

DIGNITY FUND OVERSIGHT AND ADVISORY COMMITTEE

August 21st, 2017; 3:00pm to 5:00pm

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

Minutes

Attending: Marcy Adelman, Margy Baran, Ramona Davies, Sandy Mori, Allen Ng, Gustavo Serina, Beverly Taylor, Monique Zmuda, Melissa McGee (DAAS), Tiffany Kearney (DAAS)

Call to Order: The meeting was called to order at 3:05pm

Roll Call: Ms. McGee called roll. Excused absences included Jessica Lehman, Elinor Lurie and Neil Sims

Approval of the Agenda: Members unanimously approved the August 21st 2017 agenda.

Approval of the Minutes: Members unanimously approved the July 17th 2017 minutes.

Timeline / Key Deliverables Update: Presented by Melissa McGee. A document with the FY 17/18 to FY 22/23 key deliverables and 2018 community need assessment timeline was reviewed. Ms. McGee reported that the timeline is being adhered to thus far and DAAS has reached a tentative agreement with Resource Development Associates (RDA) to conduct the community needs assessment. Ms. McGee described RDA as having experience in conducting community needs assessment and working with local and state governments as well as community based nonprofits. Amalia Freedman and Kira Gunther are the assigned leads for RDA, project director and project manager respectively, for the dignity fund community needs assessment (DFCNA). The contract with RDA will be presented to the Aging and Adult Services Commission for approval on 9/6/17 and the contracting period is 8/17/17 through 6/30/18. RDA will completed and submit a project plan by 9/1/17. DAAS will share the project plan with the OAC, SPWG, and community providers. RDA will attend the service provider's working group (SPWG) meeting on 9/12/17 and the OAC meeting on 9/18/17 to gather input on the project plan and community outreach. The information gathered will be incorporated into RDA's project plan as appropriate and this updated version will also be shared with OAC, SPWG, and community providers. A member of the OAC suggested that DFCNA project plan be presented to the Aging and Adult Services Commission to help keep the commission informed on the process, timeline, and deliverables. DAAS acknowledged the request and confirmed that the commission will be provided with RDA's project plan and any other appropriate information. A member of the OAC requested clarification on the SPWG ability to provide input to DFCNA and the outreach plan. Ms. McGee reaffirmed the plan for RDA to attend the SPWG meeting in September and utilize multiple outreach mechanism to gather data to identify service gaps and unmet needs.

Ms. McGee reported that the Community Service Program Pilots (CSPP) RFP is scheduled to be released by the end of the week (8/25/17) and that the Respite and Veterans Service Connect RFPs are scheduled to be released between 8/28/17 and 8/31/17. In September there are two more RFPs scheduled for release. They are Nutrition, Social Support, and Wellness and Technology at Home. The bidder's conference for the CSPP RFP will be approximately one week after its release due to the

feedback DAAS received from community providers, the OAC, and the DF coalition. The intention of an earlier bidder's conference is to provide potential respondents with clarification to any questions about the RFP earlier and it will also allow providers more time to explore collaborative partnerships if they decide to do so.

Melissa McGee and Mike Zaugg, Director of OOA, reported that the DF related contract modification for housing subsidies, caregiver support, and health promotion are scheduled for the 9/6/17 commission. The legal services DF related contracts modifications will not be presented at the 9/6/17 commission as tentatively scheduled. Because there are fourteen (14) different contractors involved in the legal service contract modifications, the process will take longer than expected. Also, depending on dollar amount of each legal contract modification, some may be handled as contingencies or placed on consent calendar rather than through the full commission process.

An OAC member asked why the CSPP RFP amount is for one (1.0) million instead of 1.1 million. It was explained that \$100,000 has been reserved for a consultant to specifically focus on the adult with disabilities population and their needs as it pertains to community service programming. This was also a recommendation from the Mayor's Office on Disability. An OAC member commented that the adult with disabilities population is identified in DF - FY 17/18 allocation plan as an unmet need and emphasized the need for equity. An OAC member also noted that the allocation plan is based on information available at the time the allocation plan was developed, including the needs assessment conducted by DAAS in 2016. DAAS highlighted that that the CSPP RFP scheduled to go out this week is focusing on new and innovative programming as specified in the allocation plan and therefor may not necessarily address equity throughout the city. The DFCNA will address equity and as a result the next service allocation plan will address equity.

John Tsutakawa, HSA-Contracts, was asked to respond to an OAC member's request for information about how panelists are chosen to review and score submitted responses to RFPs. Mr. Tsutakawa explained that HSA-Contracts try to secure a panel with broad expertise including familiarity with the population served, programmatic experience similar to the service requested, and financial expertise in terms of budgets, cost of providing similar services, etc. Mr. Tsutakawa also stated that the department seeks an odd number of panelists and a panel with a mix of city employees, employees from other city and/or county agencies with expertise in the specific area of service, and independent individuals from the community at large with knowledge in the area of service. All panelists are vetted for conflict of interest.

Discussion ensued among OAC members about the importance of the panel to be familiar with the intent of the dignity fund. OAC members continued to discuss the need for the consultant, RDA, to also be familiar with the intent of the dignity fund and reiterated the desire for equity and fairness. An OAC member noted that the city's demographics and individual district's demographics are fluid and subject to change, and this too needs to be recognized all, including the OAC, SPWG, and consultant. Another OAC member commented that district distinction is important in supporting innovative programming and its success.

Although not on the agenda, an OAC member asked if DAAS would discuss the recent HSA payment delays to providers. John Tsutakawa, HSA-Contracts, responded and said that the contract and fiscal departments are working with the Controller's office and the impacted providers to get payments out

as soon as possible. May and June payments have been the focus and it is believed that most of those have been dispersed. Contracts and fiscal are working on July payments now. An OAC member asked about the potential of advances to providers. Mr. Tsutakawa said that if providers needed an advance due to the delay of payment, it was possible and that providers are aware of this option and should be communicating with their contract manager if in that situation. One of the OAC chairs noted that this specific topic was out of the purview of the OAC and further discussion if necessary should take place in a more appropriate forum.

Budget Overview: Presented by Cindy Kauffman. A power point presentation on the DAAS Budget FY 17-18 was presented. A copy of the presentation was given to the OAC members and additional copies were available to anyone in attendance. The presentation provided an overview of the DAAS budget by program. It was noted that the Office on Aging is the second largest program, representing 18% of the budget, second to IHSS which accounts for 70% of the DAAS budget. Dignity Fund eligible services comprise 22% of the DAAS budget.

DF funding was presented next by Ms. Kauffman for years one (1) through three (3). For year one, FY 17-18, there is a total of 56.5M. It was clarified that because of the “super funding” this year totaling 12.5M, the total amount of dignity available for DF eligible services increased from \$44M to \$56.5M. Ms. Kauffman open up the floor to the OAC to discuss the term “super funding” explaining that DAAS has received feedback from various parties expressing concern about the use of the term and/or desire for clarity of what the term means. An OAC member suggested that the term may be misleading and the Board of Supervisors may get the idea that “super funding” is extra and therefore no additional funding for services is needed. The importance of advocacy was highlighted by another OAC member. Further discussion also occurred to explain the yearly increase in funding to the dignity fund.

Suggestions for an alternative term to “super funding” were requested. A few alternative terms were suggested by various OAC members and the term “supplemental” and/or “dignity fund supplemental funding” were the suggested alternatives. Ms. Kauffman and appropriate DAAS staff will explore the potential use of the proposed term to ensure it does not conflict any other DAAS terminology and cause confusion.

Announcements: Presented by Melissa McGee. The SPWG will meet on Tuesday, September 12, 3:00 – 5:00pm at the San Francisco AIDS Foundation office. A notice will be sent to community service providers. The DFCNA consultant, RDA, will be present. An OAC member reiterated the DFCNA consultant will have a strong relationship with the SPWG.

Public Comment: It was asked if Nutrition & Wellness in the DAAS MBO Enhancement & BoS Addbacks for FY17/18 and FY 18/19 could be separated emphasizing that they are two distinct areas. DAAS responded by stating that it is aware of the distinction and when the DFCNA is completed and a new allocation plan is created, that detail will be included. A comment about how the distinction between connection, engagement, and access should be carefully addressed was made. DAAS agreed with comment and stated staff would take under advisement.

An older adult in attendance noted she has been attending OAC meetings regularly and reminded the committee and those in attendance about the concern she has expressed related to seniors who have a difficult time leaving their homes due to mobility issues. DAAS reaffirmed their commitment to

reaching all seniors in need of assistance and that the consultant will likely address this need in their DFCNA. Another OAC member suggested follow up and connection to community living fund and rebuilding together.

Another community provider in attendance asked about the contract start date the DF-RFPs released this month. DAAS stated that the anticipated start date of the contract date will be 1/1/2018.

Adjournment: 4:45pm

Next meeting: Monday, 9/18/17, 3pm to 5pm
1650 Mission Street, 5th Floor
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