ethnicity that we serve were from the black and indigenous populations of SF and

these profound racial inequalities reflect on-going structural racism. There are four core populations that the HSA serves: families, older adults, adults with disabilities, and adults with low income. This report strives to create effective programs that better the lives of people in all four populations.

This planning process is guided by 5 strategic goals:

- Equity, inclusion, and accessibility
- Strong workforce collaboration
- Employment and economic security
- Health and Well-Being
- Safety

And the city is focused to ensure that our partners feel supported, valued, heard, and connected not only to one another, but the larger mission which is our 5-year plan.

Commissioner Jung commended Mrs. Smith and her staff for their excellent work in putting together this strategic plan. Commissioner Jung shared she is a retired HSA employee and it's heartwarming and reassuring to see continued excellent work done by staff to identify needs of San Francisco residents and plans to meet those needs. The Strategic Plan format is well laid out. The strategic goals are clearly stated to provide guidance of how needs will be met.

President Knutzen wanted to reiterate and agree with everything Commissioner Jung stated and was happy to hear that low-income residents will have access to the arts with free or reduced prices to museums.

Commissioner Sklar wanted to say that she supports and honors this great plan and it's exciting to see so many issues that she worked on 40 years ago in this field being resolved in an intelligent way.

PUBLIC COMMENT

No public comments.

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

14B. Requesting authorization to enter into new grant agreement with Curry Senior Center for the provision of Technology and Connections at Home services; during the period of July 1, 2022 through June 30, 2027; in the amount of \$2,000,000, plus a 10% contingency for a total amount not to exceed \$2,200,000. (Fanny Lapitan will present the item)

Fanny Lapitan, program manager for the Office of Community Partnerships presented this item and this item is a request to approve a new grant agreement with Curry Senior Center to deliver community-based program for older adults that provides access to technology devices with training and coaching. The program, named Technology and Connections will enable consumers to acquire skills and informant that are beneficial to health and well-being. The senior center secures tablets or iPads or other devices for long-term basis to participants enrolled in the program. Group classes for a 12-month term as well as a health coach to individuals to promote wellness.

President Knutzen remarked that manager Lapitan was very thorough, so she didn't have any questions and thanked her for her level of detail.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

14C. Review and approval of the FY22-23 California Department of Aging (CDA) Area Plan Budget, associated contract AP-2223-06, and all subsequent amendments. (Genevieve Herreria will present this item)

This item, occurring during the fiscal year 2022-23 is the Area Plan for the City of San Francisco and provides for programs including supportive services, assistance, assisting with transportation, delivering home meal programs, and there is funding for evidence-based disease prevention and health promotion as well as family care support. This allocation represents a \$545 thousand dollar increase over last year's corrective base allocation which represents the modification that is being requested today.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

14D. Requesting authorization to modify the existing grant agreement with Golden Gate Senior Services for the provision of Home Delivered Groceries services; during the period of July 1, 2022 through June 30, 2024; in the addition amount of \$177,844, plus a 10% contingency for a revised total grant amount not to exceed \$1,125,659. (Tiffany Kearney will present the item)

Presenter Tiffany Kearney, lead nutritionist from DAS, is seeking approval to amend a grant agreement with Golden Gate Senior Services for home delivered grocery services. When this item was first brought this grant to commission there was additional funding in the first year that addressed food insecurity and the need for more nutritional support in the community. The pandemic made the more prevalent and to ensure that Golden Gate Senior Services can deliver the groceries for the next 2 fiscal years we will ask to add \$89 thousand dollars.

Commissioner Jung asked that she noticed this does not cover the entire 2-year modification, is that to see how the next two years works out and presenter Kearney replied yes, they do expect that both years will need the additional funding, but they can wait and see.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

14E. Requesting approval of a sole source waiver and authorization to enter into a new sole source contract with RTZ Associates, Inc. for the provision of GetCare; for the period of July 1, 2022 through June 30, 2026; in the amount of \$2,045,984 plus a 10% contingency, for a total amount not to exceed \$2,250,582. (Michael Zaugg will present)

Deputy Director Mike Zaugg presented this item to enter into contract with RTZ Associates who are the current contractors providing DAS with the GetCare data base system. The information collected in this data base meets reporting requirements for local, state, and federal dollars we receive. This data is customized to improve services such as the home delivered meal system, case management, and reaches across community-based organizations to allow client referrals and most effectively connect people to services they need. The current system meets HIPPA requirements and is a web based serviced hosted Amazon Westbound Service Government Cloud.

Vice President Spears asked if all the AAA service providers in the state use this type of service and presenter Zaugg confirmed that many do, it is not a requirement by the state.

President Knutzen asked if there have been strides made to consolidate all the data from different vendors and case management programs across the state and presenter Zaugg replied yes, that he believes there will be a mix of data brought to the online data base system that will be figured out.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

14F. Requesting authorization to modify the existing grant agreement with San Francisco In-Home Supportive Services Public Authority for the provision of Emergency On-Call In-Home Supportive Services; during the period of July 1, 2022 through June 30, 2023; in the additional amount of \$347,886 plus a 10% contingency for a revised total amount not to exceed \$2,119,822. (Sandy Tran will present the item)

Presenter Tran, an In-Home Supportive Services (IHSS) Manager, is requesting approval to modify the existing account with the Public Authority for the provision of emergency on call service. This contract provides a mechanism for the consumer to access a backup provider in the event the regular provider is not available. This contract also serves as a valuable resource for consumers discharged from the hospital without a provider in place.

Commissioner Sklar commented that this is a critical service, and the public has so many calls for emergency services that this is very critical, and she is very thankful.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

14G. Requesting authorization for a sole source waiver exemption and to enter into a new grant agreement with Swords to Plowshares for the provision of Legal Assistance for Veterans with Mental Health Claims during the period of July 1, 2022 through June 30, 2024; in the amount of \$114,000 plus a 10% contingency for a total amount not to exceed

\$125,400. (Paulo Salta will present the item)

Analyst Paulo Salta from the resource and benefits hub presented this item to grant Swords to Plowshares to partner with the Department of Disability and Aging Services to provide free legal clinics and expert legal representation for veterans with benefits and discharge cases.

Commissioner Lum asked if the counselors were employees of Swords and Plowshares or from the Veteran Service Offices and presenter Salta responded that the counselors were from both, but most common claims would be handled by Veteran Services Officers and more complex claims would be handled by Swords and Plowshares.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

14H. Requesting authorization to modify the existing grant agreement with Community Living Campaign for the provision of Home Delivered Groceries; for the period of January 1, 2022 to June 30, 2025; in the additional amount of \$135,704 plus a 10% contingency for a total amount not to exceed of \$1,124,732. (Tiffany Kearney will present the item)

Presenter Kearney asked the commission to approve an amendment to the grant agreement with Community Living Campaign for home delivered grocery services. DAS conducted a virtual program monitoring for the grant last year and determined that the CLC complied and met the objectives for 2021.

Commissioner Jung commented that she understood that the additional funds requested was to fund additional staff, not increase the number of groceries delivered or clients served, and presenter Kearney replied that they have grown considerably in the last few years and need to bring on more infrastructure.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

A re-vote for Agenda Item F because Commissioner Bittner had to recuse herself due to being on the Board of the IHSS PA, revote was taken and it was passed unanimously.

14I. Requesting authorization to enter into a new grant agreement with Project Open Hand for the provision of Nutrition and Supportive Services for Healthy Outcomes during the period of July 1, 2022 through June 30, 2026; in the amount of \$2,185,448 plus a 10% contingency for a total amount not to exceed \$2,403,992. (Tiffany Kearney will present the item)

Program Analyst and lead nutritionist Tiffany Kearney asked the commission to approve a new grant with Project Open Hand for a nutrition program that offers medically tailored meals with counselling to DAS clients that have a chronic disease diagnosis on which individual diet intake can have a significant effect on the management of the disease.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

14J. Requesting authorization to enter into new grant agreements with Legal Assistance to the Elderly for the provision of Health-Related Legal Services and LGBTQ+ Life Planning Services to older adults and adults with disabilities during the period of July 1, 2022 through June 30, 2024; in a combined amount of \$437,092, plus a 10% contingency for a total amount not to exceed \$480,801. (Michael Zaugg will present the item)

Deputy Director Zaugg presented this item that are two very specific legal services initiatives. There is the Health Law Program where dedicated staff attorney will represent older adults and or with disabilities from health-related issues, typically related to insurance and health benefits. Secondly is the LGBTQ life planning service program, developed from the recommendation of the LGBTQ Aging Task Force report.

President Knutzen commented that she was very happy to see this on the agenda especially for the LGBTQ community and asked if there was an income eligibility for this service and presenter Zaugg said there was not.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

That concluded the action items on the agenda.

14K. Requesting authorization to modify the existing grant agreement with Felton Institute for the provision of Case Management services to older adults and adults with disabilities during the period of May 1, 2022 through August 31, 2022; in the additional amount of \$35,804 plus a 10% contingency for a revised total amount not to exceed \$312,631. (Melissa McGee will present the item)

Melissa McGee, program manager with the Office of Community Partnership and is seeking approval from the commission to modify the existing grant agreement with the Felton Institute for Case Management Services. The purpose of the modification is to provide additional funding in the aim of \$35,804 which will cover salary, staff travel, and a laptop for this temporary position from May 2022 – August 2022.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Michelle Carrington

That concluded the action items on the agenda.

Announcements

President Knutzen reminded the commissioners that there will be no DAS Commission meeting in July and the next meeting will be in August. Commissioner Lum also reminded the commission that it is API month and there is an exhibit of historical Chinese Americans in the military at the Veterans Building across the street.

Adjournment

Meeting adjourned at 11:54am by President Knutzen