

City and County of San Francisco  
Aging and Adult Services (DAAS) Commission



GUSTAVO SERIÑA  
PRESIDENT

KATE LOO  
VICE PRESIDENT

## AGENDA/MEETING NOTICE

**COMMISSIONERS:**  
STEVE ARCELONA  
MARTHA KNUTZEN  
MICHAEL PAPPAS  
JANET Y. SPEARS  
TEDI VRIHEAS

---

**DATE:** WEDNESDAY, OCTOBER 2, 2019  
**TIME:** 9:30 AM  
**PLACE:** City Hall,  
1 Dr. Carlton B. Goodlett Place, Room 416

---

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF THE OCTOBER 2, 2019 AGENDA ACTION
3. APPROVAL OF THE AUGUST 7, 2019 MEETING MINUTES ACTION
4. REPORTS:
  - DIRECTOR'S REPORT/Executive Director Shireen McSpadden
  - EMPLOYEE RECOGNITION-The DAAS Commission and Executive Director Shireen McSpadden will honor Ashely Ries from DAAS's In-Home Supportive Services Office.
  - ADVISORY COUNCIL/ President Diane Lawrence
  - JOINT LEGISLATIVE COMMITTEE/Diane Lawrence
  - TACC/Diane Lawrence
  - LTCCC/Member
  - CASE REPORT/Staff
  - Nominating Committee/Commissioner Katie Loo/Chair ACTION  
Recommending Josh Halstead to be nominated to the DAAS Commission's Advisory Council
5. OLD BUSINESS:
6. NEW BUSINESS:

City and County of San Francisco  
Aging and Adult Services (DAAS) Commission



GUSTAVO SERIÑA  
PRESIDENT

KATE LOO  
VICE PRESIDENT

**AGENDA/MEETING NOTICE**

**COMMISSIONERS:**  
STEVE ARCELONA  
MARTHA KNUTZEN  
MICHAEL PAPPAS  
JANET Y. SPEARS  
TEDI VRIHEAS

**ALL ITEMS BELOW ARE ACTION ITEMS AND REQUIRE A VOTE BY THE COMMISSION**

- A. Requesting authorization to modify the existing grant agreement with Curry Senior Center for the provision of Technology and Connection at Home program; during the period of January 1, 2018 through June 30, 2020; for an additional amount of \$45,000 plus a 10% contingency for a total amount not to exceed \$811,742. (Staff: Tiffany Kearney will present the item). **ACTION**

**PUBLIC COMMENT**

- B. Requesting authorization to modify the existing grant agreement with Leah's Pantry for the provision of Citywide Nutrition Education and Counseling Services Program during the period of September 1, 2019 through June 30, 2020; in the amount of \$48,858 plus a 10% contingency for a total amount not to exceed of \$347,186. (Staff: Lauren Muckley will present the item). **ACTION**

**PUBLIC COMMENT**

- C. Review and approval of California Department of Aging Supplemental Nutrition Assistance Program – Education (SNAP-Ed) contract SP-1920-06, budget and any subsequent amendments; Approval of modification of Community Services Grant with Self-Help for the Elderly to include \$137,697 Snap-ED funding and activities. (Staff: Sarah Chan will present) **ACTION**

**PUBLIC COMMENT**

- D. Requesting authorization to modify the existing grant agreement with Community Living Campaign for the provision of a Community Services Program Pilot; during the period of September 1, 2019 through June 30, 2020; in an additional amount of \$406,945 plus a 10% contingency for a total amount not to exceed of \$1,223,998. (Staff: Tiffany Kearney will present the item.) **ACTION**

**PUBLIC COMMENT**

City and County of San Francisco  
Aging and Adult Services (DAAS) Commission



GUSTAVO SERIÑA  
PRESIDENT

KATE LOO  
VICE PRESIDENT

**AGENDA/MEETING NOTICE**

**COMMISSIONERS:**  
STEVE ARCELONA  
MARTHA KNUTZEN  
MICHAEL PAPPAS  
JANET Y. SPEARS  
TEDI VRIHEAS

- E.** Requesting authorization to modify the grant agreements with multiple providers to apply the Cost of Doing Business (CODB) increase; during the period of July 1, 2019 through June 30, 2024; in the additional amount of \$3,273,832. (John Tsutakawa will present the item). **ACTION**

**PUBLIC COMMENT**

- F.** Requesting authorization to enter into a new grant agreement with La Raza Centro Legal Inc. for the provision of Legal Services for Older Adults during the period of October 1, 2019 to June 30, 2020, in the amount of \$90,000 plus a 10% contingency for a total grant amount not to exceed \$99,000. (Michael Zaugg will present the item). **ACTION**

**PUBLIC COMMENT**

- G.** Requesting authorization to modify the existing grant agreement with Catholic Charities for the provision of case management services during the period of July 1, 2019 through June 30, 2021; in the amount of \$80,000 plus a 10% contingency for a total amount not to exceed of \$775,180. (Mike Zaugg will present the item). **ACTION**

**PUBLIC COMMENT**

- H.** Requesting authorization to modify the existing grant agreement with Golden Gate Senior Services for the provision of Aging and Disability Resource Centers (ADRC); during the period of July 1, 2018 through June 30, 2020; for an additional amount of \$10,000 plus a 10% contingency for a total amount not to exceed \$183,594. (Staff: Sara Hofverberg will present the item). **ACTION**

**PUBLIC COMMENT**

- I.** Requesting authorization to modify the existing grant agreement with Institute on Aging for the provision of the Community Living Fund during the period of November 1, 2019 through June 30, 2021; in the amount of \$700,000 plus a 10% contingency for a total amount not to exceed of \$10,564,736. (Staff: Fanny Lapitan will present the item). **ACTION**

**PUBLIC COMMENT**

City and County of San Francisco  
Aging and Adult Services (DAAS) Commission



GUSTAVO SERIÑA  
PRESIDENT

KATE LOO  
VICE PRESIDENT

**AGENDA/MEETING NOTICE**

**COMMISSIONERS:**  
STEVE ARCELONA  
MARTHA KNUTZEN  
MICHAEL PAPPAS  
JANET Y. SPEARS  
TEDI VRIHEAS

- J.** Requesting authorization to modify the existing grant agreement with Felton Institute for the provision of the Long-Term Care Ombudsman Program; during the period of July 1, 2019 through June 30, 2021; in an additional amount of \$200,000 plus a 10% contingency for a total amount not to exceed of \$1,407,241. (Staff: Michael Zaugg will present the item.) **ACTION**

**PUBLIC COMMENT**

**RECESS REGULAR MEETING AND CONVENE CLOSED SESSION**

**7. CLOSED SESSION:**

- A Public Comment on all matters pertaining to Closed Session
- B. Vote on whether to hold a closed session/ **ACTION**  
Executive Director Shireen McSpadden FY19/20 Performance Evaluation
- C. A vote to approve Executive Director Shireen McSpadden's **ACTION**  
FY19/20 Performance Evaluation

**ADJOURN CLOSED SESSION AND RECONVENE OPEN SESSION**

- 8.** Motion regarding whether to disclose the discussions during Closed Session pursuant to S.F. Administrative Code Section 67.12(a) **ACTION**

**PUBLIC COMMENT**

**9. GENERAL PUBLIC COMMENT:**

AT THIS TIME MEMBERS OF THE PUBLIC MAY ADDRESS THE COMMISSION ON ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE COMMISSION THAT ARE NOT ON THE THIS MEETING AGENDA. WITH RESPECT TO AGENDA ITEMS, YOUR OPPORTUNITY TO ADDRESS THE COMMISSION WILL BE AFFORDED WHEN THE ITEM IS REACHED IN THE MEETING. EACH MEMBER OF THE PUBLIC MAY ADDRESS THE COMMISSION FOR UP TO THREE MINUTES. THE BROWN ACT FORBIDS THE COMMISSION

**City and County of San Francisco  
Aging and Adult Services (DAAS) Commission**



**GUSTAVO SERIÑA  
PRESIDENT**

**KATE LOO  
VICE PRESIDENT**

**AGENDA/MEETING NOTICE**

**COMMISSIONERS:  
STEVE ARCELONA  
MARTHA KNUTZEN  
MICHAEL PAPPAS  
JANET Y. SPEARS  
TEDI VRIHEAS**

FROM TAKING ACTION OR DISCUSSING ANY ITEMS NOT APPEARING ON THE POSTED AGENDA, INCLUDING THOSE ITEMS RAISED AT PUBLIC COMMENT.

- 10. ANNOUNCEMENTS**
- 11. MOTION TO ADJOURN**

City and County of San Francisco  
Aging and Adult Services (DAAS) Commission



GUSTAVO SERIÑA  
PRESIDENT

KATIE LOO  
VICE PRESIDENT

## AGENDA/MEETING NOTICE

**COMMISSIONERS:**  
STEVE ARCELONA  
MARTHA KNUTZEN  
MICHAEL PAPPAS  
JANET Y. SPEARS  
TEDI VRIHEAS

### ACCESSIBLE MEETING POLICY

**Assistive listening devices, real time captioning, sign language interpreters, readers, large print agendas, language interpreters or other accommodations are available upon request.** For these specific requests, please contact Bridget Badasow at the Department of Aging and Adult Services at (415) 355-3509, at least 48 hours before the meeting. Late requests will be honored if possible. **City Hall is accessible to persons using wheelchairs and other assistive mobility devices. Ramps are available at the Grove, Van Ness and McAllister entrances.**

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

**The Aging and Adult Services Commission meetings are held at 1 Dr. Carlton B. Goodlett Place, Room 416.** The closest accessible BART station is located at Civic Center. Accessible MUNI lines serving this location are the 47 Van Ness, the 71 Haight/Noriega, the 19 Polk, the F-Line streetcar beginning at the Ferry Building at Market out to Castro and the MUNI Metro at Van Ness and Civic Center. For information about MUNI accessible services call 923-6142. There is accessible parking available at the Civic Center Plaza Garage located at 355 McAllister, between Polk and Larkin, Level One near elevators. Metered street parking is also available. **The hearing room is wheelchair accessible.**

### KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the city and County exist to conduct the people business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at [soft@sfgov.org](mailto:soft@sfgov.org).

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/>

City and County of San Francisco  
Aging and Adult Services (DAAS) Commission



GUSTAVO SERIÑA  
PRESIDENT

KATE LOO  
VICE PRESIDENT

## AGENDA/MEETING NOTICE

**COMMISSIONERS:**  
STEVE ARCELONA  
MARTHA KNUTZEN  
MICHAEL PAPPAS  
JANET Y. SPEARS  
TEDI VRIHEAS

To inspect documents referred to on agenda, please contact Bridget Badasow, Department of Aging and Adult Services, 1650 Mission Street, 5<sup>th</sup> Floor, San Francisco, CA 94103, Office: (415) 355-3509, Fax:(415) 355-6785, E-mail: [bridget.badasow@sfgov.org](mailto:bridget.badasow@sfgov.org).

### **LOBBYIST REGISTRATION AND REPORTING REQUIREMENTS**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [San Francisco Campaign and governmental Conduct Code sections 2.100 – 2.160] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900 San Francisco, CA 94102; telephone (415) 581-2300; (415) 581-2317 and website [www.sfgov.org/ethics](http://www.sfgov.org/ethics)

### **SOUND-PRODUCING ELECTRONIC DEVICES PROHIBITED**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager or similar sound-producing electronic device.