



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting July 20, 2020

2:00 p.m.

Meeting held by teleconference pursuant to the Governor's Executive Order N-29-20 and the Eighth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (408) 418-9388 | Access Code: 146 210 8365**

LONDON N. BREED, MAYOR

COMMISSIONERS

ELIZABETH SALVESON

President

JACQUELINE MINOR

Vice President

DOUGLAS CHAN

F.X. CROWLEY

KATE FAVETTI

SANDRA ENG

Executive Officer

During the Coronavirus Disease (COVID-19) emergency, the Civil Service Commission's regular meeting room, City Hall, Room 400 is closed. Commissioners and Civil Service Commission staff will convene remotely. 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 415-252-3247 or (3) use the Civil Service Commission's dedicated public comment line 1-408-418-9388, Access Code 146 210 8365. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

CALL TO ORDER

2:22 p.m.

ROLL CALL

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

President Elizabeth Salveson presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY’S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of July 6, 2020

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

ANNOUNCEMENTS (Item No. 4)

Sandra Eng, Executive Officer announced that Agenda Item #9 (Appeal of the Rejection of Application by Daniel Boreen for 7251 Track Maintenance Supervisor I – Cable Car Specialty) has officially been withdrawn by the appellant.

HUMAN RESOURCES DIRECTOR’S REPORT (Item No. 5)

Micki Callahan, Human Resources Director announced her retirement from City service at the end of October 2020. She also stated that the Civil Service Commission has the responsibility out of the Charter to conduct the recruitment to fill the position of Human Resources Director and forward the names or name to the Mayor for consideration. She will also be working with the Mayor’s Office on a transition plan depending on the timing and should there be a need to appoint an acting person from the existing city employees.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Sandra Eng, Executive Officer gave the following three (3) updates:

- 1) The Department of Public Health Human Resources Director Michael Brown provided the following emailed response to the Commission in regards to the public comment from SEIU 1021 made during the CSC meeting of July 6, 2020:

If employees are practicing social distancing at work, wearing a mask, washing hands, wearing appropriate PPE for their work assignment, a risk assessment is done when an employee test positive for COVID-19. We try to identify employee who may have come in close proximity with the positive employee. What is not disclosed is if the individual had a relative who tested positive at home, any outside activities the employee had participated in that would place them at risk, especially now that SIP (shelter in place) is slowly being lifted.

Those employees who are identified as being in close proximity with the employee testing positive, or those "at high risk" are individually notified and are told to monitor their own situation at home for symptoms and get tested. A test is not required to return to work. But before returning there is a specific time period required to self-quarantine before returning to work.

Individuals working must do a daily assessment of their own status before coming to work as part of standard safety protocol. In addition, even in non-clinical settings, we are all required to wear a mask or use the appropriate PPE during work and practice social distancing. Laguna Honda due to the Skilled Nursing Facility Health Directive are required to continually test workers and the residents which has proven to slow the spread in that facility. General Hospital has their own protocol as well for individuals to attest their clearance using an APP questionnaire on a daily basis. DHR has made available an APP which can also be used. Some places may revert to using a forehead thermometer to check temperature. There are varied methods to do a check, but short of daily testing, it is mainly based on the honor system. The bottom line is, If you feel sick, stay home.

Please be assured that shared space and equipment used by the employee who tested positive would require extra cleaning. Individuals who shared personal space, such as eating lunch together unmasked, sharing equipment with the positive employee, are considered "at high risk" and have been asked to self-quarantine for the appropriate length of time before returning to work. The information is confidential. We did not consider the entire work area "at high-risk" to self-quarantine.

The virus is still here and the protocols in place are designed to protect us in the workplace. The last communication from Dr. Grant Colfax encourages us all to get tested.

Remember, many people with the virus show no symptoms – but can still spread the disease. And, while the virus causes serious complications in higher rates among older adults, younger people can get very sick too.

Finally, I want to encourage you to think about getting tested. Any worker that serves San Francisco and leaves homes for work qualifies for testing regardless of symptoms. For more information, contact your health care provider or visit www.sf.gov/gettestedsf for free testing options.

I have attached some helpful resources on breakroom best practices, and return to work guidance which has been widely distributed and available for DPH employees to review.

- 2) The Department of Human Resources provided the following update regarding the appeal by Gerald Newbeck heard at the meeting of July 6, 2020:

During his presentation in defense of his appeal of the rejection of his application for CBT Q080 Captain 903263 Mr. Newbeck introduced a claim of acting work as a Q060 Lieutenant. DHR and Police HR worked quickly to determine that Mr. Newbeck did in fact have approximately 2,900 hours acting as a Q060 Lieutenant contemporaneously documented in accordance with CSC rule 210.8.1. These hours added to the hours worked after completion of probation were enough to qualify Mr. Newbeck for CBT Q080 903263.

Mr. Newbeck was subsequently scheduled and participated in the administration of the test on July 9, 2020. A copy of the text of the notice sent to the Commissioners.

Going forward the Public Safety Team will include in job announcements as appropriate a reminder regarding the application of contemporaneously documented acting pay hours to supplement meeting minimum qualifications.

- 3) The Mayor's Office has requested all city departments to make even further reductions by July 27th. In addition to the reductions already made for our current FY 2020-21 they are asking to reduce an additional \$14,211 and an additional \$60,902 for FY 2021-22. The department is currently understaffed with one vacant position and with one individual on a leave of absence. The school districts plan to continue with online education in the Fall; therefore, we anticipate that there may be additional employees requesting a leave of absence due to school age children being at home and child care. Delaying the hiring of the Deputy Director is already impacting the services of the department in addition to the new requirements of the Mayor's office to have a Racial Equity Leader in each department. We understand every department has had to make sacrifices which is why we delayed the hiring of the Deputy Director. We already see the impact it has made with employees waiting for responses from us, union representatives and other department managers needing our assistance. Everyone has been patient including our appellants, but we understand the information that they need from us can affect careers and opportunities. Further reductions cannot impact the service provided to the public. Commission staff continues to work with the Mayor's Budget Office.

**0156-20-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PCS	Department	Amount	Type of Service	Type of Approval	Duration
45868-19/20	Airport	\$600,000	San Francisco International Airport (SFO or Airport) seeks to develop a safety and security strategy to address the increase in people experiencing homelessness at the Airport. The Airport convened a task force to address homelessness at the Airport, and a need for a cohesive plan to guide the Airport’s work on homelessness has been identified. There is also a need to complement the current efforts of Airport law enforcement to connect with people experiencing homelessness at the Airport. The Airport is interested in services that connect unsheltered individuals with eligible social services. The primary goal of this proposed work is to develop and implement a plan and a variety of services that will link individuals with services in the surrounding areas in San Mateo County, based on each person’s unique needs, and coordinate and partner with San Mateo County to serve clients through their agencies and systems. Though this work, SFO also seeks to collect and analyze data on homeless individuals and services provided to determine trends that might inform programming actions and the Airport’s policies and procedures.	Regular	12/31/2024
43379-19/20	Public Health	\$1,500,000	The contractor will provide a unique cardiac rhythm monitoring device in the form of small adhesive wireless device worn on a patient’s chest in an adhesive patch, as well as related data analysis. The patch-monitor provide continuous electrocardiogram (ECG) monitoring, typically for up to 14 days. They replace the traditional cardiac rhythm monitoring device, a small camera-sized device worn by patients around the neck on a cord and connected to silver dollar-sized electrodes attached to the chest. Utilization of these patch-monitors enables either the health care provider or the patient themselves to place the patch-monitor on the patient’s chest. After the monitoring period, the contractor analyzes and uploads the results to a secure website, where the health care provider—the Department of Public Health staff—may view them. The amount of this PSC includes an anticipated expansion of this service, as the Department must increasingly utilize telemedicine services in order to provide appropriate patient care due to the need to shelter-in-place in response to COVID-19.	Regular	4/30/2023
43203-19/20	Airport	\$150,000	San Francisco International Airport (SFO or Airport) and BART coordinate inspection and maintenance services at the Airport BART Station. This work includes the maintenance services at the Airport BART Station. This work includes the maintenance of structures and guideways in the BART/Airport Rail Transit System (ART) in the following zones: 1) Zone 2 (from the ground level to the underside of the ART level) and 2) Zone 3 (Concourse H from the ground level to the underside of the ART guideway and station). These inspections are conducted on at least an annual basis.	Regular	6/30/2024

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
37012-18/19	Airport	Current Approved Amount \$100,000 Increase Amount Requested \$100,000 New Total Amount Requested \$200,000	San Francisco International Airport (SFO or Airport) has a legacy software license which is now cloud-based to support the Airport's business processes in our Facilities Maintenance division. The Airport has a need to supplement that system to include an additional module for asset tracking with work orders to include some software configuration and training of staff. Additional functionality is required to be able to track the receiving, storing and issuing of all purchased inventory at any given time. This module will enable the Airport to track purchased items within a computerized maintenance management system.	Modification	12/31/2022
47472-19/20	City Administrator	Current Approved Amount \$500,000 Increase Amount Requested \$325,000 New Total Amount Requested \$825,000	The City is seeking Consultants with proven expertise and experience in one or more multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish the Community Action Plan for Seismic Safety (CAPSS)/Earthquake Safety Implementation Program (ESIP) and Tall Buildings Safety Strategy work plan. Tasks may have a particular focus on development of a non-ductile concrete and/or steel building retrofit program and associated standards, including initiating studies, performing analysis, developing standards, making policy recommendations, and assisting as needed in seismic engineering consulting to guide the development of a non-ductile concrete and/or steel building retrofit program and associated standards.	Modification	6/30/2025
44408-13/14	Public Utilities Commission	Current Approved Amount \$33,500,000 Increase Amount Requested \$21,000,000 New Total Amount Requested \$54,500,000	Provide planning and engineering services for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP) to replace the existing Headworks facilities which have a number of deficiencies including aging infrastructure, significant seismic vulnerabilities, antiquated equipment, inefficiencies in screening and grit removal and ineffective odor control. Upgrading these systems with new Headworks will improve the ability of SEP to efficiently treat wastewater and extend the downstream treatment.	Modification	11/30/2025
45801-17/18	Human Services Agency	Current Approved Amount \$620,000 Increase Amount Requested \$400,000 New Total Amount Requested \$1,020,000	Contractor will administer and monitor alcohol and drug testing and usage through randomized substance abuse testing services to parents of families involved with child welfare services. Contractor will provide direct observation drug testing for clients on a range of substances, provide test results to assigned DHS staff, maintain records of all appointments (including missed appointments), and provide data collection results to protective service workers. Contractor will develop process for referrals for testing, actual testing, to work directly with clients on test scheduling and instructions, provide notification system, and report on confidential final results.	Modification	6/30/2022

Speakers: Cynthia Avakian and Ruth Sappelt, Airport spoke on PSC #45868-19/20.

- Action:**
1. Approved PSC #45868-19/20. (Vote of 5 to 0)
 2. Adopted the report and approved the remaining requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote 5 to 0)

0157-20-8 Review of the Request for Approval of Proposed Personal Services Contract Number 46130-20/21 –with the Department of Public Health – Omit Posting. (Item No. 8)

Speakers: Jacquie Hale, Department of Public Health
Susan Philip, Department of Public Health

Action: Adopted the report. Approved the request for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0241-19-4 Appeal of the Rejection of Application by Daniel Boreen for 7251 Track Maintenance Supervisor I – Cable Car Specialty. (Item No. 9)

February 3, 2020: Postponed the item to the meeting of March 16, 2020 at the request of Daniel Boreen.

March 16, 2020: Granted the appellant’s request for postponement to a future meeting date.

Action: Appeal withdrawn by Daniel Boreen.

0154-19-6 Appeal by Stephanie Winston of the Human Resources Director’s Determination to Administratively Close Her Complaint of Harassment and Retaliation. (Item No. 10)

October 21, 2019: Postponed the item to November 18, 2019 by mutual agreement between the appellant and the Department of Human Resources.

November 18, 2019: Continued the matter pending the possibility of mediation and report back within three (3) months, by February 2020 or earlier.

March 16, 2020: Continued the item to a future meeting date.

Speakers: Carlos Cueva-Alegria, Department of Human Resources
Asa King, Human Services Agency

Action: Adopted the report and denied the appeal by Stephanie Winston. Stephanie Winston failed to appear. (Vote of 5 to 0)

0193-19-6 Appeal by Eric Utley of the Human Resources Director’s Determination to Administratively close His Complaint of Retaliation. (Item No. 11)

March 16, 2020: Continued the item to a future meeting date.

Speakers: Matthew Valdez, Department of Human Resources
Eric Utley, Appellant
Micki Callahan, Human Resources Director

Action: Adopted the report and denied the appeal by Eric Utley.
(Vote of 5 to 0)

0285-19-6 Appeal by Juliet Valerio of the Human Resources Director’s Determination to Administratively Close Appellant’s Complaint of Harassment and Discrimination. (Item No. 12)

March 16, 2020: Postpone to the meeting of April 20, 2020 at the request of Juliet Valerio.

Speakers: Jude Diebold, Department of Public Health
Juliet Valerio, Appellant

Action: Continue the item to the meeting of September 21, 2020.
(Vote of 5 to 0)

0194-17-7 Request for Hearing by Alejandro Alvarez on His Future Employment Restrictions with the City and County of San Francisco. (Item No. 13)

December 16, 2019: Continued to March 16, 2020 by mutual agreement between MTA and Alejandro Alvarez.

March 16, 2020: Continued the item to a future meeting date.

Action: Upheld the decision of the Director of the San Francisco Municipal Transportation Agency; No Future Employment with the City and County of San Francisco. (Vote of 5 to 0)

COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item No. 14)

President Salvesson inquired when the audit report regarding the Sheriff and Police Department would be presented to the Commission.

ADJOURNMENT (Item No. 15)

4:40 p.m.