

SAN FRANCISCO HUMAN SERVICES COMMISSION
M I N U T E S
August 25, 2016 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, August 25, 2016 in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

MEMBERS PRESENT	PABLO STEWART, M.D., President RITA SEMEL, Vice President SCOTT KAHN JAMES MC CRAY, JR. GEORGE YAMASAKI, JR.
OTHERS PRESENT	Trent Rhorer, Executive Director – Human Services Agency Louise Rainey, Secretary – Human Services Commission Susie Smith, Deputy Director – Policy and Planning Other department staff and interested citizens
ROLL CALL	President Stewart called the meeting to order at 9:30 a.m. noting the Commission was present.
AGENDA	On motion by Commissioner McCray, seconded and unanimously carried, the Commission adopted the agenda as posted.
MINUTES	On motion by Commissioner Yamasaki, seconded and unanimously carried, the Commission approved the minutes of the June 26, 2014 regular meeting corrected to reflect the Members Present as: Pablo Stewart, M.D., President, Rita Semel, Vice President, Scott Kahn, James McCray, Jr, George Yamasaki, Jr.
AUGUST 2016 EMPLOYEE OF THE MONTH	President Stewart presented the August 2016 Employee of the Month Award to Alicia Broussard – Contracts Unit Lead Support Staff. The award recognizes Alicia as a consistently motivated self-starter, who displays exemplary teamwork, as well as highly effective time management and organizational skills. Her support is critically important to the unit's ability to meet department and client needs. Also present to honor Alicia was her sister, Yolanda Broussard. Alicia was presented an engraved desk clock and graciously accepted with thanks to all.
EXECUTIVE DIRECTOR'S REPORT	Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities.
CONSENT CALENDAR	On motion by Commissioner Yamasaki, seconded and unanimously carried, the Commission ratified actions taken by the Executive Director since the June 23, 2016 regular meeting in accordance with Commission authorization of June 23, 2016: A. Submission of requests to encumber funds in the total amount of \$96,662,276 of services or supplies and contingency amounts; B. Submission of 118 temporary positions for possible use in order to fill positions on a temporary basis; C. Submission of report of 2 temporary appointments made during the period of 6.15.16 thru 8.16.16.
HOMELESSNESS AND SUPPORTIVE HOUSING FUND	Pursuant to Administrative Code Section 10.100.77(e), Senior Budget Analyst Emily Gerth Gibbs presented the Homelessness and Supportive Housing Fund: Fiscal Year 2015-2016 Report. On motion by Commissioner McCray, seconded and unanimously carried, the Commission adopted the findings regarding the Fiscal Year 2015-2016 Homelessness and Supportive Housing Fund savings of \$15,050,901 and transmit the information to the Board of Supervisors and the Office of the Controller.
ANNUAL PUBLIC HEARING TO REVIEW ESTIMATES OF REVENUES ALLOCATED FOR FISCAL YEAR 2015-2016	
ANNUAL STATEMENT OF PURPOSE FISCAL YEAR 2016-2017	Deputy Director Susie Smith presented the Fiscal Year 2016-2017 Annual Statement of Purpose as required under Charter Section 4.102.2. On motion by Vice President Semel, seconded and unanimously carried, the Commission unanimously adopted the Annual Statement of Purpose for Fiscal Year 2016-2017. (See Attachment A)
SHELTER GRIEVANCE POLICY CHANGES	Deputy Director Susie Smith presented the Shelter Grievance Policy Changes reflecting the August 15, 2016 transfer of the Human Services Agency's Housing and homeless functions from the Human Services Agency to the new Department of Homelessness and Supportive Housing. These functions include the operation and oversight of the City and County of San Francisco's homeless shelters. On motion by Vice President Semel, seconded and unanimously carried: 1. The Commission approved the revisions to the Shelter Grievance Policy to reflect the transfer of functions from the Human Services Agency to the new Department of Homelessness and Supportive Housing; and 2. The Commission approved the transfer of Shelter Grievance Advisory Committee Member Appointments from the Human Services Commission to the Local Homeless Coordinating Board with the current membership and roles intact.

HUMAN SERVICES AGENCY BUDGET	Continued to the September 22, 2016 Regular Meeting of the Human Services Commission.
TEECOM, INC.	Human Services Agency Investigator Joseph Villatoro presented the request to enter into contract with TEECOM, Inc. On motion by Commissioner McCray, seconded and unanimously carried, the Commission granted authorization to enter into contract with TEECOM, INC. for evaluation of Facility Security Camera Systems; during the period of October 1, 2016 through June 30, 2017; in the amount of \$49,200 plus a 10% contingency for a total contract amount not to exceed \$54,120.
SAINT VINCENT DE PAUL SOCIETY OF SAN FRANCISCO	Family and Children's Services Senior Project Manager Maggie Donahue presented the request to modify the Saint Vincent De Paul Society of San Francisco grant. On motion by Vice President Semel, seconded and unanimously carried, the Commission granted authorization to modify the existing grant with SAINT VINCENT DE PAUL SOCIETY OF SAN FRANCISCO for provision of Domestic Violence Intervention Services to Families Involved with Child Welfare; during the period of July 1, 2016 through June 30, 2018; in the additional amount of \$65,976 plus a 10% contingency for a revised total grant amount not to exceed \$956,372.
SAN FRANCISCO CHILD ABUSE PREVENTION CENTER	Family and Children's Services Senior Administrative Analyst Johanna Gendelman presented the request to modify the San Francisco Child Abuse Prevention Center grant. On motion by Vice President Semel, seconded and unanimously carried, the Commission granted authorization to modify the existing grant with SAN FRANCISCO CHILD ABUSE PREVENTION CENTER for provision of Mandated Reporter Training and Intervention Services; during the period of July 1, 2016 through June 30, 2017; in the additional amount of \$292,359 plus a 10% contingency for a revised total grant amount not to exceed \$1,602,417.
BINTI, INC.	Family and Children's Services Program Director Barry Johnson presented the request to enter into contract with BINTI, Inc. On motion by Vice President Semel, seconded and unanimously carried, the Commission granted authorization to enter into contract with BINTI, INC. for provision of Resource Family Approval Recruitment and Approval Solution; during the period of September 1, 2016 through June 30, 2018; in the amount of \$85,000 plus a 10% contingency for a total contract amount not to exceed \$93,500.
FAMILY SUPPORT SERVICES OF THE BAY AREA	Family and Children's Services Childcare Coordinator Jason Holthe presented the request to enter into a new grant with Family Support Services of the Bay Area. On motion by Commissioner Yamasaki, seconded and unanimously carried, the Commission granted authorization to enter into a new grant with FAMILY SUPPORT SERVICES OF THE BAY AREA for provision of Quality Childcare on an Emergency Basis for Mildly-Ill Children; during the period of July 1, 2016 through June 30, 2019; in the amount of \$1,774,584 plus a 10% contingency for a total grant amount not to exceed \$1,952,042.
PUBLIC COMMENT	President Stewart's call for public comment did not yield a response.
ADJOURNMENT	President Stewart adjourned the meeting at 10:40 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

FISCAL YEAR 2016-2017 STATEMENT OF PURPOSE

The Department of Human Services plans and administers a variety of federal, state and local programs that are designed to meet basic human needs and to ensure protection of our most vulnerable citizens as required by law, regulation and mandate. The department provides families, children and single adults with monetary or service support. The Human Services Commission provides oversight of the Department of Human Services by approving the goals and objectives as reflected in the annual budget.

PROGRAM	AUTHORITY	PURPOSE
California Work Opportunity and Responsibility to Kids (CalWORKs)	42 ISCA 601 et seq; Welf. & Inst. Code Sect. 11200 et seq. TANF 1996	To provide eligible families with cash assistance, food stamps, Medi-Cal, employment services, subsidized child care, family stabilization, housing and other support services to assist them in finding and retaining employment and becoming self sufficient.
CalFresh (formerly known as Food Stamps and now known nationally as Supplemental Nutrition Assistance Program – SNAP)	USCA 2011 et seq; Welf. & Inst. Code Sect. 18900 et seq.	To provide eligible families and individuals with increased resources for the purchase of food as well as employment and training and nutrition education.
County Adult Assistance Programs (CAAP) and Care Not Cash Program	For Personal Assisted Employment Services (PAES), Cash Assistance Linked to Medi-Cal (CALM), Supplemental Security Income Pending (SSIP), and Family General Relief Program: Sections 20.7 et seq; for General Assistance (GA): Sections 20.7 et seq, and Welf. & Inst. Code Sect. 17000 et seq. Homelessness and Supportive Housing Fund: Section 10.100-77.	To provide eligible, employable individuals with cash assistance and employment and supportive services to assist them in finding and retaining employment and becoming self-sufficient. To provide financial assistance for eligible individuals who have either long-term or short term disabilities, or who choose not to participate in a path leading to employment and to provide increased income for persons with disabilities by advocating for eligible clients to receive SSI.
Medi-Cal Health Connections	42 USCA 1396 et seq; Welf. & Inst. Code Sect. 14000 et seq. Title XIX of the Social Security Act PL 111-148 (Patient Protection and Affordable Care Act)	Provide application assistance and eligibility determinations for a range of health coverage options for families, single adults, children, aged, and disabled persons.
Cash Assistance Program for Immigrants (CAPI)	Welf. & Inst. Code Sects. 18937 - 18944	To provide cash assistance for aged and disabled lawful permanent residents who are ineligible for SSI solely due to their immigration status.
Family & Children's Services	42 USCA 670 et seq; Welf. & Inst. Code Sects 300, 16000, 11400 et seq. Title IV-E of the Social Security Act	To work with the community and families to provide services to help families remain intact; to provide protection of children and non-minor dependents by in-home and out-of-home placement services; licensing of foster and adoptive homes; full adoption services; extended foster care and Independent Living Skills.
Working Families Credit Program	SF Administrative Code, Chapter 12S	To provide incentive payments to low-income families to encourage participation in the federal Earned Income Tax Credit Program.
Administration (Planning & Fiscal, Personnel/Payroll, MIS, Support Services) Program Support (FRED, SIU, Over Payments, Collections, Fair Hearings & Appeals, Staff Development, Contracts)	42 USCA 604 et seq; Welf. & Inst. Code Sect. 10800 et seq. Title IV A of the Social Security Act, Federal & State Regulations – 42 USCA 601 et seq; Welf. & Inst. Code Sects. 10800, 10950 et seq.	To provide essential operations which support the agency and its staff. To provide essential and mandated functions directly related to program.