

DIGNITY FUND OVERSIGHT AND ADVISORY COMMITTEE

March 20, 2017; 3:00pm to 5:00pm

1650 Mission Street, 5th Floor, Golden Gate Conference Room

Minutes

Attending: Ramona Davies, Sandy Mori, Chip Supanich, Elinore Lurie, Edna James, Marcy Adelman, Beverly Taylor, Gustavo Serina, Monique Zmuda, Melissa McGee (DAAS), Rick Appleby (DAAS), Rose Johns (HSA Planning)

Call to Order: The meeting was called to order at 3:00pm.

Roll Call: Ms. McGee called roll. Excused absences were noted.

Approval of the Agenda: Members unanimously approved the March 20, 2017 agenda.

Approval of the Minutes: Members unanimously approved the March 13 minutes as edited. .

Proposed By-Laws: Ms. Zmuda reviewed the proposed By-Laws noting that though similar to many other group By-Laws she would point out important differences and policy issues for the OAC. Member suggestion will be taken into account and draft By-Laws updated for next meeting. Several member expressed appreciation for clear draft By-Laws. Ms. Zmuda pointed out several items including these that generated some discussion and clarification:

- **Initial Terms of Service:** Assumption made that continuity is important and that a sudden loss of many committee members, for example at the end of the first term on January 31, 2019, would be less desirable and unlikely. Reappointment would be likely for most members. No maximum term. Charter precludes staggering terms. Member comment: By-Laws should note that reappointment is possible for emphasis and clarity.
- **Excused Absence:** Members shall contact a Co-Chairperson and/or DAAS staff person prior to a meeting if expecting an absence. Illness, emergencies or other reasons may require post-meeting notice. Member comment: the number of unexcused absences that determine resignation should be proportional to the number of meetings. Ms. Zmuda's interpretation is that the number of unexcused absences is legislative and not up to the OAC.
- **Quorum:** Members discussed and clarified quorum requirements.
- **Voting:** Teleconference and Videoconference is not permitted. Members discussed pros and cons of these types of meeting participation and accepted proposed By-Law position.

Appointment of Service Providers Working Group Co-Chairs

Mr. Supanich reviewed the process of advertising for and receiving the initial names of persons interested in co-chairing the SPWG. The subcommittee narrowed down the list to 6 reviewing experience, skills, time commitment. Only four of the 6 responded to a request for statements of interests (by March 17). The Subcommittee interviewed the four remaining candidates all of whom have outstanding experience. The Subcommittee considered diversity, experience with a large organization and with advocacy both broadly and in multiple areas. Two names are being recommended to the full OAC: Ashley McCumber, Meals on Wheels, and Annie Chung, Self-Help for the Elderly. Mr. Supanich noted that it is up to the Working Group to decide how long the term is for the initial CO-Chairs.

Ms. Davies called for Public Comment: None

Motion to approve Ashley McCumber and Annie Chung as the initial Co-Chairs of the Service Providers Working Group was seconded and unanimously passed.

Human Service Contract Process: Elena Baranoff gave an overview (handout) of the Human Service Agency contracting process that applies to most potential Dignity Fund recommendations. The Contracting Department works closely with DAAS staff and management to identify needed contracts and Request for Proposals. Program staff writes program content of RFPs. Ms. Baranoff noted the difference between procurement, that requires the full RFP contracting process, and contract modifications that changes current contracts in some circumstances. The latter can be quicker than the former.

Discussion:

Threshold of DAAS items that must go to Commission on Aging: Everything goes to Commission \$25,000 and less as consent agenda (single vote for all), \$25,000 and over specific items on agenda reviewed by Commission.

Service modification is for existing service contracts, e.g. changing service hours, under \$50,000. These may be completed in as little as two weeks.

No electronic signatures yet.

Members of an RFP evaluation do not have to be San Francisco residents, are content experts.

The long contracting process can be shorter, as little as 6 months, depending on a variety of reasons including vendor response time.

Granting of “Sole Source” agreements is very strict, only if truly the only vendor of that service.

If there are no qualified applicants to an RFP, City can reach out to known vendors.

If applicants or vendors have issues/complaints about contracting process they can contact the Office on Aging Manager, the Contracts Manager or the DAAS Executive Director.

Service and Allocation Proposal Discussion: Mr. Serina offered two models for allocating Dignity Funds: 1) more, smaller allocations for broad marginal impact or 2) narrowing the recommendations to a smaller number of allocations for a larger amount each to make a more significant impact. For example, the DAAS Draft Proposal includes multiple categories and many and various programs within those categories. The OAC could allocate to those or the OAC could prioritize 5, for example, and make large allocation recommendations to those.

Discussion:

“Big Bang” approach would make recommendations and allocation more noticeable. Public may be interested in large changes quickly. Either model may bring criticism: doing too much for too few or doing too little to really help.

It may be difficult this year to define a few priorities without a better gap analysis. \$6 million is not much money and OAC has a short time to decide. Ask DAAS to say what top 5 would be.

Not clear of course which organization will receive the recommended allocation, which are interested or which DAAS proposed allocation would be in what district.

OAC needs to be able to explain the decision either way, supporting transparency and public involvement.

Original intent of Dignity Fund could inform this decision.

Ms. McSpadden: This is a draft proposal only, no specific action yet. Some items may be reflected in DAAS budget asks separate from DF OAC recommendations. Can add data to the draft proposal form: challenging to analyze data and decide re: space, location, etc., at this point in the proposal.

Public Comment

- Patti Spaniak of Cayuga Connectors summarized that program as an alternative for areas without a senior center to address isolation. Ms. McSpadden noted that this is a service covered in the DAAS draft allocation proposal.
- Anne Quaintance noted federal threat to home delivered meals, Meals on Wheels specifically, as mentioned by Trump Administration and others. Notes that Federal budget may include costs to aging networks so perhaps some flexibility in proposals could exist to cover potential federal cuts. Rashi Kesarwani of the Human Services Budgeting Office for DAAS, most federal cuts will not affect DAAS. Clarified that a small portion of the

proposed federal cuts could be targeted to food programs. Member questions: budget shortfalls not budgeted? Ms. Kesarwani: no, use add-backs.

Allocation Discussion: Ms. Davies introduced discussion of allocation recommendations recognizing that no decision would occur until the next meeting and highlighted list of community ideas provided by DAAS (handout). The list is one example of the DF OAC's commitment to hear from providers. Community ideas overlap in some ways with DAAS budget asks.

Cost of Doing Business: A member suggested that OAC should take a position to not support use of Dignity Fund to cover the CODB despite the fact that the Children's set aside and the Parks set aside use funds for that purpose. The intent of Dignity Fund was for services. MS. Davies suggests this will be first item for discussion at the next meeting.

Capital Projects: Group clarified that the Dignity Fund legislation disallows capital projects in general except buildings used for senior services or services for adults with disabilities.

Public Comment:

Sylvia Sherman, Community Music Center: Work with senior choruses. A study about music and seniors due in May.

Yensing Sihapanya, Portola and Excelsior Family Connections: Consider citywide services versus neighborhood services. Both are critical.

Christina Irving, Family Caregiver Alliance: Adult Day Health Centers serve people with dementia and it is not often reflected in data.

Laurie Sanchez, Community Technology Network: Important to support collaborations among providers including technology. Technology can get to the more isolated and bring services in. Ms. Davies remarked that the Dignity Fund Coalition hoped for those types of collaborations.

Public Comment: none

Adjourned: 4:55pm

Next meeting: Monday, 3/27/17, 3 to 5, Golden Gate Conference Room