

DIGNITY FUND OVERSIGHT AND ADVISORY COMMITTEE

July 17th, 2017; 3:00pm to 5:00pm

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

Minutes

Attending: Marcy Adelman, Margy Baran, Ramona Davies, Jessica Lehman, Elinor Lurie, Sandy Mori, Allen Ng, Neil Sims, Monique Zmuda, Melissa McGee (DAAS), Tiffany Kearney (DAAS)

Call to Order: The meeting was called to order at 3:05pm. Members decided to approve agenda and minutes before roll call to accommodate two OAC members that were running late.

Approval of the Agenda: Members unanimously approved the July 17th 2017 agenda.

Approval of the Minutes: Members unanimously approved the June 19th 2017 minutes.

Roll Call: Ms. McGee called roll. Excused absence of Gustavo Serina noted.

Service Providers Working Group (SPWG): Presented by Anni Chung, Co-chair of the SPWG. SPWG met on Friday June 23rd, 2-4pm at the San Francisco Aids Foundation. Ms. Chung reported that the SPWG's first meeting was successful. Outreach to community based organizations appeared strong with an estimate of thirty five organizations present, including organizations not currently contracting with DAAS. At the SPWG meeting, the first year's budget allocation was reviewed and there was a general consensus that the recommendations put forth by DAAS and approved were in line with the Dignity Fund goals and targeted service areas. Discussion followed about the community needs assessment. It was reported that SPWG spoke about the importance of reaching consumers that are currently using services and consumers that need and/or desire services but are not accessing them. This is especially desired to help produce a gap analysis as part of the community needs assessment. The SPWG expressed a desire for both conventional and non-conventional methods to reach consumers. The suggestions for non-conventional methods included partnering with the SF Unified School District, faith based organizations, libraries, public service announcements, neighborhood networks and merchant associations, food banks and food pantries, etc. The SPWG suggested the use of gift cards as an incentive for increased consumer participation in surveys. The SPWG stated its commitment to have community based organizations actively participate in the needs assessment by providing DAAS with substantive input and aiding the consultant in reaching consumers. An OAC member asked where to find information on the SPWG. Ms. McGee reviewed where the committee's public documents can be located, the Dignity Fund Oversight and Advisory Committee drop box. The SPWG documents will also be available in this drop box. OAC members were encouraged to contact Ms. McGee if they need to have the link to the drop box sent to them again.

Comprehensive Needs Assessment: Presented by Shireen McSpadden and Melissa McGee. Ms. McSpadden began the discussion by confirming that DAAS and the planning department will manage and oversee the community needs assessment and the process. The consultant chosen through the recent RFQ process will receive actions items and guidance from DAAS. Ms. McSpadden noted that her statement of clarity was in response to concerns voiced by OAC members about whom would be "driving the process." Following, Ms. McGee confirmed that information and suggestions gathered by the SPWG will be shared with the needs assessment consultant to ensure as broad a sweep as possible

of community input is captured. DAAS shared that input from San Francisco's community experts is vital to the effort and working with the SPWG will be expected and part of the consultant's contract. The community needs assessment timeline was summarized. DAAS communicated that the design plan will be shared once the consultant negotiations are complete.

Next, Ms. McGee reviewed with the OAC the selection process for the consultant. This past spring, a RFQ (request for qualifications) was released. The RFQ included a minimum of 3 years of experience in conducting similar needs assessment work; possess familiarity with working with large public institutions, community providers, and the ability to become a city vendor. Of the consulting contractors that responded to the RFQ, two were selected to be in a qualified pool. Based on the consulting contractors' responses to the RFQ, DAAS asked one to submit a full response to a scope of service provided to them and a fee proposal. That response is due by close of business, 7/17/17. If the proposal is accepted by DAAS, negotiations will occur and will include scope, deliverables, project timeline, outcomes, reporting, and fee.

An OAC member asked if the needs assessment would include a review of innovative programming being done in other cities and/or counties. The answer provided by DAAS was yes and that information and articles about innovative program are welcomed from all and can be emailed to Ms. McGee for now.

Another OOA member asked how this new community needs assessment would be different from prior needs assessment conducted by DAAS and would it be enhanced. Ms. McSpadden addressed the question by explaining that past needs assessments have been done by the planning department specifically with the intention of fulfilling specific AAA requirements for the required area plan. The planning department has done a great job in developing a report with the resources available to meet the AAA requirements. With a hired consultant, there will be increased resources and capacity that will allow planning, DAAS, and in partnership with the consultant to produce a more thorough needs assessment that includes both a gap and equity analysis. Increase capacity will also allow for a more in depth evaluation of adult with disability and transitional youth population needs. DAAS intends to review the data through multiply lenses to ensure that department and the OAC's values are upheld.

Dignity Fund Infrastructure Cost: Presented by Shireen McSpadden. Infrastructure cost for the dignity fund includes the cost of conducting a community needs assessment. An OAC member asked if there was a range or budget for the needs assessment. It was explained that in FY 16/17 there was 250K of OTO money that was allocated for the needs assessment. DAAS was not able to hire a consultant in FY 16/17 and therefore there will be a request made by DAAS to the controller's office for a manual carry forward to this FY 17/18. DAAS does not anticipate that this request will be denied. 250K is the budget for the community needs assessment.

A subsequent question was asked about staffing allocation within the dignity fund. Ms. McSpadden described four staffing position allocations within the dignity fund. They included the dignity fund manager, contract analyst, program analyst and planning analyst. It was clarified that although these were specific positions for the dignity fund this year, DAAS allocated this staffing cost within the baseline funding.

Another OAC member asked about savings from FY 16/17. DAAS noted that because this is year one of the dignity fund, there is no savings specifically carried forward from 16/17 for the dignity fund. There are add backs and those are currently being worked on by DAAS staff separate from the dignity fund.

RFP/Contract Modifications: Presented by Melissa McGee. DAAS is on target with contract modifications and RFPs per the schedule distributed last month. Contract modifications, totaling approximately 1.4 million, are projected to go to commission in September 2017. The RFPs for community services, respite, and veterans services connect are expected to be released late August 2017 and be presented to the DAAS commission in December 2017. DAAS communicated that work orders are in process for dignity fund 17/18 allocations related transportation and LGBT financial literacy.

The OOA was also informed that Ms. McSpadden and the DAAS staff will meet with senior and community center providers on 7/18/17 for input and discussion regarding the community service Dignity Fund RFP that is expected to be released in late August. DAAS will report back on the outcome of this meeting in August.

An OOA member asked if dignity fund dollars and/or contracts and modifications would be identified when they are presented to the DAAS commission. The answer provided by DAAS was yes.

Dignity Fund website: Presented by Fiona Hinze, Co-chair of the Dignity Fund Coalition and Cindy Kauffman, DAAS. All in attendance were shown the sfdignityfund.org website through the overhead projector. The website pages and content were displayed. It was stated that the goal of the website site was to be a repository for all information relating to the Proposition I campaign and current affairs pertaining to both the OAC and the Dignity Fund Coalition. An OAC member commented during the presentation that the website was mobile friendly and commended the dignity fund chairs, for their efforts in developing a user friendly site. The dignity fund coalition has recently hired a part-time person to update the website ongoing. The ability to hire a part time staff person was accomplished through fund raising and by partnering with CASE to share the cost and resource. The coalition hopes to increase their social media presence. The coalition is recruiting new members. The coalition meets on the 4th Wednesday of every month, 2:30pm to 4:30pm at ILRC.

Ms. Kauffman informed the OAC that the new H.S.A.-DAAS website scheduled for roll out in October 2017. The website is not going to be static. There are plans for search functionality by service, content, category, etc. There will be links to OAC and SPWG public documents. The working plan is for edits to be presented, evaluated, approved, and implemented by the end of September, 2017

An OAC member commented that DAAS should be mindful of acronym use on the website. The comment was noted by DAAS staff.

An OAC member asked if the website was fully accessible. DAAS's response was that it is currently being reviewed to ensure full accessibility.

Another OAC member asked if the community needs assessment would be on website. DAAS's response was yes. It was noted by DAAS staff that the plan is for the new DAAS website to have news

flashes and public announcements. DAAS informed the OAC that H.S.A. has a new public information officer who is helping DAAS with its messaging to the public.

It was asked by OAC member if the demographic information for consumers served by DAAS will be available on the website. The answer was yes as it will be part of the community needs assessment and that will be on the website.

Clarification was requested by another member regarding the new public information officer who is helping DAAS, specifically were they only working with DAAS. Response was no. The new public information officer is for all of H.S.A.

Public Comment: An older adult in attendance remarked on the difficulty seniors have in getting around the city and accessing services they need. She expressed her gratitude for the services provided by DAAS and also noted the need for DAAS to continue to reach seniors who have a difficult time leaving their homes due to neighborhood safety and mobility issues.

Adjournment: 4:20pm

Next meeting: Monday, 8/21/17, 3pm to 5pm
1650 Mission Street, 5th Floor
Golden Gate Conference Room