



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES Regular Meeting May 2, 2022

**2:00 p.m.
Room 400, CITY HALL
1 Dr. Carlton B. Goodlett Place**

This meeting will be held in person at the location listed above. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020, emergency proclamation, it is possible that some members of the Civil Service Commission may attend this meeting remotely. In that event, those members will participate and vote by video. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id 2482 675 8902# #. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: 2482 675 8902# #**

LONDON N. BREED, MAYOR

COMMISSIONERS

JACQUELINE MINOR

President

KATE FAVETTI

Vice President

DOUGLAS CHAN

F.X. CROWLEY

ELIZABETH SALVESON

SANDRA ENG

Executive Officer

The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 2482 675 8902. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Jacqueline P. Minor	Present
Vice President Kate Favetti	Present
Commissioner Douglas S. Chan	Present
Commissioner F. X. Crowley	Present
Commissioner Elizabeth Salveson	Present

President Jacqueline P. Minor presided.

0058-22-1 Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(E). (Item No. 2)

Action: Adopted the report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY’S AGENDA. (Item No. 3)

None.

APPROVAL OF MINUTES (Item No. 4)

Regular Meeting of April 18, 2022 – 2:00 p.m.

Action: Adopted the Minutes with the revision to add Sandra Eng, Executive Officer, under Executive Officer’s report. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 5)

Item #10 Request for Hearing by Harry Stern on behalf of Michael Ford has been postponed to the meeting of June 6, 2022, at the request of the Public Utilities Commission.

HUMAN RESOURCES DIRECTOR’S REPORT (Item No. 6)

Kate Howard, Deputy Director on behalf of Carol Isen, reported about success of the City’s Career Fair that took place two (2) weeks ago; the Mayor, Supervisor Walton were in attendance and was well represented by HR professionals; there were about 1,800 pre-registered for the event.

EXECUTIVE OFFICER’S REPORT (Item No. 7)

Sandra Eng, Executive Officer, announced our new Deputy Director Lavena Holmes who has extensive Human Resources experience; she also reported back to the Commission about the request for a tracking report on personal service contracts with conditional approvals to report back to the Commission. The database utilized by the City does not currently have a tracking system so Commission staff is working on a spreadsheet to maintain this information going as far back as 5 years. The Department of Human Resources is researching for a possible new database system for monitoring personal service contracts.

0060-22-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 8)

PCS	Department	Amount	Type of Service	Type of Approval	Duration
41375-21/22	City Administrator	\$350,000	Vendors will provide as-needed and intermittent advice and assistance to Local Business Enterprises (LBEs) in the service areas of business development (including communications, contracting opportunities and marketing), business technical assistance (including business planning, organizational development and proposal writing) and capacity building (including access to capital, funds administration and regulatory compliance). The goal of the contract(s) will be to support LBEs in securing contracts with the City.	Regular	4/30/2025
47328-21/22	Environment	\$3,000,000	Consultant will prepare and conduct periodic as-needed solid waste disposal, diversion and litter studies, audits, characterizations, analyses, rate calculations, reports, documentation, submittals, focus groups, user surveys, and other related tasks. Contractor will also conduct specialized as needed technical assistance for waste generators to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City’s increasingly challenging zero waste goals. Technical assistance will include on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, trouble-shooting, data collection and evaluation. This assistance will be provided as needed, potentially around the clock, and requiring teams of multiple individuals working in different languages at the same time.	Regular	6/30/2028
44537 -21/22	Municipal Transportation Agency	\$500,000	The San Francisco Municipal Transportation Agency (SFMTA) wishes to solicit formal proposals from interested and qualified proposers for a fixed-price contract for a Video Computer Analytics for Rail Passenger Vehicles that will enhance overall safety on the LRV system. SFMTA is open to either a Software-as-a-Service (SaaS) or On-Premise solution. The SFMTA requests a proposal from qualified proposers for the implementation of video technology on SFMTA’s Light Rail Vehicles (LRV) to stream audio and video in order to allow SFMTA to respond to an immediate unsafe situation in the operation of the vehicle. The Contractor shall provide software licenses, on-going implementation, support, and maintenance for their software application and shall also provide daily reporting for events.	Regular	10/31/2027

Civil Service Commission Meeting Minutes

Regular Meeting of May 2, 2022

PCS	Department	Amount	Type of Service	Type of Approval	Duration
47508-21/22	Public Health	\$2,200,000	Contractors will provide wound vacuum equipment and as-needed maintenance and support services for leased wound vacuums. A wound vacuum (wound VAC) provides a type of therapy to help wounds heal by securing a device over the wound to decrease air pressure on the wound. This can help wounds heal more quickly. 3M, the wound vacuum manufacturer, does a 25+ point inspection to ensure each product meets engineering specifications & therapy requirements. 3M does not provide customers with the option to maintain equipment which 3M owns.	Regular	6/30/2027
40937-21/22	Public Health	\$3,000,000	Contractor(s) will support As Needed Program Administration of Health Equity Based Professional Training, Consultation and Technical Assistance department wide. The Training, Consultation and Technical Assistance services require professionals who are experts in the deliver and knowledge of Health Equity services. Professional services include a broad spectrum of Health Equity topics that may include and not limited to: training seminars, health education, curriculum development, technical assistance, implicit bias meetings and facilitation, cultural humility, health disparities, other Department defined health equity competencies, evaluation, program assessments, grant writing, program planning, health promotion, media development, and further grant development to support the Departments health equity programs, including assistance in maintaining compliance with the Federal, State, and local policies.	Regular	6/30/2027
42622-16/17	Public Works	Current Approved Amount \$4,000,000 Increase Amount Requested \$0 New Total Amount Requested \$4,000,000	The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.	Modification	6/30/2023
33985-15/16	Public Health	Current Approved Amount \$95,000 Increase Amount Requested \$80,000 New Total Amount Requested \$175,000	The Contractor will provide services for the Laguna Honda Hospital (LHH) residents' choral program on a weekly basis on site. Services will include practice and performance sessions. The contractor will also provide an evaluation instrument to measure the impact and success of this project.	Modification	6/30/2025
4093-12/13	Municipal Transportation Agency	Current Approved Amount \$34,594,828 Increase Amount Requested \$0 New Total Amount Requested \$34,594,828	The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation. The work shall be performed at the contractor's facility, except for the running acceptance testing. Subcontractors may perform specialty work, i.e., motor building, seats, etcetera, at their facilities and contractor will strictly monitor the quality of work. The contractor shall transport streetcars from the San Francisco Municipal Transportation Agency (SFMTA) to the site of the rehabilitation work, including any transportation to subcontractors, as well as transporting the completed streetcars to SFMTA's facility at 601 25th Street.	Modification	3/17/2023

PCS	Department	Amount	Type of Service	Type of Approval	Duration
45047-16/17	Department of Technology	Current Approved Amount \$350,000 Increase Amount Requested \$100,000 New Total Amount Requested \$450,000	To expand its services and to provide equal access to all of the residents of the City, SFGovTV simulcasts its content on the internet. SFGovTV seeks a vendor that can: 1. Video stream the SFGovTV channel live 24/7. 2. Host SFGovTV video content for on-demand viewing. 3. Conserve the City’s bandwidth. 4. Increase the quality of the live stream. 5. Provide universal format delivery to PC, MAC and mobile platforms. 6. Add additional functions to improve usability of SFGovTV archive content. Scope Change: The supplier provides streaming services of all City Board of Supervisors and Commission meetings. The agreement is needed for the City to expand its services and to provide equal access to all San Francisco residents, and for SFGovTV to simulcasts its content on the internet. Streaming services has proven to be vital service during the pandemic when the City’s Board of Supervisors and Commission meetings were all being held virtually. The SFGovTeam had hoped to develop a scope of work for the new RFP, but the pandemic limited their time to complete their task because they were assisting the Board of Supervisors and City Commissions to successfully set up their virtual environment.	Modification	6/30/2023
38633-20/21 <i>PSC was already approved at the meeting of April 18, 2022</i>	Public Utilities Commission	Current Approved Amount \$1,000,000 Increase Amount Requested \$953,000 New Total Amount Requested \$1,953,000	This PSC is to provide specialized, short-term staff to provide construction management services for an emergency construction project to replace and repair approximately 50 miles of security and cattle fencing in the SFPUC’s Alameda Watershed that was damaged or destroyed in the SCU Lightning Complex Fire in August 2020. The scope of work is to provide a Resident Engineer and two Construction Inspectors who are certified to operate all-terrain vehicles (ATVs). Much of the fencing is located in remote areas with difficult terrain that are only accessible by ATV with no cellular phone service. The scope of work also includes providing a temporary field office for the project, rental of project vehicles including four-wheel drive pickups and ATVs, and rental of satellite phones for communications.	Modification	2/8/2025

Speakers: Kelly Hiramoto and David Lawlor, Department of Public Health spoke on PSC #47508-21/22

- Action:**
1. Approved PSC #47508-21/22 from the Department of Public Health with the condition to amend the scope of work and remove the vendor’s name. (Vote of 5 to 0)
 2. Adopted the report. Approved the requests for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0059-22-1 Discussion on the Recommendation of William B. Gould IV for the Civil Service Commission to Consider the Use of Hearing Officers to Hear Appeals on Discrimination Matters. (Item No. 9)

Action: No action taken.

Notes: Informational discussion: provide information required for Commissioners to make an informed decisions about the use hearing officers in EEO complaints and the associated budget.

- Commission staff –Circulate to the commission the rule(s) that governs the use of hearing officers. Define the qualifications and the number of hearing officers recommended. Define Hearing Officer authority and the selection procedures for Hearing Officers. Provide the commission with data about how many appeals have been heard historically. Clarify if Commissioners will be ratifying hearing officers' decisions and if there will be a standard and expedited hearing process.
- Department of Human Resources - Provide the scope of potential cases that would be referred to hearing officers and the number of EEO cases currently at DHR. The number of cases has increased therefore it is assumed the number of appeals to the Commission will increase. Provide the baseline for referral of an EEO case to the Commission hearing officer and the response timeline recommended for appeals including what would cause a delay or postponement. Provide an update from Labor Relations on Professor Gould's recommendations with Labor partners for the Respect in Workplace Policy.
- City Attorney – expressed there is no requirement for hearings to be public when heard by hearing officers. Provide an update from the labor team for the meeting of May 16, 2022 (closed session was canceled due to technical difficulties). Provide comparable information about the role of hearing officers in other City/County Commissions with similar jurisdiction.

0105-21-7 Requesting a Hearing by Harry S. Stern on Behalf of Michael Ford of the restrictions on his future employment with the City and County of San Francisco. (Item No. 10)

October 4, 2021: Postponed to the meeting of November 15, 2021, at the request of the appellant's representative.

November 15, 2021: Postponed to the meeting of March 7, 2022, at the request of the appellant's representative.

March 21, 2022: The Civil Service Commission postponed this item to the meeting of May 2, 2022, to allow time for parties to get clarity on restitution and past actions taken with similar situations (disposition and case numbers). In addition, the Commission will consider other restrictions.

Action: Postponed to the meeting of June 6, 2022, at the request of the Public Utilities Commission. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

President Jacqueline Minor mentioned that Director Isen was looking at some recommendations of changes on the merit system, specifically the delays in hirings; what rules are being looked at. That it would be helpful to get more specifics from DHR about the rules they are considering and their proposed timeline so that the Commission can get a sense about whether or not they need to have a public hearing and the Commission will also need to assess if they will need to have managers from the departments come in and discuss with the Commission the challenges they believe they are seeing in filling vacancies and the challenges they may be having fulfilling the requirements the departments have made in their racial equity initiatives.

ADJOURNMENT (Item No. 12)

3:17 p.m.