

## DIGNITY FUND OVERSIGHT AND ADVISORY COMMITTEE

January 25, 2021; 3:00 p.m. to 5:00 p.m.

Via Zoom Conference Call

### Minutes

**Attending:** Marcy Adelman, Ramona Davies, Margie Baron, Martha Kunuzan, Jessica Lehman, Elinor Lurie, Sandy Mori, Monique Zmuda, Wanda Jung, Allan Ng, Melissa McGee (DAS), Justin Chico (DAS), Niquelle Warren (DAS)

**Call to Order:** Ms. Davies called the meeting to order at 3:05 p.m.

**Roll Call:** Ms. McGee called roll. The unexcused absence was Beverly Taylor.

**Approval of the Agenda:** Members approved the OAC meeting agenda for January 25, 2021 with the addition of discussion in regards to future OAC meeting dates.

**Approval of the Minutes:** Members approved the November 16, 2020 meeting minutes.

### **Service Providers Working Group Update**

Mr. Gallagher reiterated on the three (3) recommendations:

#### **Bridging the Digital Divide**

Mr. Gallagher explains the Bridging the Digital Divide that \$200,000 of the \$300,000 allocation has been appropriated to five existing contracts, Community Tech Network, Community Living Campaign, Self-Help for the Elderly, Conard House and Lighthouse for the Blind. These are programs that have already provided computer support, mostly in-center service support and had to pivot to providing those services to people, seniors and adult with disabilities in their homes. The \$2,000,000 is parced out to the existing five contractors. The \$100,000 that is set aside for new initiatives and to test new models for something more innovative or serving populations that we are not serving now.

Mr. Zaugg explains meeting with some of the SF Connected partners as well as other people out in the community to get a better understanding of the needs as well as efforts out there in place and looking at new models. We have received good feedbacks from a couple of different sources and are now moving towards trying to operationalize what the next steps would be. The projected target date to come together is depending on the contract and the process involved. If an RFP is needed it will take a few more months to get officially in programs into play to operate. DAS has other efforts currently already active to address the Digital Divide. There is over 2/3 of the additional funding already in place and working on the expansion about the larger chunk of efforts being done by the department. The department needed time to understand the other options and get a feel for the feedback from

#### **Contracting Process**

Mr. Gallagher explains contracting process in the effort to streamline the RFP process. The items are: RFP timing, RFP complexity, outcome measures and reporting requirements and new contracts. RFP

timing is the ideal to expand the meal time from 30 days to 45 days particularly around the holidays. There are some issues on the backend of the contract process concerning with the procurement process and negotiating for the contracts. An suggestion for a mid-range to 35 to 40 days has been proposed. No final decisions have been made until next meeting. The RFP complexity issue is to reduce ways of redundancy around the requirements to submit the RFP's. The issue for outcome measure and reporting requirements are for providers to feel the need to be able to have a voice in establishing the outcome measures. The outcomes that are reasonable, achievable and meaningful that will provide impacts from the population that are being served. There is a technical issue around whether or not it will give an unfair advantage to those of non-profit organizations that were weighing in on the outcome measures.

Mr. Zaugg explains that there is legitimate concern to be careful and thoughtful around how the department works with incoming providers, particularly in the run up to request for proposals process. This could be creating an unfair advantage for people who are not part of those conversation, whether they be providers who are not currently in that program area but who are DAS contractors or people who are new agencies and agencies who are not currently contacting with DAS but who are looking to do so. There is philosophically in some agreement but there are some technicalities that may have to be worked around in order to meet both needs.

Mr. Gallager explains the new contracts issues, once a contract is awarded and the budget is negotiated it comes down to the payment of invoices which sometimes that could last several months for contractors with an RFP. All the start-up money has been laid out and the beginning of the operation where the reimbursement lags and can lag up to 90 days.

### **Support for Essential Workers**

Mr. Gallager explains that a service provider working group put out a survey to the non-profits to get information around accommodations that organizations were making around the COVID-19 pandemic. Some of the accommodation's had to do with hazards pay for direct service workers, remote work allowances for the phone, internet or zoom conferencing, the purchase of more personal protective equipment or PPE's, health insurance for furlough workers and transportation funding. On the average the costs would be 250,000 in cost to accommodate the workforce and some of the variety mentioned.

Ms. McSpadden recommendations is to build some coalition with the Human Services network HSN and also approach the Mayor's Budget Office or tap into the COVID-19 budget. The MBO request a city wide response to the request and to be consistent.

### **Monitoring for FY 19/20, Including Outcome Measures**

Please see attached materials for Monitoring for FY 19/20

- Office of Community Partnerships: Overview of Program Monitoring 19/20
- Annual Program Monitoring
  - Baseline
  - 19/20 Visits
  - Overview of Monitoring Results and Impressions

- Service Impacts
  - By Program Area
- Modifications and Service Shifts
  - Overview
- Innovations and New Programs
  - Response to COVID Health and Safety Requirements
- Outcome Measures
  - Service Units vs. Outcome Measures
- Outcome Measures
  - Overview for 19/20
- Questions

### **RFP Timelines / Schedule**

- 4-Year Dignity Fund Cycle
  - Planning Activity
    - Cycle A
    - Cycle B
    - Cycle C
- FY 20/21 Request for Proposals
- FY 20/21 Request for Proposals (Continued)
- FY 20/21 Request for Proposals (Continued)
- Renewals for FY 20/21
- Renewals for FY 20/21 (Continued)

### **Budget update / Dignity Fund Allocation**

Ms. McSpadden did an overview of the Disability and Aging Services Budget for FY 2021-22 & FY 2022-23 budget memo that will be presented also to the DAS Commission on February 3, 2021 at February meeting. Please see attached materials for Budget update / Dignity Fund Allocation.

Public Comment – No public Comment

Announcements – No announcements

Future DF-OAC Meeting Dates - The members of the DF-OAC discussed potential future meeting dates. The OAC will meet next on March 15, 2021

Adjournment: 4:50 p.m.

Next meeting: Monday, 3/15/21 3:00 p.m. to 5:00 p.m.  
Via Zoom Conference Call