

DEPARTMENT OF DISABILITY AND AGING SERVICES  
(DAS) COMMISSION  
MINUTES December 7, 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, President Martha Knutzen, Vice President Janet Y. Spears, and Nelson Lum

Excused Absent: Commissioner Barbara Sklar

DAS Executive Director Kelly Dearman was not present, DAS Deputy Director Cindy Kauffman 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 November 2, 2022 DAS Commission Meeting Minutes.

The motion was unanimously approved.

Absent: Commissioner Barbara Sklar

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 Barbara Sklar,

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 Barbara Sklar

EXECUTIVE DIRECTOR REPORT/Kelly Dearman

Director Dearman is absent due to attending conference, presented by Deputy Director Cindy Kaufman. C4A work helped secure \$180 million for AAA programs throughout the state. Any additional money will have to be finely tuned for requests since the budget will be tight. Caregivers pilot program might be the way to go and more details hopefully by February.

The City budget will be due soon and most likely DAS will have to take budget cuts. IHSS food drive just finished and thank you to them and SF State nurses helped administer flu shots and vaccine boosters.

Programs to serve older adults

Commissioner Spears had a question about the timeline for....

President Knutzen thanked Deputy Director Kauffman

#### EMPLOYEE OF THE MONTH

- Deputy Director Cindy Kauffman and the DAS Commission honored Mark McDougle
- President Knutzen thanked and congratulated Mark McDougle
- Mark thanked the commission for the recognition

#### ADVISORY COUNCIL REPORT/Diane Lawrence

President Lawrence greeted the Commission and thanked Employee of the Month Mark McDougle. This month we gave a report of the Dignity Fund and there is a vacancy which will be voted on in February. For the Advisory Council Bylaws were finalized and approved, first update since 2015. Site visit to the Aquatic Park Senior Center managed by Sequoia with information being not easily attainable online but once found a very informative site. About 150 people visit per day with 40 – 50 meals served daily. A good deal of art programs and Zoom activity programs as well

Follow up to last month's site visit to the Western Addition Senior Center. The council member could not make an appointment but just showed up and took a site report. Meals provided there and to go with approximately 150-200 to go meals sent out daily.

Next meeting is January 18<sup>th</sup> 2023 and still working on new membership via the Supervisors from District 1, Sup Preston, Sup Ronen, Sup Melgar and Sup Walton.

President Knutzen thanked President Lawrence and President Lawrence clarified

NO PUBLIC COMMENT.

#### CASE REPORT/Daniel Gallagher

CASE Report presented by Daniel Gallagher spoke on a presentation from the SF DA's office. CASE had their first holiday party in three years and was good to see people in person. January will start an update for member service/ outreach processes. Recently DAS presented the key priorities and CASE will continue provide these priorities for when the service allocation plan is finalized. CASE budget is looking to provide more safe transportation, outreach, more tech support for clients and more. This will be narrowed down for the allocation plan. New treasurer is with us and happy to have them.

President Knutzen thanked Daniel Gallagher for all the work  
No public comment.

Item 11 is GENERAL PUBLIC COMMENT.

No public comment

OLD BUSINESS

None

NEW BUSINESS

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

**13A. Requesting authorization to modify the existing grant agreement with Family Caregiver Alliance (FCA) for provision of Family Caregiver Support Program for the period of December 1, 2022 through June 30, 2024; in the amount of \$506,070 plus a 10% contingency for a total amount not to exceed of \$4,515,546. (Erica Maybaum will present the item)**

Presenter Maybaum is requesting authorization to modify the existing grant agreement with Family Caregiver Alliance (FCA) for provision of Family Caregiver Support Program for the period of December 1, 2022 through June 30, 2024; in the amount of \$506,070 plus a 10% contingency for a total amount not to exceed of \$4,515,546. .

President Knutzen thanked Presenter Maybaum and asked for public comment

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Barbara Sklar

**13B. Requesting authorization to modify the existing grants with multiple providers for the provision of Community Service program to older adults and adults with disabilities; during the period of July 1, 2022 through June 30, 2023; in the additional amount of \$575,187 plus a 10% contingency for a revised total amount not to exceed \$4,640,605. (Reanna Albert will present the item)**

Presenter Albert is requesting authorization to modify the existing grants with multiple providers for the provision of Community Service program to older adults and adults with disabilities; during the period of July 1, 2022 through June 30, 2023; in the additional amount of \$575,187

plus a 10% contingency for a revised total amount not to exceed \$4,640,605. asked the commission to review and for approval of the California Department of Aging Supplemental Nutrition Assistance Program-Education (SNAP-ED) and CalFresh Expansion contract CF-2223-06, budget and any subsequent amendments.

Vice President Spears asked when the funds come back from the Supervisors will it be designated to their specific districts and presenter Albert said yes.

Commissioner Jung asked about clarification on the funding for the modification started July 1, 2022 why funding started now instead of 6 months ago. Presenter Albert replied that the funding from another source was being used and now they will use this grant to continue the funding.

Also, for Golden Gate Senior services, was it closed and do they need to reopen? Presenter Albert let her know that they were predominantly closed and shifted to outdoor activities but will use this funding to reopen for both outdoor and indoor services. And for Golden Gate Senior services Commissioner Jung noted that the funding is for a bilingual service coordinator what languages would that be specifically, and presenter Albert responded English, Russian, Cantonese, and Mandarin and this will bring back this position to a full-time position after cuts during the pandemic.

Commission Lum commented that should we check if the initial funding is appropriate and why are add backs necessary. Deputy Director said sometimes it comes from Supervisor needs and in terms of meals sometimes there is a bigger request than thought for unmet services. Manager Mike Zaugg also added that sometimes it's hard to project all necessary funding and needs and it's good to be fluid for these services.

President Knutzen thanks presenter Albert for the updated funding for services needed.

#### PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Barbara Sklar

#### **14C. Review and Approval of California Department of Aging Contract AT-2223-38, Associated Budgets, and All Subsequent Amendments. (Sarah Chan will present this item)**

Presenter Chan is requesting to review and approval of California Department of Aging Contract AT-2223-38, Associated Budgets, and All Subsequent Amendments.

Vice President Spears asked if the state is giving us 1 year to spend the money and asked how they will spend the money within the year; Presenter Chan said yes, but they are considering the time and are using funds to replace computer systems and leverage their infrastructure to expand services, tech training, and tech support.

Program Director Zaugg added that the funding is problematic but we here at DAS believe these funds are needed in the community and want to do our best to administer the funds throughout the community in the year allotted. This is not a perfect situation, but we will work hard on it.

President Knutzen added this could be a great way to use this challenge to expand our outreach and access to centers and services.

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**PUBLIC COMMENT**

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Barbara Sklar

**14D. Requesting authorization to modify the existing grant agreement with Unite Us for the provision of an Online Resource Directory for the period of December 1, 2022 through April 30, 2025, in the additional amount of \$2,936,500 plus a 10% contingency for a revised total amount not to exceed \$4,108,775. (Fanny Lapitan will present the item)**

Presenter Lapitan is requesting authorization to modify the existing grant agreement with Unite Us for the provision of an Online Resource Directory for the period of December 1, 2022 through April 30, 2025, in the additional amount of \$2,936,500 plus a 10% contingency for a revised total amount not to exceed \$4,108,775.

Commissioner Jung asked for clarification on why is it a joint effort with DPH and Deputy Director Kauffman replied that when the RFP was written it was shared with DPH and were given very strict deadlines and would've lost a considerable amount of funding so DPH was asked to have a modification which is this now. Both Vice President Spears and Commissioner Jung thanked Deputy Director Kauffman for the detailed answer.

President Knutzen thanked both commissioners and Kauffman for being so clear with the questions and answers.

**14E. Requesting authorization to modify the existing grant agreements with multiple providers for the provision of Nutrition Services; during the period of July 1, 2022 through June 30, 2025, in the additional amount of \$11,877,916 plus a 10% contingency for a**

**revised total amount not to exceed \$99,401,811. (Tiffany Kearney will present the item)**

Presenter Kearney is requesting authorization to modify the existing grant with Swords to Plowshares for the provision of Community Services for Veterans; for the period of November 1, 2022 to June 30, 2023, in the additional amount of \$222,510 plus a 10% contingency for a revised total amount not to exceed \$863,792.

Commissioner Jung commended presenter Kearney for walking the commissioners through this complex proposal and presenter Kearney thanked her whole team.

Vice President Spears was overwhelmed with the amount of people that are food insecure in San Francisco and President Knutzen appreciates this nutrition bill and learned a great deal and appreciative how very necessary this grant is.

Commissioner Lum very much appreciated all the work that was put into this grant and presenter Kearny thanked him

#### **PUBLIC COMMENT**

No public comments.

A motion to approve.

The motion was unanimously approved.

Absent: Commissioner Barbara Sklar

That concluded the action items on the agenda.

#### **15. PUBLIC COMMENT**

#### **PUBLIC COMMENT**

No public comments.

#### Announcements

President Knutzen wished all safe and Happy holidays and

#### Adjournment

Meeting adjourned at 11:16am by President Knutzen