



AGENDA

Human Services Commission

SAN FRANCISCO HUMAN SERVICES COMMISSION

Thursday, October 24, 2024 at 9:30am
Ronald H. Born Auditorium, First Floor
170 Otis Street, San Francisco, CA 94103

Scott Kahn
President

James McCray, Jr
Vice President

Sally Coghlan McDonald

Darshan Singh

Elizabeth LaBarre
Commission Secretary

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Human Services Commissioners, San Francisco Human Services Agency (SFHSA) staff and presenters will attend this meeting in person.¹ Everyone attending the meeting in person is encouraged to wear a mask throughout the meeting. Members of the public are invited to observe the meeting and provide public comment in person.

Members of the public attending the meeting in person will have an opportunity to provide public comment on every item and shall be heard once for up to three minutes. Either the Human Services Commission President or Secretary will indicate when public comment is to occur for each item. Those wishing to speak in person are asked to submit a public comment card to the Human Services Commission Secretary. Public comment cards are located on the table by the auditorium entrance.

DISABILITY ACCESS

- The first floor of the Ronald H. Born Auditorium is wheelchair accessible.
- The commission meeting is accessible remotely as a disability accommodation. There are 2 remote options: online using Webex (includes closed captions) and phone call.
 - To access the meeting virtually via **Webex**² click on this link:
<https://sfpublic.webex.com/sfpublic/j.php?MTID=meccd56adcea8ea72c5f87d219b12db12>



City and County
of San Francisco

¹ Contact the Human Services Commission Secretary for reasonable modifications to policy for staff and presenters with disabilities under the ADA.

² Instructions on how to join Webex webinars: <https://help.webex.com/en-us/article/8l0y08/Join-a-webinar>

You may be directed to the meeting without needing a password. Sometimes, meeting attendees are asked to enter the webinar number, which for the October meeting is **2664 965 1125**, and the webinar password **2024HSC**.

- To attend the meeting using a **telephone**, dial **(415) 655-0001** then enter access code **2664 965 1125** when prompted.

If you experience access issues while trying to join the meeting remotely, please **text (415) 535-2386**. The Human Services Commission Secretary will attempt to assist, when possible, during the meeting.

Here are some best practices when providing public comment remotely:

- Join telephonically or via Webex from a quiet location. Remain muted when not speaking. Turn off any televisions or radios around you when not muted.
 - Speak slowly and clearly.
 - Address the Commission as a whole, do not address individual Commissioners.
 - Switch to call-in audio: If your internet audio and video experience does not work while using Webex, you can instead use a cell phone or land line to call into the meeting using the dial-in number and passcode to join.
 - For additional tips to ensure a successful remote meeting experience, contact the Commission Secretary in advance of the meeting.
- The closest accessible BART Station is at 16th and Mission Streets. Accessible MUNI Lines are the 14-Mission, 49-Mission/Van Ness, and 9-San Bruno. All the MUNI Metro Lines are accessible. Accessible curbside parking has been designated at points on the 100 block of Otis Street.
 - To make a request to be given an accommodation due to a disability, including auxiliary aids or services, sign language interpreters, or to obtain meeting materials in alternative format, please contact the Human Services Commission Secretary at least two business days before the meeting to help ensure availability.
 - To accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

POLICY ON AUDIO RECORDING OF COMMISSION MEETINGS

Under the San Francisco Sunshine Ordinance, all Human Services Commission meetings are audio recorded in digital form. Audio recordings of open sessions are available for public access no later than 10 days after the commission meeting by contacting the Human Services Commission Secretary.

TRANSLATION SERVICES

Interpreters for languages other than English are available on request. Please contact the Commission Secretary at least two business days before a meeting.

RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT

The San Francisco Human Services Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and

Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at (415) 554-7724; Fax (415) 554-7854; e-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance may be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City’s website at www.sf.gov.

LOBBYIST REGISTRATION AND REPORTING REQUIREMENTS

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Section 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, SF 94102; (415) 252-3100; FAX (415) 252-3112; and web site www.sfethics.org.

EXPLANATORY DOCUMENTS RELATED TO AGENDA ITEMS

Copies of explanatory documents are available through the Human Services Commission Secretary during normal business hours. They can be emailed, faxed or mailed to you upon request. They are also available on the Human Services Commission website: <https://www.sfhsa.org/about/commissions-committees/human-services-commission>

IN COMPLIANCE WITH SENATE BILL 343’S AGENDA NOTICE REQUIREMENT

If any materials related to an item on this agenda have been distributed to the Human Services Commission after distribution of the agenda packet, those materials are available for public inspection at 170 Otis Street, 8th Floor.

| Item # | Description | | Presenter |
|---------------|--|--|----------------------|
| I. | Call meeting to order | | President Kahn |
| II. | Roll call | | Commission Secretary |
| III. | Adoption of agenda | | President Kahn |
| IV. | Adoption of the September 26, 2024 regular meeting minutes | | President Kahn |
| V. | The Executive Director’s report: | A. State and City legislation and budget reports B. Family & Children’s Services C. Economic Support and Self-Sufficiency Services D. Administration and other issues | Dan Kaplan |

| Item # | Description | Presenter |
|--------|--|--|
| VI. | Presentation of the October employee of the Month Award Jonathan Mei, Eligibility Worker, SFBN | President Kahn |
| VII. | Consent Calendar – Submitted for a single vote without discussion unless a Commissioner so requests in which event the matter to be discussed shall be removed from the consent calendar and considered as a separate item: A. Requesting ratification of actions taken by the Executive Director since the September 26, 2024 Regular Meeting in accordance with Commission authorization of October 24, 2024: 1. Submission of request to encumber funds in the total amount of \$21,766,296 for purchase of services or supplies and contingency amounts. 2. Submission of 5 temporary positions for possible use in order to fill positions on a temporary basis made during the period 9/20/24 to 10/18/24. 3. Submission of 17 temporary appointments for possible use in order to fill positions on a temporary basis made during the period 9/20/24 to 10/18/24. | President Kahn |
| VIII. | COMMISSION BUSINESS – ACTION ITEMS A. Resolution proclaiming November as Adoption Month. B. Requesting authorization to modify the existing contract agreement with CIVICMAKERS for the provision of a Mobile Benefits Office; for the period of July 1, 2025 through December 31, 2025; in the additional amount of \$54,000, plus a 10% contingency, for a total revised contract amount not to exceed \$141,900. C. Requesting authorization to enter into a new grant agreement with MISSION ECONOMIC DEVELOPMENT AGENCY (MEDA) for the provision of Technology Supported Tax Preparation Assistance Services; for the period of November 1, 2024 through June 30, 2028; in the amount of \$833,712, plus a 10% contingency, for a total grant amount not to exceed \$917,083. | President Kahn Angela Ramos Kyle Lei Ken Ho |
| IX. | GENERAL PUBLIC COMMENT – On any matter within the subject matter jurisdiction of the Human Services Commission. | President Kahn |
| X. | ADJOURNMENT. | President Kahn |

Posted: October 21, 2024