

DIGNITY FUND OVERSIGHT AND ADVISORY COMMITTEE  
October 15<sup>th</sup>, 2018; 3:00pm to 4:30pm  
1650 Mission Street, 5<sup>th</sup> Floor, Golden Gate Conference Room  
Minutes

Attending: Marcy Adelman, Jessica Lehman, Elinor Lurie, Sandy Mori, Allen Ng, Melissa McGee (DAAS), Tiffany Kearney (DAAS)

Call to Order: The meeting was called to order at 3:05 p.m.

Roll Call: Ms. McGee called roll. The excused absences were Margy Baran, Ramona Davies, Gustavo Serina, Beverly Taylor and Monique Zmuda.

Approval of the Agenda: There was not a quorum. The committee was unable to approval.

Approval of the Minutes: There was not a quorum. The committee was unable to approval.

Dignity Fund Expenditure Report, by Alexander Gleason, SF-HSA: A memo from the SF-HSA budget staff was distributed. It provided details on the total FY 17/18 budget and expenditures for the Dignity Fund (DF) eligible services for the period of July 1, 2017 to June 30, 2018. The total FY 17/18 budget for all DF eligible services was ~\$66.1 million in December of 2017. Supplemental funding was added between December 2017 and June 30, 2018 and the revised FY 17/18 budget was ~\$67.4 million.

A member of the OAC asked Mr. Gleason to expand on the breakdown of supplemental funding. The ~\$23.3 million supplemental funding includes ~\$17.4 million from the city's general fund through addback and one-time-only funding. The remaining ~\$5.9 million is from federal and state funding.

A majority (90%) of the FY 17/18 budget was in contract to vendors at the year-end. The remaining 10% represented a mix of funds not placed into contract, funds not spent by vendors, and underspending in DAAS salary. The remaining 10% balance equals ~\$6.8 million. Of the ~\$6.8 million, ~\$4.1 million has been allocated to specific services as detailed in a spending plan presented to the OAC in August 2018. The remaining ~\$2.7 has not been allocated. A plan for its allocation is in development.

Ms. Mori called for OAC members to discuss the contents of DF expenditure report and ask questions. Discussion and questions posed by OAC members included the following: 1) Will the planning for the unallocated funds take into account the additional data analysis being conducted by DAAS specifically on the LGBT community, communities of color, adults with disabilities, and caregivers? 2) Why is there a delay in DAAS receiving information about vendors underspending? An OAC member remarked that the committee and public should expect a delay because it takes time for the city's accounting department to conduct a year end close out. 3) Can the unallocated funds be added to current RFPs in process and/or added to existing grants? 4) Can the unallocated funds be made available to community based organizations (CBO) for one-time-only capital expenditures and if so, how would they be notified of a funding opportunity? It was also noted by a member of the OAC that they had received feedback from CASE (Coalition of Agencies Serving the Elderly) that not all CBOs were aware of opportunities for one-time-only funding. 5) Are there ways to speed up the process? 6) Confirmation and clarification about the rollover of dignity fund dollars was requested.

DAAS and HSA-contracts provided the following responses: 1) DAAS anticipates having the additional data analysis completed in November 2018 and the allocation of the remaining ~\$2.7 million will take into account any gaps or findings in the additional data analysis. 2) DAAS will explore all of the suggestions presented by the OAC for the allocation of the remaining ~\$2.7 million and present a plan to OAC. DAAS confirmed that providers will be made aware of opportunities to receive one-time-only funding if they exist. John Tsutakawa added that all providers are sent notification between February and March each year asking them to review their budget and spending and are encouraged to request a budget modification for the reallocation of funds within their budgets when appropriate and possible. 3) Mr. Tsutakawa addressed the question about the length of time it takes to issue a grant. The city's procurement process is a significant factor in the length of time it takes to award grants to CBOs. RFPs are released at the beginning of the fiscal year when the department's annual budget is confirmed and/or when any supplemental funding to the budget is confirmed. From RFP issuance to vendor contract takes several months which can cause underspending each year. 4) DAAS confirmed that unspent and/or unallocated dignity fund dollars do remain within the fund.

Member of the OAC discussed the board of supervisors' (BOS) proposal to raise the minimum wage to \$17/hour for nonprofits and homecare workers. Some members of the OAC expressed concern about the dignity fund being able to support salary increases across all CBO providers without compromising existing services and/or limiting the ability of the fund to support service expansion. Mr. Tsutakawa commented that if the ordinance is passed by the BOS, it will impact many city departments and be approached on a citywide basis.

Outcomes and Evaluation Framework, by Rose Johns, SF-HSA: OAC members received a Dignity Fund Outcomes and Evaluation Framework presentation packet. The information in the packet provided a summary of DAAS's current process which includes service and outcome objectives and annual monitoring by both DAAS-programs and HSA-contracts. During the past few years, DAAS has increased the use of evidence based tools to measure impact of services. The use of evidence based tools to measure impact is recommended by the Controller's office and is consistent with the expectations outlined in the DF legislation.

The DF legislation requires a framework for the evaluation of DF goals and services. DAAS proposes the following evaluation framework: 1) an annual data and evaluation report 2) focus area reports 3) cycle-end evaluation report. The annual data and evaluation report will include the DF eligible services, be aggregated by service, and report on client demographics, service units and outcome objectives. The focus area reports will include program or topic specific data analysis either identified through the community needs assessment (DF-CNA), annual data and/or an evaluation report. The reports will be completed by HSA analysts and/or external consultants. The cycle end evaluation report will assess performance and impact by service area and integrate information from the annual data and evaluation reports and focus area reports. The report will analyze trends and impact over time. It will be timed to support the next cycle's DF-CNA and service and allocation plan. The current service areas are: 1) access and empowerment 2) caregiver support 3) case management 4) connection and community engagement 5) housing support 6) nutrition and wellness 7) self-care and safety. The FY 18/19 focus area reports are: 1) equity analysis for LGBT seniors and communities of color, 2) services for adults with disabilities 3) caregiver needs, 4) case management system assessment.

An OAC member suggested that other CBOs and/or city departments may have information and data that could be useful to DAAS in preparing focus area reports. A member of the OAC expressed concern about additional burden being placed on providers to collect data for outcome measures as well as the potential of not receiving honest feedback from clients. An OAC member suggested that providers and DAAS

consider town hall meetings as a forum to receive feedback. Another member proposed the use of focus groups as a way to receive feedback for pilot programs and for DAAS to consider reducing or eliminating service objectives in the first couple of years when providing funding for a new program. This would allow providers more flexibility to test ideas and fine tune programming. This approach may also lead to greater impact after a couple of years. Mike Zaugg, director of OOA/DAAS noted that some providers are holding town halls and establishing advisory boards to obtain feedback. Some providers who are implementing new programs are also reporting on broader outcomes.

Public Comment: Ms. Mori called for public comment. There was none.

Announcements: Ms. Mori called for public comment. There was none.

Adjournment: 4:15 p.m.

Next meeting: Monday, 11/19/18, 3:00 p.m. to 5:00 p.m.  
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