

DEPARTMENT OF DISABILITY AND AGING SERVICES  
(DAS) COMMISSION

MINUTES February 8, 2025

CALL TO ORDER AND WELCOME/ President Spears

President Janet Y. Spears 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, Wanda Jung, Martha Knutzen, President Janet Y. Spears, and Linda Parker Pennington, Vice President Nelson Lum, Barbara Sklar, Sascha Bittner

Excused Absence: Barbara Sklar

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 January 8, 2025 Commission Meeting Minutes from  
The motion was unanimously approved.

EXECUTIVE DIRECTOR REPORT/ Kelly Dearman

DAS Executive Director Kelly Dearman started by wishing all a happy Black History Month and happy Lunar New Year. DAS will be opening the Disability Cultural Center this summer. DAS has added Accessibility to the DEI office, so it is now DEIA. We will have a 2-part Disability and Awareness training that will be mandatory for all DAS employees and we will start with the management team taking the training in April.

The Dignity Fund Cycle report is now completed and is being presented to the Board of Supervisors and with the Mayor's Office. Met with Kunal Modi from the Mayor's office and gave him a detailed overview of DAS and he was highly impressed.

The city is currently in a hiring freeze but once a month the Mayor's Office is allowing departments to submit requests for new employees.

The transition of the Mayor's Office of Disability into DAS is going smoothly and forward.

On a federal level the impact of the cut on services from federal aid is concerning and we are still in the process of working and figuring out the entire process.

President Spears asked in general about what percentage of contracts from our CBO's are federally funded and Dearman replied that they are working now to figure that out.

Commissioner Knutzen asked if we are starting to analyze the impact of the Older American's Act and ED Dearman replied that we are looking into that and luckily the city of San Francisco does include a good amount of general fund money for our services and programs for older Americans and we should be fine.

Commissioner Bittner asked about DEI in the city and if we are using federal money and no, we are not.

#### DAS EMPLOYEE OF THE MONTH February 2025 Michelle Miller who is a Deputy Conservator at the Office of the Public Conservator (PC) Team

- Director Dearman spoke on how Michelle has been such an amazing asset to her team and the entire department.
- Michelle thanked Director Dearman and the commission and thanked her managers and supervisors and the entire team at the PC team for creating such a thriving environment. She is grateful for the decision to pivot to this team to be able to grow professionally and it is an honor for her to serve this incredibly vulnerable community.
- And thanked all the city leaders for bringing additional beds, new programs, and case managers who support our work.

#### ADVISORY COUNCIL REPORT/ Presented by President Allen Cooper

President Cooper started by saying he has tough shoes to fill but will do his best. He addressed Director Dearman's report from the last meeting and the hiring freeze. He addressed his plans for the year for the council and topics they want to focus on.

2025/26 Aging Update timeline was presented. Tia Small gave a site visit presentation on the Canon Kip site in Soma. We will be updating a list and a priority list of sites we can visit and make reports on.

Director Dearman wanted to be clear that the hiring freeze means that only emergency services are hiring, and we are not letting any employees go.

CASE REPORT/ Judith Dancer presented this month by Fiona Hinze

CASE Report presented by Fiona Hinze who is filling in for Judith who is out sick. CASE continued spotlighting member agencies at our last meeting, much like the commission's employee of the month.

Thanked Mike Zaugg for the referral for our last presenter and next month the slate of officers will be voted on and approved by the Board of Directors. Fiona will be transitioning out of the co-chair by the end of the year.

The Meta-Fund will be discussed and thanked everyone at the Meta-Fund and President Spears for all their help. Some activities CASE did were to draft the positions with this grant, project manager, strategic planner, and an administrator. And lastly Mike Zaugg came to our Dignity Fund coalition meeting, and we are waiting to work with the DAS team and waiting for updates on the hiring freeze.

Item 9 is GENERAL PUBLIC COMMENT.

No public comment.

Item 10 OLD BUSINESS

No old business.

Item 11 CONSENT AGENDA

This item constitutes a consent agenda and is considered to be routine by the Disability and Aging Services Commission and will be acted upon by a single vote of the commission. There will be no separate discussion of this item unless a member of the commission or the public so requests, in which event the matter will be removed from the consent calendar and considered a separate item.

No public comment

A motion to approve

The motion was unanimously approved.

Item 12 NEW BUSINESS

ITEM 12A IS AN INFORMATIONAL ONLY ITEMS AND DOES NOT  
REQUIRE A VOTE BY THE COMMISSION

- A. Fiscal Year (FY) 2024-25 Area Plan Budget Amendments. (Presented by Genevieve Herreria)

Presenter Herreria spoke on the FY 2024-25 Area Plan Budget Amendments and the breakdown of the different allocations that are included in the memo presented to the commission.

PUBLIC COMMENT

No public comment

ITEMS B THROUGH E ARE ACTION ITEMS THAT REQUIRES A VOTE BY  
THE COMMISSION

- B. Review and Approval of the Fiscal Year 2025-26 and 2026-27 DAS Budgets. (Presented by DAS Executive Director Kelly Dearman and HSA Deputy Director of Finance & Administration Dan Kaplan)

Presented by HSA Deputy Director of Finance and Administration Dan Kaplan who reviews and sought approval of the Fiscal Year 2025-26 and 2026-27 DAS Budgets.

Outlined the upcoming Budget Process with the Mayor's Budget and the State Budget. Outlined projected areas of deficit include growth of services and increasing salaries. Revenue growth is slower than anticipated.

The DAS Budget rose by \$47 million as the majority of it comes from the IHSS department. With growing numbers of clients, anticipated costs of health and dental services through independent providers. Highlighted other areas of the budget that are greatly detailed in the supporting documents for this item.

Presenter Dearman added that there will be no \$3 million Dignity Fund allocation this year and there will be some cuts to programming but that's all we can say at this point. We will address the waitlist for the home delivered meals waitlist. We will be working on the upcoming Community Needs Assessment and the opening of the brick-and-mortar Community Disability Cultural Center is still set for July of this year.

Presenter Kaplan then gave a timeline for the DAS FY25/26 & FY26-27 Budget timeline. Mayor will submit his budget on July 1<sup>st</sup>.

Commissioner Bittner asked what are the contingencies if the federal government withdraws money and presenter Kaplan responded that it is a profound question and it looks like the federal government will withhold benefits but came back with not benefits to people and how difficult this is to exactly determine. We have not exactly learned what the exact cuts will happen from the federal level. Commissioner Bittner thanked them for all that they are doing.

Commissioner Pennington thanked them for their report and asked about the salary grades and if they can be restructured with the hiring freeze? Presenter Kaplan answered that there was talk about this before the hiring freeze but since there is a monthly request to fill vacancies it is uncertain, and the agency has a certain number of vacancies. Built into the budget is an allocation for salary attrition as well.

Commissioner Jung asked given what we know on the mayor's budget requests and the uncertainty from the federal level wanted to thank in advance for working with our community partners to continue and maintain their fundings and services. In the budget memo, can you speak on IHSS Telehealth Reassessments? Presenter Dearman referred to DD Jill Nielsen and she spoke on the very structured services of IHSS and all IHSS clients will maintain the right to request an in-person reassessment. Final reports should be available by July for the commission.

Vice President Lum asked about why we keep anticipating the passing of these funds and should we forecast the budget on not receiving federal funds? Presenter Kaplan respectfully disagreed and said the DAS budget is built on federal revenue that is in law. It would take a legislative process to change these fundings that frankly would affect their constituents greatly.

President Spears thanked Kaplan and Dearman for this greatly detailed budget proposal and highlighted how important these services are to our constituents in San Francisco.

## PUBLIC COMMENT

No public comment

A motion to approve from Commissioner Bittner

The motion was unanimously approved.

C. Requesting authorization to modify the existing grant with Little Brothers – Friends of the Elderly San Francisco for the period of February 1, 2025 to June 30, 2027, in the additional amount of \$136,152 plus a 10% contingency for a revised total amount not to exceed \$481,329 for the provision of the Volunteer Visitor Program. (Erica Maybaum will present the item)

Presenter Maybaum is requesting authorization to modify the existing grant with Little Brothers – Friends of the Elderly San Francisco for the period of February 1, 2025 to June 30, 2027, in the additional amount of \$136,152 plus a 10% contingency for a revised total amount not to exceed \$481,329 for the provision of the Volunteer Visitor Program. (Erica Maybaum will present the item)

Commissioner Knutzen asked for clarification on location of the contractor and areas of outreach? Presenter Maybaum responded that they operate in all districts and their offices are located downtown.

Commissioner Jung thanked and was impressed with outreach program, and its extra efforts to outreach to monolingual Chinese speaking individuals. She asked where the volunteers are staffed, and the presenter responded that they will be roaming throughout the city and citywide.

#### PUBLIC COMMENT

No public comment

A motion to approve from Commissioner Jung

The motion was unanimously approved.

- D. Requesting authorization to modify the existing grant agreements with multiple providers for the provision of Nutrition Services; during the period of February 1, 2025 through June 30, 2025, in the additional amount of \$1,081,771 plus a 10% contingency for a revised total amount not to exceed \$18,692,047. (Tiffany Dang will present the item)

Presenter Dang is requesting authorization to modify the existing grant agreements with multiple providers for the provision of Nutrition Services; during the period of February 1, 2025 through June 30, 2025, in the additional amount of \$1,081,771 plus a 10% contingency for a revised total amount not to exceed \$18,692,047.

#### PUBLIC COMMENT

No public comment

A motion to approve from Commissioner Pennington

The motion was unanimously approved.

- E. Requesting authorization to extend the existing contract with JUMP Technology Services for the period of July 1, 2025 to June 30, 2028, in the additional amount of \$555,382 plus a 10% contingency for a revised total amount not to exceed \$1,571,633 for the provision of LEAPS Data Management and Reporting System. (Ben Seisdedos and Ria Mercado will present the item)

Presenters Seisdedos and Mercado are requesting authorization to extend the existing contract with JUMP Technology Services for the period of July 1, 2025 to June 30, 2028, in the additional amount of \$555,382 plus a 10% contingency for a revised total amount not to exceed \$1,571,633 for the provision of LEAPS Data Management and Reporting System.

#### PUBLIC COMMENT

No public comment

A motion to approve

The motion was unanimously approved.

#### Announcements

No announcements

#### Adjournment

Meeting adjourned at 11:10am by President Spears