

SAN FRANCISCO HUMAN SERVICES COMMISSION

SPECIAL MEETING OF MONDAY, JUNE 8, 2020 at 2 p.m.

During the Coronavirus Disease (COVID-19) emergency, the Human Services Commission's regular meeting room, **the Ronald H. Born Auditorium at 170 Otis, San Francisco, CA 94103 is closed. Commissioners and Department of Human Services staff will convene virtually.** We encourage the public and our community partners to join us virtually. Public comment can be provided using the virtual meeting details below. Public comment can also be submitted in advance of the meeting, by 5pm on Friday, June 5, 2020, either via email elizabeth.labarre@sfgov.org or record a message on the Human Services Commission dedicated public comment line (415) 557-6540.

Meeting held virtually & telephonically pursuant to the Governor's Executive Order N-29-20 and the Twelfth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency dated February 25, 2020.

JOIN THE MEETING BY PHONE:

Dial **1(877) 336-1828**, when prompted enter Access Code: **8821618 #**

and/or

JOIN THE MEETING AS A WEB CONFERENCE:

Go to website: <https://sfhsa.webex.com/sfhsa/j.php?MTID=mbdbbee9653fa823c6b4989b6771174937>

Meeting number (access code): **146 515 6292**

Meeting password: **20200608HSC**

**Webex works best with Firefox or Internet Explorer internet browsers*

VIRTUAL MEETINGS - BEST PRACTICES

- Join telephonically from a quiet location. Keep phone muted when not speaking. Join on the web with a headset plugged into the computer or select a quiet location if using the laptop/computer speakers/audio without a headset. Remain muted unless you are a meeting presenter, or the operator opens the call for public commentary.
- Speak slowly and clearly.
- If you call in, mute your phone by pressing *6 (this is also how you unmute your phone).
- Turn off any televisions or radios around you when not muted.
- Address the Commission as a whole, do not address individual Commissioners.
- A wired ethernet connection may provide faster speeds & a generally better, more clear experience than Wi-Fi.
- Switch to call-in audio: If your internet audio and video experience does not work, you can keep collaborating. Call in using the dial-in number to join via your cell phone or landline. If the primary phone number that is provided is temporarily unavailable, there are other call-in numbers available. Learn more at <http://cs.co/dial-in>.
- For additional tips to ensure a successful tele- & web-conference, contact the Commission Secretary at (415) 557-6540.

POLICY ON AUDIO RECORDING OF COMMISSION MEETINGS

As stipulated in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available for public access no later than 10 days after the commission meeting by contacting the Commission Secretary at (415) 557-6540.

DISABILITY ACCESS

The Commission's meeting room, Ronald H. Born Auditorium, on the first floor at 170 Otis Street is currently closed due to the COVID-19 pandemic at the behest of the San Francisco Public Health Department.

TRANSLATION SERVICES

Interpreters for languages other than English are available on request. Please contact the Commission office at (415) 557-6540 at least two business days before a meeting.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at (415) 554-7724; Fax (415) 554-7854; e-mail: soff@sfgov.org. Copies of the Sunshine Ordinance may be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City’s website at www.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 San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Section 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, SF 94102; (415) 252-3100; FAX (415) 252-3112; and web site <http://www.sfethics.org>.

ORAL PUBLIC COMMENT TO THE COMMISSION

Public comment will be taken on each item being considered by the Commission prior to the Commission’s vote. Those wishing to speak are requested to enter the phone queue when appropriate/when prompted; providing the speaker’s name is optional.

EXPLANATORY DOCUMENTS RELATED TO AGENDA ITEMS

Copies of explanatory documents are available through the Commission Secretary, (415) 557-6540, during normal business hours. They can be emailed, faxed or mailed to you upon request. They are also available on the Human Services Commission website: <https://www.sfhsa.org/about/commissions-committees/human-services-commission>

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 of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

IN COMPLIANCE WITH SENATE BILL 343’S AGENDA NOTICE REQUIREMENT

If any materials related to an item on this agenda have been distributed to the Human Services Commission after distribution of the agenda packet, those materials are available for public inspection in the Office of the Commission Secretary located at 170 Otis Street, 8th Floor.

AGENDA

- I. Roll Call President Kahn
- II. Adoption of Agenda
- III. Adoption of the February 12, 2020 Special Meeting Minutes
- IV. The Executive Director’s Report:
 - A. State and City legislation and budget reports Trent Rhorer
 - B. Family & Children’s Services
 - C. Economic Support and Self-Sufficiency Services
 - D. Administration and other issues
- V. Presentation of the June 2020 Employee of the Month Award President Kahn
CARMEN CAMPOS, Clerk, CalWORKs
- VI. Consent Calendar – Submitted for a single vote without discussion unless a Commissioner so requests in which event the matter to be discussed shall be removed from the consent calendar and considered as a separate item: President Kahn
 - A. Requesting ratification of actions taken by the Executive Director since the February 12, 2020 Special Meeting in accordance with Commission authorization of June 8, 2020:
 - 1. Submission of requests to encumber funds in the total amount of \$35,179,129 for purchase of services or supplies and contingency amounts (including FY 19-20 modification to add Local and General Funds for COVID Emergency Initiatives (COVID)).

2. Submission of 7 temporary positions for possible use in order to fill positions on a temporary basis made during the period of 2/8/20 to 3/13/20.
 3. Submission of 3 temporary positions for possible use in order to fill positions on a temporary basis made during the period of 3/14/20 to 4/11/20.
 4. Submission of 0 temporary positions for possible use in order to fill positions on a temporary basis made during the period of 4/12/20 to 5/22/20.
 5. Submission of 62 temporary appointments made during the period of 2/8/20 to 3/13/20.
 6. Submission of 19 temporary appointments made during the period of 3/14/20 to 4/11/20.
 7. Submission of 2 temporary appointments made during the period of 4/12/20 to 5/22/20.
- B. Requesting approval of the Continuing Authorizations that may be taken by the Executive Director in Fiscal Year 2020-2021.

VII. COMMISSION BUSINESS – ACTION ITEMS

- | | |
|---|------------------------------------|
| A. Presentation and Possible Action on Department's Proposed FY20-21 and FY21-22 Budget in light of revised Mayoral Budget Instructions. | Dan Kaplan, Emily Gibbs |
| B. Requesting authorization to modify and renew various grant and contractual agreements with multiple providers for the provision of various services; for the period of April 1, 2020 to June 30, 2025; for an additional amount of \$47,775,900, plus a 10% contingency, for a revised modification amount not to exceed \$51,880,550. | Johanna Gendelman, Elizabeth Léone |

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| VIII. PUBLIC COMMENT – Comments from the public will be received at this time regarding matters under the jurisdiction of the Human Services Commission. | President Kahn |
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IX. ADJOURNMENT

Posted: 6/5/2020

SAN FRANCISCO HUMAN SERVICES COMMISSION
M I N U T E S
February 12, 2020 Special Meeting

The special monthly meeting of the Human Services Commission was held on Wednesday, February 12, 2020 in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT SCOTT KAHN, President
 JAMES MCCRAY, JR., Vice President
 RITA SEMEL
 DARSHAN SINGH
 GEORGE YAMASAKI, JR.
- OTHERS PRESENT Trent Rhorer, Executive Director
 Elizabeth LaBarre, Executive Assistant to the Executive Director / Secretary – Human Services Commission
 Noelle Simmons, Deputy Director – Economic Support and Self-Sufficiency
 Susie Smith, Deputy Director – Policy and Planning
 Dan Kaplan, Deputy Director – Finance and Administration
 Other department staff and interested citizens
- ROLL CALL President Kahn called the meeting to order at 9:37 a.m., noting that all Commission members were present.
- AGENDA On motion of Commissioner Semel, seconded and unanimously carried, the Commission adopted the agenda as posted.
- MINUTES On motion of Commissioner Yamasaki, seconded and unanimously carried, the Commission adopted the minutes of the January 23, 2020 Regular Meeting as circulated.
- EXECUTIVE
DIRECTOR'S REPORT Executive Director Trent Rhorer furnished an update regarding federal, state, and local activities.

FEDERAL UPDATES

The latest Public Charge update through the courts is the lifting of the injunction on January 27 by the Supreme Court. Efforts to prevent the new public charge rule from going into effect have been exhausted. The new implementation date is February 24, 2020. This means that the expanded list of qualifying benefits cannot count against recipients before February 24. On February 24 and thereafter, programs that may be considered under the public charge test **not previously counted** are CalWORKs, SSI, long-term care, Medi-Cal with some exceptions, CalFresh, public housing and housing choice vouchers. Benefits not included in the public charge test include disaster relief, school nutrition programs, WIC (nutrition program for women, infants and children), foster care and adoption, Head Start (and other childcare subsidies), earned-income tax credit (EITC) and childcare tax credit (CTC). Public charge is redefined in the new rule as someone who is “more likely than not” to receive public benefits for more than 12 months within any 3-year period (in the future). Our biggest concern is not the number of clients impacted by this rule change, as the actual number is nominal—only people applying for green cards (otherwise known as LPR or Lawful Permanent Residency) and those seeking to enter the US **may** be impacted. Immigrants admitted through humanitarian programs (e.g., refugees and asylum seekers), applying for citizenship, naturalized citizens and immigrants not eligible to apply for a green card at this time are NOT impacted by the rule change. Our main concern is the chilling effect, caused by misinformation related to the public charge test, on immigrant communities who are entitled to receive and do receive our benefits. Our response to this concern is to educate community partners and other city agencies with the facts along with lot of public campaigning. Agency messaging to clients is ‘know your rights and get the facts before making a decision about applying, not applying or withdrawing from benefits.’ We encourage clients to review the updated FAQs on our website (available in 6 languages) and contact Bay Area Legal Aid’s free advice line. We mailed flyers to immigrant households. We are working with the Immigrant Legal Resource Center (ILRC) to provide group workshops and individual sessions in March and April here at 170 Otis. We have seen a slight decline in the number of CalFresh accounts in households with at least one noncitizen.

The pattern of this Administration is to whittle away at benefits as a way of lowering the number of participants under the guise of success. In the state of the union speech, President Trump applauded himself for the decrease in food stamp recipients, claiming people do not need food assistance because they are getting jobs when the reality is that people are off food stamps because of tighter restrictions such as work requirements and public charge rule changes. Yet another rule that falls into this pattern is a new proposal for the Social Security Administration to increase the frequency of reviews from annually to every six months. As we are well aware with our own programs, the more often reviews are required, the more often clients miss appointments. Because the reviews require clients to respond, we are concerned that many will be discontinued for non-response. This will affect everyone on SSI. CWDA submitted comments in opposition last month. Even though we do not administer SSI, many of our clients have household members on SSI and rely on a low cash grant as their safety net.

AGENCY

Every two years, HSA recertifies Muni’s discounted Lifeline pass (a low-cost fast pass for qualifying residents) at the 170 Otis Street service center for 46,000 recipients during specified weeks. With so many residents coming through the same location at the same time, Dan Kelly and his planning team seized an opportunity: host Community Assistance Resources Enrollment Fairs (CARE Fairs) where low income residents can learn about the City’s discounted offerings in one place—in the 170 Otis plaza—and sign up. In addition to SFMTA, we are partnering with over 20 organizations, including PG&E, AT&T, SF Public

Utilities Commission, SF Rec and Park and the SF-Marin Food Bank. The CARE Fairs are on February 24, March 25 and April 25 from 8am – 1pm. They are free and open to the public. The CARE Fairs are being advertised via a mailing to Lifeline recipients, flyer distribution and social media posts along with info on our website: www.SFHSA.org/Care-Fairs.

Also in the plaza, next week, we are hosting an all-staff Black History Month celebration Wednesday, February 19 from noon – 1:30pm. There will be food, entertainment and the Mayor will attend and say a few words. Commissioners are invited and will receive an email with details.

PROGRAMS

ESSS

Mentioned in the context of contracts last month, Executive Director Rhorer shared with the commission that the state is transitioning from a regional-based program to a single, statewide information system for our benefits. Currently there are 3 systems but by January 2023 all 58 CA counties will migrate to a single statewide system called CalSAWs. We are currently a part of the CalWin system with 18 counties. Planning for a seamless transition is well underway. This is a huge lift with new technology and training of staff. Early planning will hopefully prevent data loss and enhance application processing. Program staff are already participating in a number of state workgroups and data cleaning exercises. This is the third transition in Executive Director Rhorer's tenure, and it makes sense. Combining all counties into one system will provide many benefits such as an easier county transfer process for staff and many efficiencies for clients.

SFBN

The California Department of Social Services (CDSS) was onsite last week to audit the CalFresh Employment & Training program (CFET). This program places CalFresh clients into job readiness training and subsidized employment to aid with access to better paying jobs. CDSS was very effusive in their praise of our program. We are being recognized as the model for the state, the best practice. Many counties have followed our lead in this program. Unlike most programs we administer, we receive an uncapped federal reimbursement for CFET. For every dollar we spend, we receive one dollar back from the federal government. While it does cost the county money, we receive reimbursement from the federal government. We have been able to expand this program thanks to the revenue draw; other counties have stepped up to do the same. It is especially helpful to have a robust employment program right now with the work requirement change for able-bodied adults receiving CalFresh.

FAMILY AND CHILDREN'S SERVICES (FCS)

Supervisor Yee requested a hearing on the state of foster care in San Francisco, with particular interest in the number of children placed out of county. The hearing is quite timely for us. For over a year, we have been planning a resource family recruitment campaign. A presentation about the campaign is on the agenda and will follow Executive Director Rhorer's updates. We are using the hearing (on February 27 at 10am with the Neighborhood Services Committee) as an opportunity to spin positive. Mayor Breed is planning an event in advance of the hearing to emphasize the need for resource families and reinforce our Agency's goal to not place children outside of San Francisco unless they are placed with a relative. We hope to receive press coverage to widen our campaign's reach.

Upon completion of the Executive Director's updates, Vice President McCray shares an anecdote. He often talks to friends and family members (who are equally involved in the community) who express concern that they did not know about this or that event at HSA or at other agencies and nonprofits. The Commissioner really likes the idea of the CARE Fair where he can learn about not only Agency opportunities, but also opportunities and programs from all over the City in one convenient location. The Commissioner relates this back to the struggle, historically, of our Agency to advertise our offerings and reach the right communities and the CARE Fairs seem like a step in the right direction.

EMPLOYEE OF THE MONTH

President Kahn announced LEE OLIVER, Eligibility Worker Supervisor, Medi-Cal, as the February 2020 Employee of the Month. The Commission recognized Mr. Oliver for his hard work, positivity and professionalism. Mr. Oliver was awarded an engraved desk clock, which he graciously accepted with thanks to a standing-room-only auditorium full of support and applause.

RESOURCE FAMILY RECRUITMENT CAMPAIGN PRESENTATION

Joe Molica, Communications Manager, presented the Commission with an overview of the resource family recruitment campaign and included the campaign's goal, communications strategies, messaging themes, design elements, advertising locations and types of media used to get the word out to San Franciscans that foster families (also referred to as resource families) are needed and how to take action.

Commissioner Semel suggests that the Interfaith Council assist with the campaign. Mr. Molica replies that partners will be able to access a toolkit on the Agency's website with ways to help. President Kahn asks if the communications team reached out to local media agencies for pro bono services. Mr. Molica responds that we are working with a local ad agency that specializes in media buys. The media buys in particular have been able to provide value-added services by, for example, leaving ads up longer than originally contracted at bus stops. Vice President McCray appreciates the presentation and likes the campaign. He heard Mr. Molica reference "our children" multiple times but did not see those words in the presentation. Vice President McCray also echoes Commissioner Semel's comment that we get the materials into the hands of the stakeholders who work with the demographic from whom we want to pull. Mr. Molica appreciates the feedback and adds that community stakeholders will be forwarded the media kit for the campaign with a request for their help the following Tuesday. Executive Director Rhorer agrees the materials should absolutely be distributed to Michael Pappas, Executive Director of the San Francisco Interfaith Council. The Council touches tens of thousands of people—Mr. Rhorer acknowledges

Commissioners Semel and McCray for the excellent idea. Joe Molica adds that the Family & Children's Services (FCS) recruitment team has a group that focuses on faith-based organizations.

CONSENT CALENDAR On motion of Vice President McCray, seconded and unanimously carried, the Commission ratified actions taken by the Executive Director since the January 23, 2020 Regular Meeting in accordance with Commission authorization of February 12, 2020:

1. Submission of requests to encumber funds in the total amount of \$226,639 for purchase of services or supplies and contingency amounts;
2. Submission of 1 temporary position for possible use in order to fill a position on a temporary basis made during the period of 1/11/20 to 2/7/20;
3. Submission of 37 temporary appointments made during the period of 1/11/20 to 2/7/20.

DEPARTMENT OF HUMAN SERVICES AND HUMAN SERVICES AGENCY FISCAL YEAR 2020-2021 AND 2021-2022 BUDGET PROPOSAL

Deputy Director, Finance and Administration Dan Kaplan presented the Human Services Agency (HSA) and Department of Human Services (DHS) Fiscal Year 2020-2021 and 2021-2022 Budget proposal. Dan Kaplan stated that the next step is to recommend the proposal to the Mayor's Office. By law, we have to propose our budget by February 21 of each year.

The Mayor's Office requests budget reductions of 3.5% in each upcoming budget for FY 2020-21 and FY 2021-22, which means reductions in HSA General Fund budgets of \$2.2 million in FY 2020-21 and \$4.4 million in FY 2021-22. Our Agency is well-positioned to avoid layoffs and minimize service impacts due to increased allocations in the state budget for Medi-Cal (\$1.8 million) and IHSS Administration (\$.7 million) along with better than expected revenues in a number of programs in the current fiscal year.

HSA's proposed FY 2020-21 budget for DHS and HSA Administration of \$577.2 million is \$16.1 million or 2.9% more than the FY 2019-20 budget of \$561.1 million. HSA's revenues of \$440.5 million in FY 2020-21 are \$2.8 million or 0.6% more than FY 2019-20 revenues of \$437.7 million. General Fund support for DHS and HSA Administration of \$136.7 million in FY 2020-21 is \$13.3 million or 10.8% more than the \$123.4 million in FY 2019-20. These increases are primarily due to the increased costs of CAAP aid, revenue loss from the expired Title IV-E Waiver, as well as increasing salary, benefit, and contract costs in line with cost-of-living adjustments. The proposed FY 2021-22 budget is the same as the proposed FY 2020-21 budget with the exception that adjustments were made for the costs associated with mandated growth in salaries, fringe benefits, and aid costs.

Commissioner Semel wants to know the impact on Agency budget if Supervisor Haney's ordinance passes (a navigation center in each district). Executive Director Rhorer states that, should it pass, we would want a presence at each center. Since the inception of the first Navigation Center in 2015, HSA has always had a presence at every center. Deputy Director Kaplan then addresses this budget item in the DHS Initiatives section of his presentation. HSA proposes to ask the Mayor's Office for support to both increase our coverage at existing sites and expand to new sites: Benefits Connector Services at Navigation Centers and Homeless Shelter Sites include a team of 14 eligibility workers and three contracted triage workers who provide Medi-Cal, CalFresh and CAAP eligibility and work participation assessments on site. This will help to meet new needs from the Mayor's initiative to add 1,000 shelter and Navigation Center beds by December 2020. Another highlight from the DHS initiatives section is the expansion of the JobsNOW! Career Pathways program. HSA will shift budget within WDD to fund 30 Career Pathway slots. We previously froze civil service positions to fund Public Service Trainees. With the Mayor's Office support, we no longer need to rely on unfunded (i.e., funded out of salary savings) budget for this successful, important program.

On motion by Commissioner Singh, seconded and unanimously carried, the Commission approved the Department of Human Services and the Human Services Agency Budget Proposal for Fiscal Year 2020-2021 and 2021-2022 Budget proposal.

FAMILY SUPPORT SERVICES

Geoffrey Nagaye, FCS Program Support Analyst, presented the request to modify an existing grant agreement with FAMILY SUPPORT SERVICES.

On motion of Commissioner Semel, seconded and unanimously carried, the Commission approved the request to modify the existing grant agreement with FAMILY SUPPORT SERVICES for the provision of respite care for Resource Families; for the period of July 1, 2019 through June 30, 2022; for an additional amount of \$970,347, plus a 10% contingency, for a total amount not to exceed \$2,544,177.

LOW INCOME INVESTMENT FUND

Graham Dobson, OECE Senior Policy Analyst, presented the request to modify the existing grant agreement with LOW INCOME INVESTMENT FUND.

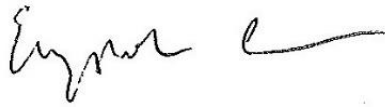
On motion of Commissioner Yamasaki, seconded and unanimously carried, the Commission approved the request to modify the existing grant agreement with LOW INCOME INVESTMENT FUND for the provision of Child Care Facilities & Technical Assistance; for the period of July 1, 2020 through June 30, 2022; for an additional amount of \$37,205,495, plus contingency, for a new total grant amount not to exceed \$66,303,295.

PUBLIC COMMENT

President Kahn's call for public comment yielded no responses.

ADJOURNMENT

President Kahn adjourned the meeting at 11:02 a.m.



Elizabeth LaBarre, Commission Secretary
Human Services Commission

Posted: 3.5.20

Commission Approvals May 28, 2020

<u>Date</u>	<u>Provider</u>	<u>Amount</u>
2/10/2020	Resource Development Associates, Inc.	
FY 19-20 modification to add State Funds for Resource Family Assessment (RFA) Recruitment Program		\$150,000
2/13/2020	Children's Council of San Francisco	
FY 19-20 modification to add Federal Funds for Childcare Planning & Advisory Council Integrated Services		\$23,174
2/13/2020	Wu Yee Children's Services	
FY 19-20 modification to add Local Funds for Integrated Services - Early Learning Scholarship Subsidy Program		\$2,553,019
2/20/2020	211 San Diego	
FY 19-20 modification to add Local Funds for CalFresh Outreach Program		\$109,470
2/21/2020	San Francisco Food Bank	
FY 19-20 modification to add General Funds for CalFresh Program		\$365,109
2/21/2020	San Francisco Food Bank	
FY 19-20 modification to add General Funds for Emergency Food Box Program		\$58,341
2/21/2020	San Francisco Food Bank	
FY 19-20 modification to add General Funds for Immigrant Food Assistance & Pantry Food Assistance Program		536,656
2/27/2020	Mission Economic Development Agency	
FY 19-20 Local Funds for Uninhabitable Housing Locator Services		\$50,000
3/4/2020	Community Works West	
FY 19-20 modification to add General Funds for Visitation & Support Services for Incarcerated Parents		\$55,283
3/19/2020	National Council On Crime and Delinquency	
FY 19-20 modification to add General Funds for SafeMeasures Database Subscription & Reporting Services		\$48,037
4/6/2020	Seneca Family of Agencies	
FY 19-20 modification to add General Funds for Visitation and Transportation Services		\$13,926
4/7/2020	Children's Council of San Francisco	
FY 19-20 modification to add General Funds for Stage 1 Childcare Planning & Advisory Council Integrated Services		\$285,521
4/10/2020	Children's Council of San Francisco	
FY 19-20 modification to add General Funds for Stage 2 Childcare Planning & Advisory Council Integrated Services		\$25,000
4/10/2020	Children's Council of San Francisco	
FY 19-20 modification to add State Funds for Childcare Planning & Advisory Council Integrated Services		\$640,862
4/10/2020	Zoom Video Communications, Inc.	
FY 19-20 Local Funds for COVID Video Conferencing Access Licenses (COVID)		\$63,000
4/13/32020	Allied Universal Security Services	
FY 19-20 modification to add General Funds for Security Services (COVID)		\$133,200
4/14/2020	Children's Council of San Francisco	
FY 19-20 modification to add Local Funds for Childcare Planning & Advisory Council Integrated Services		\$34,220
4/16/2020	Wu Yee Children's Services	
FY 19-20 modification to add Local Funds for Integrated Services - Resource and Referral		\$122,489
4/17/2020	Arriba Juntos	
FY 19-20 modification to add General Funds for Youth Employment Services		\$12,772
4/22/2020	Arriba Juntos	
FY 19-20 modification to add General Funds for PST Skills Development for Work Study Program		\$780
4/23/2020	Arriba Juntos	
FY 19-20 modification to add General Funds for Transitional Employment for Re-Engagement Program		\$1,236
4/23/2020	Arriba Juntos	
FY 19-20 modification to add General Funds for Work Participation Activities (WPA) Bridge & Filler Program		\$2,105
4/24/2020	Bay Area Legal Aid	

<u>Date</u>	<u>Provider</u>	<u>Amount</u>
FY 19-20 modification to add General Funds for Individualized Legal Support Services		\$57,584
4/24/2020	Goodwill Industries of San Francisco and Marin	
FY 19-20 Local Funds for COVID Hotel Site Monitors Recruiting and Wages (COVID)		\$4,500,000
4/28/2020	Family Support Services	
FY 19-20 modification to add General Funds for Respite Care and Training & Recruitment Program		\$13,573
5/4/2020	Seneca Family of Agencies	
FY 19-20 modification to add General Funds for East Bay Visitation Center Program		\$14,690
5/7/2020	Arriba Juntos	
FY 19-20 modification to add General Funds for Youth Employment Services		\$22,690
5/11/2020	Angelica	
FY 19-20 Local Funds for COVID Bulk Linen Cleaning Services (COVID)		\$60,000
5/12/2020	Children's Council of San Francisco	
FY 19-20 modification to add Local and General Funds for Integrated Services - COVID Emergency Initiatives (COVID)		\$2,088,680
5/12/2020	Children's Council of San Francisco	
FY 19-20 modification to add Local Funds for Integrated Services - COVID Emergency Initiatives (COVID)		\$320,403
5/12/2020	Wu Yee Children's Services	
FY 19-20 modification to add Local Funds for Integrated Services - COVID Emergency Initiatives (COVID)		\$152,000
5/12/2020	Purpletie	
FY 19-20 Local Funds for COVID Personal Laundry Services (COVID)		\$150,000
	Total:	<u>\$12,663,820</u>

<u>Date</u>	<u>Provider</u>	<u>Amount</u>
3/20/2020 to 5/27/2020		
Emergency COVID hotels	Various (22)	Total: <u>\$22,515,309</u>

Grand Total: \$35,179,129



INTEROFFICE MEMO

DATE: March 13, 2020
TO: Elizabeth LaBarre
FROM: Personnel
SUBJECT: TEMPORARY POSITIONS

The following ratification of submission of temporary positions was made during the period from 2/8/20 to 3/13/20 for possible use in order to fill positions on a temporary basis.

Position No.	Effective Date	Class	Class Title	Program	Comments
01145398	2/13/20-	0923	Manager II	CW	
01145783	2/28/20	1054	IS Business Analyst-Principal	ADM/IT	
01145784	2/28/20	1054	IS Business Analyst-Principal	ADM/IT	
01126423	2/18/20	1244	Sr HR Analyst	HR/OCR	
01131662	3/4/20	1244	Sr HR Analyst	HR/OPS	
001140083	2/28/20	1822	Administrative Analyst	ADM/CON	
01145939	3/5/20	2940	Protective Services Worker	FCS	C2



INTEROFFICE MEMO

DATE: April 13, 2020
TO: Elizabeth LaBarre
FROM: Personnel
SUBJECT: TEMPORARY POSITIONS

The following ratification of submission of temporary positions was made during the period from 3/14/20 to 4/11/20 for possible use in order to fill positions on a temporary basis.

Position No.	Effective Date	Class	Class Title	Program	Comments
01145990	2/26/20	4232	Veterans Claims Representative	DAS/CVO	
01145991	2/26/20	4233	Veterans Claims Rep Supervisor	DAS/CVO	
01137755	4/11/20	9910	Public Service Trainee (for COVID19)	WTW	

City and County of San Francisco



Human Services Agency

*Department of Human Services
Department of Disability and Aging Services
Office of Early Care and Education*

Trent Rhorer, Executive Director

INTEROFFICE MEMO

DATE: May 22, 2020
TO: Elizabeth LaBarre
FROM: Personnel
SUBJECT: TEMPORARY POSITIONS

The following ratification of submission of temporary positions was made during the period from 4/12/20 to 5/22/20 for possible use in order to fill positions on a temporary basis.

Position No.	Effective Date	Class	Class Title	Program	Comments
None			None		



INTEROFFICE MEMO

DATE: March 13, 2020
TO: Elizabeth LaBarre
FROM: Personnel
SUBJECT: TEMPORARY APPOINTMENTS

HSA hired TEX employees during the period from 2/8/20 to 3/13/20.

Class	# of employees
0923	1
1402	1
1771	1
1822	1
2904	1
9910	30
9916	27
TOTAL	62



INTEROFFICE MEMO

DATE: April 13, 2020
TO: Elizabeth LaBarre
FROM: Personnel
SUBJECT: TEMPORARY APPOINTMENTS

HSA hired TEX employees during the period from 3/14/20 to 4/11/20.

Class	# of employees
1823	1
2904	1
9910	8
9916	9
TOTAL	19



INTEROFFICE MEMO

DATE: May 22, 2020
TO: Elizabeth LaBarre
FROM: Personnel
SUBJECT: TEMPORARY APPOINTMENTS

HSA hired TEX employees during the period from 4/12/20 to 5/22/20.

Class	# of employees
0923	2
TOTAL	2



London Breed, Mayor

Department of Human Services
Department of Disability and Aging Services
Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, HSA EXECUTIVE DIRECTOR

FROM: DANIEL KAPLAN, DEPUTY DIRECTOR
ESPERANZA ZAPEIN, ACTING DIRECTOR OF CONTRACTS *JK for EZ*

DATE: JUNE 3, 2020

SUBJECT: NEW GRANTS/CONTRACTS AND MODIFICATIONS: **MULTIPLE GRANTEES and CONTRACTORS FOR SERVICES (SEE CHART ATTCHED)**

TOTAL MODIFICATION AMOUNTS:	<u>Modification</u> \$47,775,900	<u>Contingency</u> \$4,104,650	<u>Total</u> \$51,880,550
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The Department of Human Services (DHS) requests authorization to modify and renew various grant and contractual agreements with multiple providers for the provision of various services. The total of the modifications will be \$47,775,900 plus a 10% contingency for revised modification amount not to exceed \$51,880,550.

Background

With the Mayor’s Declaration of a State of Emergency in February of 2020, the Department of Human Services has been in a non-stop action mode to coordinate, modify, and position programs and resources to best serve our communities under constantly changing conditions. The Department and its network of community-based providers have worked to adjust service delivery practices to ensure the safety and health of staff and clients. With the start of the City’s shelter-in-place orders, most DHS services were modified and new programs were developed in order to serve now even more hard to reach and vulnerable populations. The coronavirus event and its corresponding economic impacts have further driven need for DHS services, with increased demand in many program areas.

As part of the City's coronavirus response efforts, many Human Services Agency (HSA) staff have paused regular work duties in order to report to new responsibilities at the City's Emergency Operations Center (EOC) and the Human Services Agency Departmental Operations Center (HSA DOC). The majority of HSA Contract Dept staff, usually tasked with processing and supporting contracts on behalf of DHS, are deployed to EOC and DOC roles working in sourcing and purchasing of supplies critical to emergency efforts. In the context of this limited staffing, DHS is requesting approval of the following actions presented here in this abbreviated format.

The modifications and renewals presented today represent multiple actions needed to support coronavirus response efforts, with additional modifications included from the unexpected cancellation of the March and April DHS commission meeting. The nature of services to be supported is briefly described below.

However as you know, the City has entered a deep deficit due to epidemic. The recommended actions below represent a 'not to exceed' amount. It is likely that many of these services may need to be reduced or reconsidered in light of the high rate of current pandemic spending.

Services to be Provided

Admin/Misc/Information Technology:

1. Cityspan for the CARBON database
2. EK Ergonomics for Ergonomics
3. Help a Mother Out for Diaper Bank
4. Allied Universal for Covid-19 Alternative Housing Program

CalFresh:

1. 211 San Diego for CalFresh Telephone Outreach

Family and Children's Services (FCS):

1. A Better Way for Peer Parent Services
2. First Place for Youth for Independent Living Skill for Foster Youth
3. Hamilton Families for Residential Services and Property Management at Holloway Street
4. Homeless Prenatal Program for Bringing Families Home, Substance Abuse Services for FCS families, New Beginning and Family Treatment Court
5. St. Vincent De Paul Society for Domestic Violence Intervention Services
6. Seneca Family of Agencies for Wraparound Services for Foster Youth, Visitation and Transportation, the East Bay Visitation Center
7. Megalab for Substance Abuse testing services for FCS

CalWorks and Welfare to Work:

1. Launchpad for JobsNOW Employment Program
2. Arriba Juntos for Technology Supported Tax Preparation Assistance, Transitional Employment and Youth Employment Services
3. SF LGBT Center for Transgender Employment services and food relief during Covid emergency
4. Young Community Developers for Transitional Employment Services
5. La Casa de las Madres for Domestic Violence Services to CalWORKs families
6. SF Community College District for Academic Services
7. Mission Economic Development Agency for Technology Supported Tax Preparation Assistance Services.
8. Hamilton Families for CalWORKS Housing Support

Office of Early Care & Education (OECE):

1. WestEd for Cocoa Database Management
2. Children's Council for Family Child Care Quality Network (FCCQN)

Selection

All grantees were selected through a competitive procurement process, with the exception of Launchpad, Binti, WestEd, CitySpan. All four are approved sole sources due to their unique IT capabilities.

San Francisco Community College District is a sole source due to the California Education Code who permits only the locally presiding community college to use these funds towards administering a vocational program for CalWORKs clients.

Allied Universal is a sole source due to Emergency Procurement under the Covid epidemic.

Funding

Funding is provided through a mix of Federal, State, local Dignity Fund, and donated funds provided through the City operated Give2SF Covid-19 Response and Recovery Fund.

Agency	Contract	Type	Term	FY20/21 Baseline	additional funds/years	Total Program funds	Contingency on 20	Total additional	Action due to C
CITYSPAN TECHNOLOGIES	CARBON Development	New	7/1/20-6/30/25	\$147,500	\$737,500	\$885,000	\$73,750	\$958,750	yes
CPS HR CONSULTING	Conflict Resolution, Team Building, Leadership Development and Executive Coaching Renewal	New	7/1/20-6/30/24	\$20,000	\$80,000	\$100,000	\$8,000	\$108,000	
EK ERGONOMICS	Ergonomics	Renewal	7/1/20-6/30/21	\$17,500	\$0	\$17,500	\$1,750	\$19,250	
211 SAN DIEGO	CalFresh Telephone Outreach	Renewal	7/1/20-6/30/21	\$297,286	\$0	\$297,286	\$29,729	\$327,015	
A BETTER WAY	Peer Parent Program for Child Welfare	Renewal	7/1/20-6/30/21	\$723,175	\$0	\$723,175	\$72,318	\$795,493	Yes
BINTI, INC.	FCS Resource Family Recruitment Web	Renewal	7/1/20-6/30/22	\$96,614	\$99,512	\$196,126	\$16,612	\$212,738	
FIRST PLACE FOR YOUTH	Independent Living Skills Program for Supportive Housing at 538 Holloway	Renewal	7/1/20-6/30/21	\$1,434,382	\$1,434,382	\$2,868,764	\$286,876	\$3,155,640	
HAMILTON FAMILIES	Bringing Families Home	Renewal	7/1/20-6/30/22	\$391,004	\$782,008	\$1,173,012	\$78,201	\$1,251,213	
HOMELESS PRENATAL PROGRAM	Substance Abuse Support Services for	Renewal	7/1/20-6/30/22	\$1,317,618	\$1,589,580	\$2,907,198	\$290,720	\$3,197,918	
HOMELESS PRENATAL PROGRAM	Substance Abuse Support Services for	Renewal	7/1/20-6/30/22	\$1,066,053	\$1,066,053	\$2,132,106	\$213,211	\$2,345,317	
MEGA LAB SERVICES	Substance Abuse Testing Services	Renewal	7/1/20-6/30/22	\$188,000	\$188,000	\$376,000	\$37,600	\$413,600	
SENECA FAMILY OF AGENCIES	East Bay Visitation Center	Renewal	7/1/20-6/30/22	\$504,370	\$504,370	\$1,008,740	\$100,874	\$1,109,614	
SENECA FAMILY OF AGENCIES	WRAP	New	7/1/20-6/30/22	\$3,597,184	\$3,597,184	\$7,194,368	\$719,437	\$7,913,805	
SENECA FAMILY OF AGENCIES	First Stop Program	Renewal	7/1/20-6/30/22	\$478,148	\$478,148	\$956,296	\$95,630	\$1,051,926	
ST VINCENT DE PAUL SOCIETY	Domestic Violence Intervention Services	Renewal	7/1/20-6/30/21	\$341,317	\$0	\$341,317	\$34,132	\$375,449	yes
ARRIBA JUNTOS - IAL	Technology Supported Tax Preparation	Renewal	7/1/20-6/30/21	\$96,584	\$20,000	\$116,584	\$9,658	\$126,242	
ARRIBA JUNTOS - IAL	Transitional Employment Services	Renewal	7/1/20-6/30/21	\$2,187,416	\$0	\$2,187,416	\$218,742	\$2,406,158	yes
ARRIBA JUNTOS - IAL	Youth Employment Services	Renewal	7/1/20-6/30/22	\$848,530	\$848,530	\$1,697,060	\$84,853	\$1,781,913	
HAMILTON FAMILIES	CalWORKSs Housing Support Services	Renewal	7/1/20-6/30/21	\$3,736,685	\$0	\$3,736,685	\$373,669	\$4,110,354	yes
HELP A MOTHER OUT	Diaper Bank Services	Renewal	7/1/20-6/30/21	\$363,149	\$0	\$363,149	\$36,315	\$399,464	yes
LA CASA DE LAS MADRES	Domestic Violence Services to	Renewal	7/1/20-6/30/22	\$300,340	\$300,400	\$600,740	\$60,074	\$660,814	
LAUNCHPAD INC.	JobsNOW Employment Program	Renewal	7/1/20-6/30/23	\$455,977	\$911,954	\$1,367,931	\$136,793	\$1,504,724	
MISSION ECONOMIC DEVELOPMENT AGENCY	Technology Supported Tax Preparation	Renewal	7/1/20-6/30/21	\$96,584	\$37,500	\$134,084	\$9,658	\$143,742	
SAN FRANCISCO COMMUNITY COLLEGE DIST	Academic Services	Renewal	7/1/20-6/30/23	\$398,602	\$797,204	\$1,195,806	\$119,581	\$1,315,387	75K private funding for
SAN FRANCISCO LGBT COMMUNITY CENTER	Transgender Employment Services and food relief during Covid epidemic	Renewal	7/1/20-6/30/22	\$272,570	\$347,580	\$620,150	\$62,015	\$682,165	food
YOUNG COMMUNITY DEVELOPERS	Transitional Employment Services	Renewal	7/1/20-6/30/21	\$2,202,839	\$0	\$2,202,839	\$220,284	\$2,423,123	yes
CHILDREN'S COUNCIL	FCCQN	Renewal	7/1/20-6/30/22	\$1,449,614	\$1,449,614	\$2,899,228	\$714,171	\$3,613,399	
ALLIED SECURITY	Covid 19-Alternative Housing Security	New	4/1/20-7/15/20	\$9,333,840	\$0	\$9,333,840	\$0	\$9,333,840	Yes
WEST ED	COCOA Database	Renewal	7/1/20-6/30/21	\$143,500	\$0	\$143,500	\$0	\$143,500	
TOTAL				\$32,506,381	\$15,269,519	\$47,775,900	\$4,104,650	\$51,880,550	