

DEPARTMENT OF DISABILITY AND AGING SERVICES
(DAS) COMMISSION

MINUTES February 1, 2023

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 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 December 7, 2022 DAS Commission Meeting Minutes.

The motion was unanimously approved.

Absent: Commissioner

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 wished everyone a happy lunar new year and addressed the tragedy at half moon bay and DAS condemns all senseless acts of violence. On the state level the second annual progress report on California's Master Plan which highlights achievements from 2022 and plans for 2023. Progress was made on all 132 initiatives that were a part of this Master Plan. Director Dearman then highlighted areas of the plan that will be highlighted in the next year. On the local level the Age and Disability Task Force has finalized their action plan and has begun their implementation which will continue through the next three years. The Human Services Agency of SF will celebrate the Lunar New Year, Black History Month. The California Department on Aging is conducting a visit to DAS in March where they review all operations and Kelly thanked Mike Zaugg for all his work on this matter.

President Knutzen thanked Deputy Director Kauffman

EMPLOYEE OF THE MONTH January 2023

- Director Dearman and the DAS Commission honored Joel Scott
- President Knutzen thanked and congratulated Joel Scott
- Joel thanked his team and coworkers and many partners who've helped him! And the commission for the recognition

EMPLOYEES OF THE MONTH February 2023

- Director Dearman and the DAS Commission honored Minyi Xian and Simon Tan
- President Knutzen thanked and congratulated both Minyi Xian and Simon Tan
- MinYi and Simon thanked the commission for the recognition and thanked their entire team for all the support.

ADVISORY COUNCIL REPORT/Diane Lawrence

President Lawrence greeted the Commission and thanked them and Director Dearman. This report focused on the Jan Meeting since there was no December meeting. Jill Nielsen spoke on guardianship and the CARE Courts. Adithi Vellore from the HSA Planning started the 2023 Area Plan approval process via the Council and this is the last year of this four year plan where a new plan will be approved in 2024. The council also completed a member survey and other updates that will be sent to Ms. Vellore. Site visits will be a priority and we were given updates on District 4 and on Laguna Honda. Next meeting is February 15th 2023.

No questions and President thanked President Lawrence

JOINT LEGISLATIVE REPORT /Diane Lawrence

President Lawrence greeted the Commission and reported they had their first meeting for 2023 in January. New Bills introduced on IHSS, APS financial records, and increases in case management. There will be more updates in March for bills and CSL has new members in Sacramento. 8 of the 10 bills were picked up by the legislators. Guest, Luke Barnesmore from Home Match and who is also a member of the Marin County's Commission on Aging and serves on their Legislative committee attended the meeting this month. Deputy Director Kauffman gave an update on some of the Federal funds and the new chair of the assembly on Senior and Persons

with Disabilities Issues was a caregiver and is ready to make necessary changes and we are looking forward to that.

CASE REPORT/ Fiona Hinze

CASE Report presented by Fiona Hinze was not available via WebEx due to technical issues.

Item 13 is GENERAL PUBLIC COMMENT.

No public comment

OLD BUSINESS

None

15. APPROVAL OF THE CONSENT ITEM

President Knutzen outlined the Consent Item to Conrad House where the original amount \$316,307 and an additional amount \$3,313 with a contingency of \$25,687 not to exceed \$345,307 from general funding for the term 7/1/2019 – 6/30/2023 effective 1/1/2023. The Consent Item was approved.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

NEW BUSINESS

ITEMS A and B ARE INFORMATIONAL ONLY ITEMS AND DO NOT REQUIRE A VOTE BY THE COMMISSION.

**16A. Consideration regarding the DAS proposed budget for FY23-24 and FY24-25.
Presented by DAS Executive Director Kelly Dearman and HSA Deputy Director of Finance & Administration Dan Kaplan**

Presenters Kaplan started the presentation by going over the DAS Budget for the next two years. Presenter Kaplan let the commission know that there are many people that put this together.

Program budget including IHSS Aid Programs which represent 61% of the budget and then outlined the budget by individual programs. Then outlined the funding of the DAS Budget through federal, state, and local dollars, from the General Fund, Dignity Fund, Dedicated gifts and grants, and Work Order Recovery. The budget is split by different categories with the biggest being Aid Payments which supports the IHSS programs, CBO Grants, work order services, salaries, fringe benefits, professional services, and aid services. The Mayor's FY23-24 and FY24-25 Budget Projections show the City projecting a deficit of \$200 million for the FY23-24 year and a deficit of \$500 million for FY24-25. Mayor's Office has asked to reduce General Fund budgets by 5% in FY23-24 and 8% in FY 24-25. Both the state and federal budgets are also seeing deficits in the next two years, and this shapes the HSA's approach to our next budgets. HSA seeks to maintain all critical services.

Presenter Dearman spoke on how caseloads for all DAS departments are up, so the need is still there. IHSS has a shortage of home care workers, bargaining is underway for new contracts for IHSS PA and independent providers. APS programs received a 2nd allocation from the state, The office of the Public Conservator, Public Guardian, and Representative Payee will be tasked with working for the new CARE Courts. From the office of Community Partnerships, they will continue to adapt to the challenges of the Covid 19 pandemic, will receive new state funding and technology programs, online resource directory, Dignity Fund Service and Allocation Plan, and updates to the Disability Community Cultural Center. From the Benefit and Resource Hub they will be planning for CalSAWS and strategic plan implementation.

Presenter Kaplan then gave a timeline of this implementation and will be back next month at commission for further recommendations for the budget where it finalizes by June 1st with the Mayor signing it into effect.

President Knutzen thanked both presenters for all the hard work and excellent presentation.

Vice President Spears asked how they define when we are in a recession budget and Presenter Kaplan let her know there is a technical definition of a recessionary budget but we do not meet that at the moment.

Commissioner Lum thanked them for the amount of work, he asked as a veteran why the County Veteran's Community is at 0 percent (even though that is 1.1 million dollars) and we should have better funding for veteran services. He also asked about the \$200 million deficit, where will the \$198 million from the deficit be handled? And presenter Kaplan let him know that city will fill the gap through all the agencies.

Commissioner Jung agreed with the commissioners on the excellent and hard work from the Budget Department and excellent work they have done.

President Knutzen also let them know that this doesn't feel like they are making service cuts which is a good thing. And presenter Kaplan said they are not and the budget does not include unfilled positions at HSA and DAS.

CASE REPORT presented out of order due to a technical difficulty by Fiona Hinze.

Presenter Hinze reported that they did have a holiday gathering since the pandemic. The written report this month has a slideshow with updates throughout the year. Deputy Director Kauffman will present at the February CASE meeting. The roles of the service providers will be spoken about via the Dignity Fund at the Feb 22nd meeting. The CASE will be reviewing final budgets as well and that would inform their advocacy of any changes. CASE officer elections have Fiona and Dan Gallagher as co chairs with a treasurer and other appointments.

NO PUBLIC COMMENT

16B. Fiscal Year (FY) 2022-23 Area Plan Budget Amendment 1. (Presented by Genevieve Herreria)

Presenter Herreria gave a report (FY) 2022-23 Area Plan Budget Amendment. Ms. Herreria thanked Commissioner Jung for finding a typo that was corrected. The budget has been amended to \$236,526.

President Knutzen thanked Presenter Herreria.

NO PUBLIC COMMENT

13C. Requesting authorization to modify the existing grant agreement with Edgewood Center for Children & Families for the provision of Kinship Family Caregiver Support Services for the period of January 1, 2023 to June 30, 2026 in the additional amount of \$96,948 plus a 10% contingency for a revised total amount not to exceed \$381,370. (Erica Maybaum will present the item)

Presenter Maybaum is requesting authorization to modify the existing grant agreement with Edgewood Center for Children & Families for the provision of Kinship Family Caregiver Support Services for the period of January 1, 2023 to June 30, 2026 in the additional amount of \$96,948 plus a 10% contingency for a revised total amount not to exceed \$381,370.

President Knutzen thanked Presenter Maybaum for the details and there were no questions from the commissioners.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

13D. Requesting authorization to modify the existing grant agreement with Self-Help for the Elderly for the provision of Adult Day Program Services for Older Adults and Adults with Disabilities during the period of February 1, 2023 to June 30, 2024; in the additional amount of \$218,692 plus a 10% contingency for a total grant amount not to exceed \$1,121,636. (Sarah Chan will present the item).

Presenter Chan is requesting authorization to modify the existing grant agreement with Self-Help for the Elderly for the provision of Adult Day Program Services for Older Adults and Adults with Disabilities during the period of February 1, 2023 to June 30, 2024; in the additional amount of \$218,692 plus a 10% contingency for a total grant amount not to exceed \$1,121,636.

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

Commissioner Jung asked about the modification funding, where this will restore salaries for occupational therapists and are they employed and being paid from this funding or other sources and presenter Chan replied that they are employed and being paid from other funding.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

14E. Requesting authorization to enter into a new grant agreement with Felton Institute for the provision of Employment Navigation and Benefits Support during the period of January 1, 2023 through June 30, 2024; in the amount of \$378,251, plus a 10% contingency for a total amount not to exceed \$416,076. (Michael Zaugg will present the item)

Presenter Zaugg is authorization to enter into a new grant agreement with Felton Institute for the provision of Employment Navigation and Benefits Support during the period of January 1, 2023 through June 30, 2024; in the amount of \$378,251, plus a 10% contingency for a total amount not to exceed \$416,076.

President Knutzen thanked presenter Zaugg and thought this agenda item was innovative and interesting to read and asked why is this not system already implemented throughout other CBO's. Presenter Zaugg replied that it is a new initiative aimed at helping people navigate going back to work without losing benefits.

Vice President Spears asked for clarification which presenter Zaugg did and Commission Bittner said it was complicated and agreed.

Commissioner Lum commented and asked if this would ask people to go back to work and presenter Zaugg clarified this is for people who are ready to go back to work.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

14F. Requesting authorization to modify the existing grant agreements with multiple providers for the provision of Case Management; for the period of January 1, 2023 thru June 30, 2023; in the additional amount of \$486,879 plus a 10% contingency for a total amount not to exceed of \$7,261,883. (Erica Maybaum will present the item)

Presenter Maybaum is requesting authorization to modify the existing grant agreements with multiple providers for the provision of Case Management; for the period of January 1, 2023 thru June 30, 2023; in the additional amount of \$486,879 plus a 10% contingency for a total amount not to exceed of \$7,261,883.

President Knutzen thanked presenter Maybaum and there were no questions from the commissioners.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

14G. Requesting authorization to enter into a new grant agreement with Open Door Legal for the provision of Westside Legal Services during the period of January 1, 2023 through June 30, 2024; in the amount of \$571,972, plus a 10% contingency for a total amount not to exceed \$629,169. (Michael Zaugg will present the item)

Presenter Zaugg is requesting authorization to enter into a new grant agreement with Open Door Legal for the provision of Westside Legal Services during the period of January 1, 2023 through

June 30, 2024; in the amount of \$571,972, plus a 10% contingency for a total amount not to exceed \$629,169.

President Knutzen thanked presenter Zaugg.

Commissioner Jung commented that she was very pleased to see efforts made to connect these services. And asked what language services will be offered. Presenter Zaugg responded that they will have Cantonese and have access to language line support.

Commissioner Lum asked about in reference to West Side, is that Sunset or Richmond? Presenter Zaugg said it was District 1, 4, & 7 but open to all residents.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

14H. Requesting authorization to modify the existing grants with Shanti Project for the provision of Animal Bonding Services; for the period of February 1, 2023 to June 30, 2023, in the additional amount of \$337,846 plus a 10% contingency for a revised total amount not to exceed \$2,288,161. (Dong Liu will present the item.)

Presenter Liu is requesting authorization to modify the existing grants with Shanti Project for the provision of Animal Bonding Services; for the period of February 1, 2023 to June 30, 2023, in the additional amount of \$337,846 plus a 10% contingency for a revised total amount not to exceed \$2,288,161.

President Knutzen thanked Presenter Liu and there were no questions from the commissioners.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

14I. Requesting authorization to modify the existing two contracts with California Extradition Services, LLC (CAE) and JHM Non-Emergency Medical Transport (JHM) for the provision of transportation services to benefit clients served through the Office of the Public Conservator (PC) and the Adult Protective Services (APS) programs; for the period

of January 1, 2023 thru June 30, 2026; in the additional amount of \$690,000 plus a 10% contingency for a total amount not to exceed of \$1,069,932. (Carrie Wong will present the item)

Presenter Wong is requesting authorization to modify the existing two contracts with California Extradition Services, LLC (CAE) and JHM Non-Emergency Medical Transport (JHM) for the provision of transportation services to benefit clients served through the Office of the Public Conservator (PC) and the Adult Protective Services (APS) programs; for the period of January 1, 2023 thru June 30, 2026; in the additional amount of \$690,000 plus a 10% contingency for a total amount not to exceed of \$1,069,932.

President Knutzen thanked presenter Wong.

Commissioner Jung asked about since this is a modification to extend, how was this decision to extend the contract by 3 years made by not having a new RFP, presenter Wong deferred to analyst Steve Kim who answered that the initial RFP had an extension clause in that initial offer.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

14J. Requesting approval of a sole source waiver and authorization to enter into a new sole source contract with Panoramic Software Inc. (“Panosoft”) for the provision of Software Licensing and Maintenance Services to proprietary databases utilized to support conservatorship of vulnerable adults; for the period of July 1, 2023 through June 30, 2028; in an amount of \$1,343,200 plus a 10% contingency for a total amount not to exceed \$1,477,520. (Carrie Wong will present the item)

Presenter Wong is requesting approval of a sole source waiver and authorization to enter into a new sole source contract with Panoramic Software Inc. (“Panosoft”) for the provision of Software Licensing and Maintenance Services to proprietary databases utilized to support conservatorship of vulnerable adults; for the period of July 1, 2023 through June 30, 2028; in an amount of \$1,343,200 plus a 10% contingency for a total amount not to exceed \$1,477,520.

President Knutzen thanked presenter Wong and there were no questions from the commissioners.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

14K. Requesting authorization to enter into a new grant with SELF-HELP FOR THE ELDERLY for the provision of Residential Video Doorbell Program; during the period of February 1, 2023 through June 30, 2027; in the amount of \$175,000 plus a 10% contingency for a total grant amount not to exceed \$192,500. (Melissa McGee will present this item)

Presenter McGee is requesting authorization to enter into a new grant agreement with Open Door Legal for the provision of Westside Legal Services during the period of January 1, 2023 through June 30, 2024; in the amount of \$571,972, plus a 10% contingency for a total amount not to exceed \$629,169..

President Knutzen thanked presenter McGee.

Vice President Spears asked how the ongoing internet requirement will be paid for? Presenter McGee replied that the individual will provide their own smartphone or tablet as well as Wi-Fi access.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

14L Requesting authorization to Modify the existing grant agreements with multiple providers for the provision of SF Connected; for the period of February 1, 2023 thru June 30, 2023; in the additional amount of \$634,273 plus a 10% contingency for a total amount not to exceed of \$3,560,406. (Sarah Chan will present the item)

Presenter Chan is requesting authorization to Modify the existing grant agreements with multiple providers for the provision of SF Connected; for the period of February 1, 2023 thru June 30, 2023; in the additional amount of \$634,273 plus a 10% contingency for a total amount not to exceed of \$3,560,406.

President Knutzen thanked presenter Chan for the level of detail and commented how important this is and applauded anyone giving assistance for online services.

Vice President Spears agreed with President Knutzen's thanking for this assistance and asked about funding from the state and extra funding and presenter Chan stated that half of the funding would go to purchasing equipment and the other half would be for the online training services

that you see in this item.

PUBLIC COMMENT

No public comments.

A motion to approve.

The motion was unanimously approved.

That concluded the action items on the agenda.

17. PUBLIC COMMENT

PUBLIC COMMENT

No public comments.

Announcements

Commissioner Pennington introduced herself and stated she was very happy to join this Commission and was very much looking forward to working with everyone.

Adjournment

Meeting adjourned at 12:22 by President Knutzen