

SAN FRANCISCO HUMAN SERVICES COMMISSION
MINUTES
May 26, 2011 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, May 26, 2011, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

MEMBERS PRESENT PABLO STEWART, M.D., President
GEORGE YAMASAKI, JR., Vice President
KELLY DEARMAN
ANITA FRIEDMAN, Ph.D.
SCOTT L. KAHN

OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
Louise Rainey, Secretary – Human Services Commission
Steve Arcelona, Chief Deputy Director
Phil Arnold, Deputy Director
Debby Jeter, Deputy Director
Noelle Simmons, Deputy Director
Other department staff and interested citizens

ROLL CALL President Stewart called the meeting to order at 9:40 a.m., noting the Commission was present.

AGENDA On motion by Vice President Yamasaki, seconded and carried, the Commission adopted the agenda as posted.

MINUTES On motion by Commissioner Friedman, seconded and carried, the Commission adopted the minutes of the April 28, 2011 regular meeting as circulated.

MAY 2010 EMPLOYEE OF THE MONTH President Stewart presented the May 2011 Employee of the Month Award to Aurora Boado, CalWORKs Eligibility Supervisor. Aurora was honored as an outstanding supervisor with a vast knowledge of the CalWORKs Program, and great resource to her unit staff and to program. Aurora was presented an engraved desk clock and graciously accepted with thanks to all.

EXECUTIVE DIRECTOR'S REPORT Executive Director Trent Rhorer furnished an update re the State and City's budget processes.
The Agency's Annual Softball Game benefiting the Worker's Children's Fund will take place Saturday, June 18th at Moscone Field in San Francisco.

CONSENT CALENDAR On motion by Commissioner Friedman, seconded and carried, the Commission ratified actions taken by the Executive Director since the April 28, 2011 meeting in accordance with Commission authorization of June 24, 2010;
1. Submission of requests to encumber funds in the amount of \$1,521,114 for purchase of services or supplies;
2. Submission of temporary requisitions TE92368 thru DP92370 for possible use in order to fill positions on a temporary basis;
3. Submission of report of 33 temporary appointments made during the period of 4.14.11 thru 5.13.11.

CHILD WELFARE FEDERAL OUTCOMES REPORT Senior Analyst Adam Nguyen presented a report re the Child Welfare Federal Outcomes. Family and Children's Services Redesign Coordinator Liz Crudo updated re Family and Children's Services initiatives.

MICROBIZ Director – Office of Contract Compliance David Curto presented the request to enter into a new contract with Microbiz.
On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to enter into a new contract with MICROBIZ for provision of Upgrade, Design and Maintenance of Electronic Security System; during the period of July 1, 2011 through June 30, 2016; in a total contract amount not to exceed \$700,000.

LOW INCOME INVESTMENT FUND Program Manager – Child Care Policy and Planning Michele Rutherford presented the request to renew the Low Income Investment Fund grant.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with LOW INCOME INVESTMENT FUND to administer the San Francisco Child Care Facilities Fund; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$5,415,928.

FAMILY BUILDERS BY ADOPTION Family and Children's Services Project Manager Robin Love presented the request to enter into a new grant with Family Builders By Adoption.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new grant with FAMILY BUILDERS BY ADOPTION for provision of Adoption and Permanency Services; during the period of July 1, 2011 through June 30, 2014; in a total grant amount not to exceed \$353,085.

JAPANESE COMMUNITY YOUTH COUNCIL Family and Children's Services Project Manager Robin Love presented the request to modify the grant with Japanese Community youth Council.
On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with JAPANESE COMMUNITY YOUTH COUNCIL for provision of Independent Living Skills Services to Foster Care Youth; during the period of March 1, 2011 through June 30, 2011; in the additional amount of \$55,900 for a revised total grant amount not to exceed \$3,523,575.

SAN FRANCISCO CLEAN CITY COALITION Principal Administrative Analyst Hope Kamimoto presented the request to renew the San Francisco Clean City Coalition grant.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with SAN FRANCISCO CLEAN CITY COALITION for provision of Employment Training Services; during the period of July 1, 2011 through June 30, 2013; in a total grant amount not to exceed \$441,418.

CITY COLLEGE OF SAN FRANCISCO Principal Administrative Analyst Hope Kamimoto presented the request to renew the City College of San Francisco grant.

On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with CITY COLLEGE OF SAN FRANCISCO for provision of Work Study Services; during the period of July 1, 2011 through June 30, 2014; in a total grant amount not to exceed \$2,199,915

LARKIN STREET YOUTH SERVICES Program Manager – Family Supportive Housing Dion Roberts presented the request to enter into a new grant with Larkin Street Youth Services.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new grant with LARKIN STREET YOUTH SERVICES for provision of Transitional Housing and Supportive Services to Homeless Youth in the Castro District; during the period of July 1, 2011 through June 30, 2015; in a total grant amount not to exceed \$1,703,940.

MISSION NEIGHBORHOOD HEALTH CENTER Program Manager – Homeless Management Information Systems Bernhard Gunther presented the request to renew the Mission Neighborhood Health Center grant.

Laura Guzman, with Mission Neighborhood Health Center, spoke in support of the Mission Neighborhood Homeless Drop in Center as an important safety net.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with MISSION NEIGHBORHOOD HEALTH CENTER for provision of the Mission Neighborhood Homeless Drop in Center; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$1,005,514.

THE BAYVIEW YMCA Program Manager – Homeless Management Information Systems Bernhard Gunther presented the request to renew the Bayview YMCA grant.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with THE BAYVIEW YMCA acting as fiscal agent for the United Council of Human Services for provision of the Resource Center; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$798,000.

THE BAYVIEW YMCA Supportive Housing Grants Manager Mikyung Kim presented the request to renew the Bayview YMCA grant.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with THE BAYVIEW YMCA for provision of the United Council of Human Services Resource Center, HUD, during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$72,885.

THE BAYVIEW YMCA Program Manager – Housing and Homeless Program Daryl Higashi presented the request to renew the Bayview YMCA grant.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with THE BAYVIEW YMCA acting as fiscal agent for the United Council of Human Services for provision of the Hope House Permanent Supportive Housing and Employment Services; during the period of June 1, 2011 through May 31, 2012; in a total grant amount not to exceed \$735,252.

THE BAYVIEW YMCA Program Manager – Housing and Homeless Program Daryl Higashi presented the request to renew the Bayview YMCA grant.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with THE BAYVIEW YMCA for provision of the Bayview United Council of Human Services Hope House Housing and Supportive Services; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$120,000.

THE BAYVIEW YMCA Director – Office of Contract Compliance David Curto presented the request to renew the Bayview YMCA grant.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with THE BAYVIEW YMCA for provision of Fiscal Agency and Mentorship Services to United Council of Human Services; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$160,000.

EPISCOPAL COMMUNITY SERVICES Adult Supportive Housing Program Manager Ylonda Calloway presented the request to renew the Episcopal Community Services grant.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of the Housing First program – Care not Cash Sites; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$5,229,977.

MARY ELIZABETH INN Adult Supportive Housing Program Manager Ylonda Calloway presented the request to renew the Mary Elizabeth Inn grant.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to to renew the grant with MARY ELIZABETH INN for provision of Housing First - Care Not Cash at the Verona Hotel; during the period of July 1, 2011 through June 30, 2014; in a total grant amount not to exceed \$2,440,650.

COMMUNITY AND AWARENESS TREATMENT SERVICES Adult Supportive Housing Program Manager Ylonda Calloway presented the request to renew the Community and Awareness Treatment Services grant.

On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with COMMUNITY AND AWARENESS TREATMENT SERVICES for provision of Housing First – Care Not Cash at the Coronado Hotel; during the period of July 1, 2011 through June 30, 2014; in a total grant amount not to exceed \$3,395,589.

PUBLIC COMMENT Yvette King expressed concern relative to the communication amongst foster parents, the ombudsman and social workers.

Lorraine Hanks thank the Commission for the Foster Parents Appreciation Event and urged the Commission to support funding for the three-day foster parent training.

ADJOURNMENT President Stewart adjourned the meeting at 11:35 a.m.

Louise Rainey, Human Services Commission Secretary

SAN FRANCISCO HUMAN SERVICES COMMISSION
MINUTES
March 28, 2013 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, March 28, 2013, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

MEMBERS PRESENT PABLO STEWART, M.D., President
 SCOTT L. KAHN, Vice President
 KELLY DEARMAN
 GEORGE YAMASAKI, JR.

OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
 Louise Rainey, Secretary – Human Services Commission
 Steve Arcelona, Deputy Director– Economic Support and Self Sufficiency
 Phil Arnold, Deputy Director – Finance and Administration
 Noelle Simmons, Deputy Director – Policy and Planning
 Other department staff and interested citizens

ROLL CALL President Stewart called the meeting to order at 9:35 a.m., noting the Commission was present.

AGENDA On motion by Commissioner Dearman, seconded and carried, the Commission adopted the agenda as posted.

MINUTES On motion by Commissioner Yamasaki, seconded and carried, the Commission approved the minutes of the February 28, 2013 regular meeting as circulated.

MARCH 2013
EMPLOYEE OF THE
MONTH President Stewart presented the March 2013 Employee of the Month Award to CAAP Fair Hearings Program Specialist Audrey Nauer-Allen. The award recognizes Audrey as a true public servant who gives tirelessly to the people she serves and to those who have the pleasure of working with her. Also present to honor Audrey was her Mother, Aimalae Nauer and her Husband Sam Allen. Audrey was presented an engraved desk clock and graciously accepted with thanks to all.

EXECUTIVE DIRECTOR'S
REPORT Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities.

CONSENT CALENDAR On motion by Commissioner Yamasaki, seconded and carried, the Commission ratified actions taken by the Executive Director since the February 28, 2013 Regular Meeting in accordance with Commission authorization of June 28, 2012:

1. Submission of requests to encumber funds in the amount of \$575,914 for purchase of services or supplies;
2. Submission of 7 temporary positions for possible use in order to fill positions on a temporary basis;
3. Submission of report of 38 temporary appointments made during the period of 2.13.13 thru 3.12.13.

CIVIC ACTIONS, INC. Senior Analyst Tiana Wertheim presented the request to enter into a new contract with Civic Actions, Inc.

 On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new contract with CIVIC ACTIONS, INC. for provision of the CalFresh Fresh Approach Website, EatFresh.org; during the period of April 1, 2013 through June 30, 2014; in a total contract amount not to exceed \$328,000.

SAN FRANCISCO FOOD
BANK Senior Analyst Tiana Wertheim presented the request to enter into a new grant with San Francisco Food Bank.

 On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with SAN FRANCISCO FOOD BANK for provision of Community-based CalFresh Outreach; during the period of March 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$583,333.

SENECA CENTER FOR
CHILDREN AND
FAMILIES Office of Contract Compliance Director David Curto presented the request to modify the Seneca Center for Children and Families grant.

 On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to modify the grant with SENECA CENTER FOR CHILDREN AND FAMILIES for provision of school support services under the Connections Wraparound Program; during the period of March 1, 2013 through June 30, 2013; in the additional amount of \$ 73,440 for a revised total grant amount not to exceed \$14,368,040.

HOMEBASE / THE
CENTER FOR COMMON
CONCERNS, INC. Office of Contract Compliance Director David Curto presented the request to modify the Homebase / Center for Common Concerns, Inc. grant.

 On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with HOMEBASE / THE CENTER FOR COMMON CONCERNS, INC. to provide consulting services and community process facilitation for the re-envisioning process of the San Francisco housing Authority; during the period of March 1, 2013 through December 31, 2013; in the additional amount of \$35,000 for a revised total grant amount not to exceed \$528,013.

LARKIN STREET YOUTH SERVICES

Supportive Housing Program / McKinney Grant Manager Ali Schlageter presented the request to renew the Larkin Street Youth Services grant.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with LARKIN STREET YOUTH SERVICES for provision of The Avenues to Independence Program; during the period of January 1, 2013 through December 31, 2015; in a total grant amount not to exceed \$965,507.

ARRIBA JUNTOS

Workforce Development Division Supervisor Bill Wedemeyer presented the request to modify the Arriba Juntos grant.

On motion by Commissioner Yamasaki, seconded and carried, the Commission authorization to modify the grant with ARRIBA JUNTOS for provision of Transitional Employment Services; during the period of March 1, 2013 through June 30, 2014; in the additional amount of \$127,552 for a revised total grant amount not to exceed \$2,752,887.

YOUNG COMMUNITY DEVELOPERS

Workforce Development Division Supervisor Bill Wedemeyer presented the request to modify the Young Community Developers grant.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to modify the grant with YOUNG COMMUNITY DEVELOPERS for provision of Transitional Employment Services; during the period of March 1, 2013 through June 30, 2014; in the additional amount of \$127,552 for a revised total grant amount not to exceed \$2,792,635.

CALIFORNIA STATE DEPARTMENT OF REHABILITATION

Workforce Development Division Supervisor Bill Wedemeyer presented the request to renew the California State Department of Rehabilitation contract.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the contract with CALIFORNIA STATE DEPARTMENT OF REHABILITATION for provision of Vocational Rehabilitation Services and Training; during the period of July 1, 2013 through June 30, 2016; in a total contract amount not to exceed \$273,996.

INTELEGY

Workforce Development Management Analyst Terri Austin presented the request to modify the Intelegy grant.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to modify the contract with INTELEGY for provision of Consulting Services to develop and implement a horizontal integration model for Medi-Cal, CalFresh, County Adult Assistance Program and CalWORKs Programs; during the period of March 1, 2013 through June 30, 2015; in the additional amount of \$421,054 for a revised total contract amount not to exceed \$1,102,964.

ELECTION OF OFFICERS

By acclamation, Kelly Dearman was elected President of the Human Services Commission for a one-year term expiring January 15, 2014.

By acclamation, Pablo Stewart was elected Vice President of the Human Services Commission for a one-year term expiring January 15, 2014.

PUBLIC COMMENT

President Stewart's call for public comment did not yield a response.

ADJOURNMENT

President Stewart adjourned the meeting at 10:35 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

SAN FRANCISCO HUMAN SERVICES COMMISSION

MINUTES

December 16, 2010 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, December 16, 2010, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT PABLO STEWART, M.D., President
GEORGE YAMASAKI, JR., Vice President
KELLY DEARMAN
SCOTT L. KAHN
- MEMBER ABSENT ANITA FRIEDMAN, Ph.D. (Excused)
- OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
Louise Rainey, Secretary - Human Services Commission
Steve Arcelona, Chief Deputy Director
Phil Arnold, Deputy Director
James Buick, Deputy Director
Debby Jeter, Deputy Director
Noelle Simmons, Deputy Director
Other department staff and interested citizens
- ROLL CALL President Stewart called the meeting to order at 9:40a.m., noting the Commission was present with the exception of Commissioner Friedman who had been excused.
- AGENDA On motion by Vice President Yamasaki, seconded and carried, the Commission adopted the revised posted agenda with a change in the order. As a courtesy, Public Comment to be taken after Item VI. and before Item VII.
- MINUTES On motion by Commissioner Kahn, seconded and carried, the Commission approved the minutes of the November 18, 2010 regular meeting as circulated.
- DECEMBER 2010 MANAGERS OF THE YEAR President Stewart presented the 2010 Manager of the Year Award to David Curto, Tony Lugo, Leo Sauceda and James Whelley. The award recognizes their outstanding leadership of the local subsidized jobs program, JOBS NOW. Also present to honor them were Leo's daughters, Anna and Martina. Each received an engraved desk clock and graciously accepted with thanks to all.
- EXECUTIVE DIRECTOR'S REPORT Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities.
- CONSENT CALENDAR On motion by Vice President Yamasaki, seconded and carried, the Commission ratified actions taken by the Executive Director since the November 18, 2010 Regular Meeting in accordance with Commission authorization of June 24, 2010:
1. Submission of requests to encumber funds in the amount of \$1,365,407 for purchase of services or supplies;
2. Submission of temporary requisitions TE92325 through TE92337 to fill positions on a temporary basis;
3. Submission of report of 29 temporary appointments made during the period of 11.9.10 through 12.7.10.
- PUBLIC COMMENT Theresa Weeks, Department of Human Services Child Welfare Worker, spoke to Family and Children's Services Staff's dissatisfaction with the working conditions in the Department's Family and Children's Services Division.
- HAMILTON FAMILY CENTER Supportive Housing Grants Manager Mikyung Kim presented the request to renew the Hamilton Family Center grant.
On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with HAMILTON FAMILY CENTER for the provision of Transitional Housing during the period of January 1, 2011 through December 31, 2013; in a total grant amount not to exceed \$2,154,363.
- THE ARC OF SAN FRANCISCO Support Services Program Manager Nancy Bliss presented the request to enter into a new grant with the ARC of San Francisco.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new grant with THE ARC OF SAN FRANCISCO for the provision of Janitorial and Recycling Services; during the period of January 1, 2011 through June 30, 2015; in a total grant amount not to exceed \$438,264.
- INTERNATIONAL EFFECTIVENESS CENTER Senior Personnel Analyst Rhonda Lunsford presented the request to enter into a new contract with International Effectiveness Center.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new contract with INTERNATIONAL EFFECTIVENESS CENTER for provision of Oral Interpretation Services to Human Services Staff working with clients; during the period of January 1, 2011 through June 30, 2013; in a total contract amount not to exceed \$170,000.
- JUNGLE COMMUNICATIONS Senior Personnel Analyst Rhonda Lunsford presented the request to enter into a new contract with Jungle Communications.
On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to enter into a new contract with JUNGLE COMMUNICATIONS for provision of Written Translation Services to Human Services Staff working with clients; during the period of January

1, 2011 through June 30, 2013; in a total contract amount not to exceed \$52,750.

LANGUAGE LINE SERVICES

Senior Personnel Analyst Rhonda Lunsford presented the request to enter into a new contract with Language Line Services.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new contract with LANGUAGE LINE SERVICES for provision of Oral Interpretation and Written Translation Services to Human Services Staff working with clients; during the period of January 1, 2011 through June 30, 2013; in a total contract amount not to exceed \$222,750.

PARTNERS IN COMMUNICATIONS

Senior Personnel Analyst Rhonda Lunsford presented the request to enter into a new contract with Partners in Communications.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new contract with PARTNERS IN COMMUNICATIONS for provision of Sign Language to Human Services Staff working with clients; during the period of January 1, 2011 through June 30, 2013; in a total contract amount not to exceed \$30,000.

TRUSTFORTE LANGUAGE SERVICES

Senior Personnel Analyst Rhonda Lunsford presented the request to enter into a new contract with TrustForte Language Services.

On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to enter into a new contract with TRUSTFORTE LANGUAGE SERVICES for provision of Written Translation Services to Human Services Staff working with clients; during the period of January 1, 2011 through June 30, 2013; in a total contract amount not to exceed \$52,750.

GENERAL PUBLIC COMMENT

President Stewart's call for public comment did not yield a response.

ADJOURNMENT

President Stewart adjourned the meeting at 10:50 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

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1 [Contract - Episcopal Community Services - Safety Net Services - Not to Exceed
2 \$76,016,410]

3 Resolution approving the contract between the City and County of San Francisco
4 and Episcopal Community Services to provide various safety net services to
5 homeless, formerly homeless, and frail and elderly senior citizens in San Francisco
6 for the period from July 1, 2012, to June 30, 2017, for an amount not to exceed
7 \$76,016,410.
8

9 WHEREAS, The City and County of San Francisco wishes to provide emergency
10 shelter services, support and permanent housing services to the homeless and formerly
11 homeless, case management and emergency housing assistance to frail and elderly senior
12 citizens; and

13 WHEREAS, The City and County of San Francisco is providing financial support
14 through General Funds, Private Estate and Federal HUD McKinney funds; now, therefore,
15 be it

16 RESOLVED, That the Board of Supervisors hereby approves the contract with
17 Episcopal Community Services to provide shelter, supportive housing and services to the
18 frail and elderly for the period from July 1, 2012, through June 30, 2017, in the amount not
19 to exceed \$76,016,410.
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21
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City and County of San Francisco

Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 120602

Date Passed: July 17, 2012

Resolution approving the contract between the City and County of San Francisco and Episcopal Community Services to provide various safety net services to homeless, formerly homeless, and frail and elderly senior citizens in San Francisco for the period from July 1, 2012, to June 30, 2017, for an amount not to exceed \$76,016,410.

June 22, 2012 Budget and Finance Committee - RECOMMENDED

June 21, 2012 Budget and Finance Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE

June 21, 2012 Budget and Finance Committee - CONTINUED AS AMENDED

July 10, 2012 Board of Supervisors - CONTINUED

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Olague and Wiener

July 17, 2012 Board of Supervisors - ADOPTED

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Olague and Wiener

File No. 120602

I hereby certify that the foregoing
Resolution was ADOPTED on 7/17/2012 by
the Board of Supervisors of the City and
County of San Francisco.

Angela Calvillo
Clerk of the Board

Mayor

7/24/12

Date Approved

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Human Service Commission Approval date	BOS Resolutions	Annual Budget Amount
ACF TECHNOLOGIES	Appointments and Lobby Management System	2006-08/09	Lobby	7/1/2013	6/30/2014	2/28/2013	N/A	\$477,463
BULLSEYE TRANSLATION	Oral Translation	2006-08/09	Misc.	7/1/2013	6/30/2014	5/23/2013	N/A	\$30,000
CENTRAL COMMUNICATIONS INC	Hotline Answering Services for FCS & APS	2006-08/09	MISC	7/1/2013	6/30/2014	N/A	N/A	\$14,500
CHI PARTNERS, LLC	Grant Writing and Technical Services	2006-08/09	Misc	7/1/2013	6/30/2014	N/A	N/A	\$5,000
CITYSPAN TECHNOLOGIES	CARBON Development	2006-08/09	CARBON	7/1/2013	6/30/2014	7/25/2013	N/A	\$134,000
CIVIC ACTIONS	Eatfresh.org	2006-08/09	Eatfresh.org launch	10/1/2013	6/30/2014	3/28/2013	N/A	\$328,000
CN SOLUTIONS	Document Management	2006-08/09	MISC	7/1/2013	6/30/2014	2/7/2012	N/A	\$187,200
GUARDSMARK	Security Renewal	2006-08/09	MISC	2/1/2014	1/31/2015	2/27/2014	N/A	\$4,868,240
INTERNATIONAL EFFECTIVENESS CENTER	Oral Interpretation and Written Translation Services	2006-08/09	MISC	7/1/2013	6/30/2014	5/23/2013	N/A	\$180,000
KATE BRISTOL CONSULTING	Grant Writing and Technical Services	2006-08/09	MISC	7/1/2013	6/30/2014	6/27/2013	N/A	\$18,999
KLW CONSTRUCTION INC DBA WEST BAY PROPERTY MANAGEMENT	Property Management Services	2006-08/09	Misc	7/15/2013	6/30/2014	2/28/2013	N/A	\$1,400,000
MICROBIZ SECURITY CO INC	Security	2006-08/09	MISC	7/1/2013	6/30/2014	5/26/2013	N/A	\$140,000
PANORAMIC SOFTWARE INC	Licensing Agreement- IT	2006-08/09	MISC	7/1/2013	6/30/2014	3/27/2009	N/A	\$240,000
PARTNERS IN COMMUNICATION	Oral Interpretation Services	2006-08/09	MISC	7/1/2013	6/30/2014	5/23/2013	N/A	\$12,000
RALPH ANDERSEN & ASSOCIATES	HSA IT Director Search	2006-08/09	For profit fee for service	4/14/2014	8/31/2014	New Contract	N/A	\$28,995
SOCIAL SOLUTIONS	HMIS	2006-08/09	MISC	7/1/2013	5/31/2014	4/28/2011	N/A	\$43,270
TOM ELIOT FISCH ARCHITECTS	Space Planning	2006-08/09	Space Planning	3/1/2014	2/28/2015	3/27/2014	N/A	\$42,955
TRUSTFORTE LANGUAGE SERVICES	Written Translation	2006-08/09	MISC	7/1/2013	6/30/2014	5/23/2013	N/A	\$30,000
					Total			\$8,180,632

SAN FRANCISCO HUMAN SERVICES COMMISSION

MINUTES

February 28, 2013 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, February 28, 2008, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT PABLO STEWART, M.D., President
KELLY DEARMAN
ANITA FRIEDMAN, Ph.D.
GEORGE YAMASAKI, JR.
- MEMBER ABSENT SCOTT L. KAHN, Vice President (Excused)
- OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
Louise Rainey, Secretary - Human Services Commission
Steve Arcelona, Deputy Director - Economic Support and Self Sufficiency
Phil Arnold, Deputy Director - Finance and Administration
Noelle Simmons, Deputy Director - Policy and Planning
Other department staff and interested citizens
- ROLL CALL President Stewart called the meeting to order at 9:40 a.m., noting the Commission was present with the exception of Vice President Kahn who had been excused.
- AGENDA On motion by Commissioner Yamasaki, seconded and carried, the Commission adopted the agenda amended as follows:
Item VII.D. SENECA CENTER FOR CHILDREN AND FAMILIES - Continued;
Item VII. I. ARRIBA JUNTOS - Continued;
Item VII. J. YOUNG COMMUNITY DEVELOPERS - Continued;
Item VII.N. Election of Officers - Continued.
- MINUTES On motion by Commissioner Dearman, seconded and carried, the Commission approved the minutes of the February 7, 2013 special meeting as circulated.
- FEBRUARY 2013 EMPLOYEE OF THE MONTH President Stewart presented the February 2013 Employee of the Month Award to County Adult Assistance Program (CAAP) Eligibility Worker Questa Chiem. Ms. Chiem was recognized as an outstanding worker who willingly shares her knowledge and expertise and goes above and beyond the call of duty to help the CAAP Program and her clients. Also present to honor Questa was her proud husband, Vinson Chiem. Questa was presented an engraved desk clock and graciously accepted with thanks to all.
- EXECUTIVE DIRECTOR'S REPORT Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities.
- CONSENT CALENDAR On motion by Commissioner Friedman, seconded and carried, the Commission ratified actions taken by the Executive Director since the February 7, 2013 special meeting in accordance with Commission authorization of June 28, 2012:
A. Submission of requests to encumber funds in the total amount of \$660,006 for purchase of services or supplies;
B. Submission of zero temporary requisitions for possible use in order to fill positions on a temporary basis;
C. Submission of report of 33 temporary appointments made during the period of 1.15.13 through 2.12.13.
- MARCH 2013 SOCIAL WORK MONTH On motion by Commissioner Friedman, seconded and carried, the Commission adopted the following resolution proclaiming March 2013 Social Work Month.

WHEREAS, Social Workers work to empower those who are frequently unheard; and
WHEREAS, Social Workers open the doors of access and opportunity for everyone, particularly those in greatest need; and
WHEREAS, Social Workers use their education, professional training, and commitment to improve all communities; and
WHEREAS, Social Workers are dedicated advocates for the rights of others; and
WHEREAS, Social Workers shape numerous programs and policies that strengthen individual lives and society; and
WHEREAS, Social Workers, whether in direct practice, administration, education and research, or policy development, make an impact in every community; and
WHEREAS, every day social workers help thousands of San Francisco residents take charge of their lives by helping them navigate complex social systems, connecting them to appropriate resources, helping them understand and use their strengths to overcome life's adversities, and shape programs and policies that contribute to healthy and successful communities; and
WHEREAS, March has been nationally designated as a month to acknowledge and recognize the contributions to the quality of life nationally as Social Work Month since 1984; now, therefore be it
RESOLVED, that the San Francisco Human Services Commission at its meeting held February 28, 2013, does hereby proclaim the month of March 2013 as Social Work Month; and be it further
RESOLVED that the Commission respectfully requests the City and County of San Francisco Board of Supervisors and Mayor Edwin M. Lee proclaim the month of March 2013 as Social Work Month.

DEPARTMENT OF
HUMAN SERVICES
FISCAL YEAR 2013-2014
and
FISCAL YEAR 2014-2015
BUDGETS

Budget Director Derek Chu presented the Department of Human Services Fiscal Year 2013-2014 and Fiscal Year 2014-2015 Budgets. Mr. Chu noted that despite projected revenue growth, the City continues to face a structural deficit – though smaller relative to prior years. As a result, the Mayor's Office has requested all departments meet individual budget reduction targets as part of the Fiscal Year 2013-2014 budget submission. These targets for the Human Services Agency are: Fiscal Year 2013-2014: \$1,351,073 and Fiscal Year 2014-2015: \$1,621,287. The agency's entire budget reduction target will be met through the identification of under spending in contracts and other operating budgets that regularly occurs throughout the agency's budget each year.

President Stewart's call for public comment re the Budget did not yield a response.

On motion by Commissioner Friedman, seconded and carried, the Commission approved the Fiscal Year 2013-2014 and Fiscal Year 2014-2015 budget for Human Services Administration and the Department of Human Services.

MISSION ECONOMIC
DEVELOPMENT AGENCY

Working Families Credit Program Manager Tara Cohen presented the request to modify the Mission Economic Development Agency grant.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to modify the grant with MISSION ECONOMIC DEVELOPMENT AGENCY for provision of the Tax Assistance Services; during the period of January 1, 2013 through June 30, 2014; in the additional amount of \$100,000 for a revised total grant amount not to exceed \$452,923.

HOMELESS PRENATAL
PROGRAM

Family and Children's Services Project Manager Mari Solis presented the request to enter into a new grant with Homeless Prenatal Program.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with HOMELESS PRENATAL PROGRAM for provision of the Rapid Support and Housing for Families Project; during the period of October 1, 2012 through September 30, 2017; in a total grant amount not to exceed \$2,690,805 with the deletion of the annual amounts.

UNIVERSITY OF
CALIFORNIA –
SAN FRANCISCO

Family and Children's Services Project Manager Mari Solis presented the request to enter into a new grant with University of California – San Francisco.

On motion by Commissioner Friedman, second and carried, President Stewart was excused from the University of California – San Francisco vote to avoid a potential conflict of interest.

President Stewart relinquished the Chair to Commissioner Kelly Dearman.

On motion by Commissioner Yamasaki, seconded and carried with President Stewart excused from the vote, the Commission granted authorization to enter into a new grant with UNIVERSITY OF CALIFORNIA – SAN FRANCISCO for provision of the Rapid Support and Housing for Families Project; during the period of February 1, 2013 through September 30, 2017; in a total grant amount not to exceed \$421,449.

CHAPIN HALL AT
UNIVERSITY OF
CHICAGO

Senior Administrative Analyst Bridgette Lery presented the request to enter into a new grant with Chapin Hall at University of Chicago.

On motion by Commissioner Yamasaki, seconded and carried, President Stewart was excused from the Chapin Hall at University of Chicago vote to avoid a potential conflict of interest.

On motion by Commissioner Yamasaki, seconded and carried with President Stewart excused from the vote, the Commission granted authorization to enter into a new grant with CHAPIN HALL AT UNIVERSITY OF CHICAGO for provision of Rapid Support and Housing for Families Project; during the period of October 1, 2012 through September 30, 2017; in a total grant amount not to exceed \$462,217.

Commissioner Dearman relinquished the Chair to President Stewart.

ARRIBA JUNTOS

Workforce Development Division Supervisor Bill Wedemeyer presented the request to enter into a new grant with Arriba Juntos.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with ARRIBA JUNTOS for provision of Transitional Employment Services to Residents of District 11; during the period of February 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$250,000.

WEST BAY PROPERTY
MANAGEMENT

Contract Manager Jonelle Fournet-Collazos presented the request to enter into a new contract with West Bay Property Management.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new contract with WEST BAY PROPERTY MANAGEMENT for provision of "as needed" property management for the 25 service buildings under the Human Services Agency; during the period of March 15, 2013 through February 28, 2018; in a total contract amount not to exceed \$5,000,000.

AIM TO PLEASE
JANITORIAL

Contract Manager Jonelle Fournet-Collazos presented the request to enter into a new contract with Aim To Please Janitorial.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new contract with AIM TO PLEASE JANITORIAL for provision of "as needed" janitorial services for the 25 service buildings under the Human Services Agency; during the period of March 15, 2013 through February 28, 2018; in a total contract amount not to exceed \$500,000.

ACF TECHNOLOGIES,
INC.

Deputy Director – Economic Support and Self Sufficiency Steve Arcelona presented the request to enter into a new contract with ACF Technologies, Inc.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new contract with ACF TECHNOLOGIES, INC. for provision of an Appointments and Lobby Management System; during the period of April 1, 2013 through June 30, 2018; in a total contract amount not to exceed \$1,400,000.

TRIBUTE TO
COMMISSIONER
ANITA FRIEDMAN, Ph.D.

President Stewart speaking for the Commission, gratefully acknowledged Commissioner Friedman's dedicated service to the Commission. Commissioner Friedman's term has come to an end and due to her many duties locally, nationally and internationally she has declined to be considered for re-appointment. Commissioner Friedman was thanked for her distinguished service to the Commission, Department and the Citizens we serve.

PUBLIC COMMENT

President Stewart's call for public comment did not yield a response.

ADJOURNMENT

President Stewart adjourned the meeting at 11:10 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

SAN FRANCISCO HUMAN SERVICES COMMISSION

MINUTES

May 23, 2013 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, May 23, 2013, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT KELLY DEARMAN, President
 PABLO STEWART, M.D., Vice President
 GEORGE YAMASAKI, JR.
 MEMBER ABSENT SCOTT L. KAHN (excused)
- OTHERS PRESENT Trent Rorer, Executive Director – Human Services Agency
 Louise Rainey, Secretary – Human Services Commission
 Steve Arcelona, Deputy Director – Economic Support and Self Sufficiency
 Sylvia Deporto, Deputy Director – Family and Children’s Services
 Other department staff and interested citizens
- ROLL CALL President Dearman called the meeting to order at 9:30 a.m., noting the Commission was present with the exception of Commissioner Kahn who had been excused.
- AGENDA On motion by Vice President Stewart, seconded and carried, the Commission adopted the agenda amended as follows:
 Item V. I. Community Housing Partnership – amount changed to read \$823,727.
- MINUTES On motion by Commissioner Yamasaki, seconded and carried, the Commission adopted the minutes of the April 25, 2013 regular meeting as circulated.
- CONSENT CALENDAR On motion by Vice President Stewart, seconded and carried, the Commission ratified actions taken by the Executive Director since the April 25, 2013 meeting in accordance with Commission authorization of June 28, 2012.
 1. Submission of requests to encumber funds in the amount of \$2,656,940 for purchase of services or supplies;
 2. Submission of six temporary requisitions for possible use in order to fill positions on a temporary basis;
 3. Submission of report of 75 temporary appointments made during the period of 4.12.13 thru 5.10.13.
- CHILDCARE EDUCATION INSTITUTE Wages Plus Coordinator Eise Crane presented the request to modify the Childcare Education Institute grant.
 On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with CHILDCARE EDUCATION INSTITUTE to develop and host an Early Care and Education Workforce Registry; during the period of June 1, 2013 through June 30, 2016; in the additional amount of \$330,440 for a revised total grant amount not to exceed \$599,440.
- GLIDE FOUNDATION Housing and Homeless Program Coordinator Delilah Dominguez presented the request to renew the Glide Foundation grant.
 On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with GLIDE FOUNDATION for provision of Free Meals; during the period of July 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$1,136,409.
- NATIONAL COUNCIL ON ALCOHOLISM AND OTHER DRUG ADDICTIONS Family and Children’s Services Project Manager Mari Solis presented the request to enter into a new grant with National Council on Alcoholism and Other Drug Addictions.
 On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with NATIONAL COUNCIL ON ALCOHOLISM AND OTHER DRUG ADDICTIONS for provision of Substance Abuse Testing to Families involved with Child Welfare Services; during the period of July 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$92,000.
- FAMILY SUPPORT SERVICES OF THE BAY AREA Family and Children’s Services Senior Projects Manager Maggie Donahue presented the request to enter into a new grant with Family Support Services of the Bay Area.
 On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with FAMILY SUPPORT SERVICES OF THE BAY AREA for provision of Respite Care Services and administration of Gift Funds for Foster Parents and Relative Caregivers; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$316,000.
- SAN FRANCISCO COMMUNITY COLLEGE DISTRICT Family and Children’s Services Senior Projects Manager Maggie Donahue presented the request to enter into a new grant with San Francisco Community College District.
 On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with SAN FRANCISCO COMMUNITY COLLEGE DISTRICT for provision of Title IV-E Specialized Training Services; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$6,737,000.
- ELIZABETH SWASON, M.A. Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to renew the Elizabeth Swason, M.A. contract.
 On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the contract with ELIZABETH SWASON, M.A. for provision of Academic Services to Cal-LEARN and CalWORKS Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$93,600.
- EPISCOPAL COMMUNITY SERVICES Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to renew the Episcopal Community Services contract.
 On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of Employment Services; during the period of July 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$76,104.

WRITE TOUCH COMMUNICATIONS Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to renew the Write Touch Communications contract.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the contract with WRITE TOUCH COMMUNICATIONS for provision of Resume Writing Services; during the period of July 1, 2013 through June 30, 2016; in a total contract amount not to exceed \$72,000.

COMMUNITY HOUSING PARTNERSHIP Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to renew the Community Housing Partnershi contract.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the grant with COMMUNITY HOUSING PARTNERSHIP for provision of Supportive Housing Employment Collaborative; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$823,727.

CATHOLIC CHARITIES CATHOLIC YOUTH ORGANIZATION Acting Supportive Housing Program – McKinney Grant Manager All Schlageter presented the request to renew the Catholic Charities Catholic Youth Organization contract.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with CATHOLIC CHARITIES CATHOLIC YOUTH ORGANIZATION for provision of Supportive Services to Homeless Families Living with Disabilities on Treasure Island; during the period of June 1, 2013 through May 31, 2016; in a total grant amount not to exceed \$335,448.

CATHOLIC CHARITIES CATHOLIC YOUTH ORGANIZATION Homeless Single Adult Program Manager Briana Moore presented the request to renew the grant with Catholic Charities Catholic Youth Organization.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with CATHOLIC CHARITIES CATHOLIC YOUTH ORGANIZATION for provision of Permanent Supportive Housing Services for Families at Tenth and Mission Family Housing; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$826,428.

COMMUNITY HOUSING PARTNERSHIP Homeless Single Adult Program Manager Briana Moore presented the request to renew the grant with Community Housing Partnership.

Discussion followed relative to the diversity of costs per unit.

By general consent, the item was continued to the June 27, 2013 regular meeting of the Commission.

LUTHERAN SOCIAL SERVICES Homeless Single Adult Program Manager Briana Moore presented the request to renew the grant with Lutheran Social Services.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the grant with LUTHERAN SOCIAL SERVICES for provision of Permanent Supportive Housing services for Families at the Mosaica Family Apartments; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$745,584.

THE BAYVIEW HUNTERS POINT FOUNDATION FOR COMMUNITY IMPROVEMENT Homeless Single Adult Program Manager Briana Moore presented the request to enter into a new grant with The Bayview Hunters Point Foundation fr Community Improvement.

Discussion followed relative to the diversity of costs per unit.

By general consent, the item was continued to the June 27, 2013 regular meeting of the Commission.

SAN FRANCISCO HOUSING DEVELOPMENT CORPORATION Homeless Single Adult Program Manager Briana Moore presented the request to renew the grant with San Francisco Housing Development Corporation.

Discussion followed relative to the diversity of costs per unit.

By general consent, the item was continued to the June 27, 2013 regular meeting of the Commission.

LARKIN STREET YOUTH SERVICES Director – Office of Contract Compliance David Curto presented the request to enter into a new grant with Larkin Street Youth Services.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with LARKIN STREET YOUTH SERVICES for provision of Preventive Services to Runaway Youth; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$480,306.

BULLSEYE TRANSLATION Director – Office of Contract Compliance David Curto presented the request to renew the contract with Bullseye Translation.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the contract with BULLSEYE TRANSLATION for provision of Oral Interpretation Services to the Department of Human Services Staff working with Department Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$60,000.

INTERNATIONAL EFFECTIVENESS CENTER Director – Office of Contract Compliance David Curto presented the request to renew the contract with International Effectiveness Center.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the contract with INTERNATIONAL EFFECTIVENESS CENTER for provision of Oral Interpretation Services to the Department of Human Services Staff working with Department Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$300,000.

INTERNATIONAL EFFECTIVENESS CENTER Director – Office of Contract Compliance David Curto presented the request to renew the contract with International Effectiveness Center.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the contract with INTERNATIONAL EFFECTIVENESS CENTER for provision of Written Translation Services to the Department of Human Services Staff working with Department Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$60,000.

PARTNERS IN COMMUNICATIONS	Director – Office of Contract Compliance David Curto presented the request to renew the contract with Partners In Communications. On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the contract with PARTNERS IN COMMUNICATIONS for provision of Sign Language Services to the Department of Human Services Staff working with Department Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$24,000.
TRUSTFORTE LANGUAGE SERVICES	Director – Office of Contract Compliance David Curto presented the request to renew the contract with Trustforte Language Services. On motion by Vice President Stewart , seconded and carried, the Commission granted authorization to renew the contract with TRUSTFORTE LANGUAGE SERVICES for provision of Written Translation Services to the Department of Human Services Staff working with Department Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$60,000.
BAYVIEW YMCA ACTING AS FISCAL AGENT FOR THE UNITED COUNCIL OF HUMAN SERVICES	Director – Office of Contract Compliance David Curto presented the request to renew the grant with Bayview YMCA acting as Fiscal Agent for the United Council of Human Services. On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with BAYVIEW YMCA ACTING AS FISCAL AGENT FOR THE UNITED COUNCIL OF HUMAN SERVICES for provision of Resource Center Services; during the period of July 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$924,423.
BAYVIEW YMCA ACTING AS FISCAL AGENT FOR THE UNITED COUNCIL OF HUMAN SERVICES	Director – Office of Contract Compliance David Curto presented the request to renew the grant with Bayview YMCA acting as Fiscal Agent for the United Council of Human Services. On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the grant with BAYVIEW YMCA ACTING AS FISCAL AGENT FOR THE UNITED COUNCIL OF HUMAN SERVICES for provision of Fiscal Agent Services; during the period of July 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$229,144.
MAY 2013 EMPLOYEE OF THE MONTH	President Dearman presented the May 2013 Employee of the Month Award to Medi-CAL Supervisor Veronica Moran-Diaz. The award recognizes Veronica's daily commitment to the Agency's mission and vision in real and active ways. Veronica was presented an engraved desk clock and graciously accepted with thanks to all.
EXECUTIVE DIRECTOR'S REPORT	Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities. The San Francisco Foster Youth Fund's annual softball tournament has been renamed in honor of Willie Mays' late wife, Mae Louise Mays. Mrs. Mays, formerly a Child Welfare Worker with the Department, was integral in initiating single adoptions in San Francisco. The 2013 Mae Louise Mays Softball Tournament for Foster Children will be held all day on Saturday, June 15 th at Moscone Field.
PUBLIC COMMENT	President Dearman's call for public comment did not yield a response.
ADJOURNMENT	President Dearman adjourned the meeting at 10:35 a.m.

Louise Rainey
Human Services Commission Secretary

SAN FRANCISCO HUMAN SERVICES COMMISSION

MINUTES

July 25, 2013 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, July 25, 2013, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT PABLO STEWART, M.D., Vice President
SCOTT L. KAHN
GEORGE YAMASAKI, JR.
- MEMBER ABSENT KELLY DEARMAN, President (Excused)
- OTHERS PRESENT Noelle Simmons, Deputy Director – Policy and Planning
Louise Rainey, Secretary – Human Services Commission
Sylvia Deporto, Deputy Director - Family and Children's Services
Other department staff and interested citizens
- ROLL CALL Vice President Stewart called the meeting to order at 9:38 a.m., noting the Commission was present with the exception of President Dearman who had been excused.
- AGENDA On motion by Commissioner Yamasaki, seconded and carried, the Commission adopted the agenda as posted.
- MINUTES On motion by Commissioner Kahn, seconded and carried, the Commission approved the minutes of the June 27 2013 regular meeting as circulated.
- JULY 2012 EMPLOYEES OF THE MONTH Vice President Stewart presented the July 2013 Employee of the Month Award to Account Clerk Anna Boyd. The award recognizes Anna's outstanding contribution as the Time Study Coordinator for the Agency. Each quarter she insures that more than one thousand employees complete time studies. These time studies are critical to the revenue stream of the Agency. She has been instrumental in implementing this new system: from entering information to answering questions over and over, always with a smile. Anna was presented an engraved desk clock and graciously accepted with thanks to all.
- EXECUTIVE DIRECTOR'S REPORT Deputy Director Noelle Simmons furnished an update re the State and City's budget processes and program activities.
- CONSENT CALENDAR On motion by Commissioner Yamasaki, seconded and carried, the Commission ratified actions taken by the Executive Director since the June 27, 2013 regular meeting in accordance with Commission authorization of June 27 2013
A. Submission of requests to encumber funds in the total amount of \$ 14,187,806 of services or supplies;
B. Submission of 2 temporary positions for possible use in order to fill positions on a temporary basis;
C. Submission of report of 77 temporary appointments made during the period of 6.12.13 thru 7.15.13.
- HUMAN SERVICES CARE FUND Senior Budget Analyst Emily Gerth presented findings regarding the revised Fiscal Year 2012-2013 Care Fund Savings estimate.
On motion by Commissioner Yamasaki, seconded and carried, the Commission adopted findings regarding the revised Fiscal Year 2012-2013 Care Fund Savings \$13,717,373 and authorized transmission of the information to the Board of Supervisors and the Office of the Controller.
- Fourth Quarterly Hearing to Review Estimates of Revenues Allocated for Fiscal Year 2012-2013
- FISCAL YEAR 2013-2014 ANNUAL STATEMENT OF PURPOSE Deputy Director Noelle Simmons presented the Fiscal Year 2013-2014 Annual Statement of Purpose as required under Charter Section 4.102.2.
By general consent, the Commission adopted the Annual Statement of Purpose for Fiscal Year 2013-2014. (See Attachment A)
- SHELTER GRIEVANCE ADVISORY COMMITTEE APPOINTMENT Family Emergency Services Manager Betsy Eddy presented the nomination of Ms. Elizabeth Ancker for appointment to the Shelter Grievance Advisory Committee's Compass Connecting Point Seat.
On motion by Commissioner Kahn, seconded and carried, the Commission approved the appointment of Ms. Elizabeth Ancker to the Shelter Grievance Advisory Committee's Compass Connecting Point Seat.
- YOSEMITE COMMUNITY COLLEGE DISTRICT Wages Plus Coordinator Elise Crane presented the request to enter into a new Grant with Yosemite Community College District.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with YOSEMITE COMMUNITY COLLEGE DISTRICT for provision of Data and Technical Services for the California Early Care and Education Workforce Registry; during the period of July 1, 2013 through June 30, 2015; in a total grant amount not to exceed \$197,821.

COMPASS FAMILY SERVICES

Allison Schlageter presented the request to renew the grant with Compass Family Services.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with COMPASS FAMILY SERVICES for provision of the HUD Housing Access Project; during the period of July 1, 2013 to June 30, 2016; in a total grant amount not to exceed \$1,971,429.

PUBLIC CONSULTING GROUP, INC

Family and Children's Services Foster Care Eligibility Supervisor Candace Gray presented the request to modify the Public Consulting Group, Inc. contract.

On motion by Commissioner Kahn, seconded and carried, the Commission granted authorization to modify the contract with PUBLIC CONSULTING GROUP, INC. for provision of Social Security and Supplemental Security Income Assistance for Foster Children and Youth, during the period of July 1, 2013 through December 31, 2013; in the additional amount of \$80,000 for a revised total contract amount not to exceed \$727,300.

NATIONAL COUNCIL ON CRIME AND DELINQUENCY

Strategic Planning Coordinator Dan Kelly presented the request to renew the National Council on Crime and Delinquency grant.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with NATIONAL COUNCIL ON CRIME AND DELINQUENCY for provision of Child Welfare Data Reporting and Analysis; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$300,603.

CITYSPAN TECHNOLOGIES INC

Office of Contract Compliance Contract Manager Danny Yeung presented the request to renew the Cityspan Technologies Inc. contract.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the contract with CITYSPAN TECHNOLOGIES INC. for provision of Development, Licensing, and Maintenance of the Human Services Agency's CARBON System; during the period of July 1, 2013 through June 30, 2018; in a total contract amount not to exceed \$627,500.

PUBLIC COMMENT

Vice President Stewart's call for public comment did not yield a response.

ADJOURNMENT

Vice President Stewart adjourned the meeting at 10:15 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

FISCAL YEAR 2013-2014 STATEMENT OF PURPOSE

The Department of Human Services plans and administers a variety of federal, state and local programs that are designed to meet basic human needs and to ensure protection of our most vulnerable citizens as required by law, regulation and mandate. The department provides families, children and single adults with monetary or service support. The Human Services Commission provides oversight of the Department of Human Services by approving the goals and objectives as reflected in the annual budget.

PROGRAM	AUTHORITY	PURPOSE
California Work Opportunity and Responsibility to Kids (CalWORKs)	42 ISCA 601 et seq; Welf. & Inst. Code Sect. 11200 et seq. TANF 1996	To provide eligible families with cash assistance, food stamps, Medi-Cal and employment and support services to assist them in finding and retaining employment and becoming self sufficient.
CalFresh (formerly known as Food Stamps and now known nationally as Supplemental Nutrition Assistance Program – SNAP)	USCA 2011 et seq; Welf. & Inst. Code Sect. 18900 et seq.	To provide eligible families and individuals with increased resources for the purchase of food as well as employment and training and nutrition education.
County Adult Assistance Programs (CAAP) and Care Not Cash Program	For Cash Assistance Linked to Medi-Cal (CALM); SF Administrative Code Sections 20.100 et seq; for Supplemental Security Income Pending (SSIP); Sections 20.200 et seq; for Personal Assisted Employment Services (PAES); Sections 20.70 et seq; for General Assistance (GA); Sections 20.55 et seq, and Welf. & Inst. Code Sect. 17000 et seq.	To provide eligible, employable individuals with cash assistance and employment and supportive services to assist them in finding and retaining employment and becoming self sufficient. To provide financial assistance for eligible individuals who have either long-term or short term disabilities, or who choose not to participate in a path leading to employment and to provide increased income for persons with disabilities by advocating for eligible clients to receive SSI.
Medi-Cal Health Connections	42 USCA 1396 et seq; Welf. & Inst. Code Sect. 14000 et seq. Title XIX of the Social Security Act PL 111-148 (Patient Protection and Affordable Care Act)	Provide access to federally subsidized health coverage options for families, single adults, children, aged, and disabled persons.
Cash Assistance Program for Immigrants (CAPI)	Welf. & Inst. Code Sects. 18937 - 18944	To provide cash assistance for aged and disabled lawful permanent residents who are ineligible for SSI solely due to their immigration status.
Family & Children's Services	42 USCA 670 et seq; Welf. & Inst. Code Sects 300, 16000, 11400 et seq. Title IV-E of the Social Security Act	To work with the community and families to provide services to help families remain intact; to provide protection of children and non-minor dependents by in-home and out-of-home placement services; licensing of foster and adoptive homes; full adoption services; extended foster care and Independent Living Skills.
Early Care and Education	City priority SF Administrative Code, Chapter 20, Article 5 SF Administrative Code, Chapter 29B Welf. & Inst. Code Sect. 11323.6 et seq. Ed. Code Part 6, Chapter 2, Sect. 8200-8498 Title IV-E of the Social Security Act	To plan, provide and coordinate early care and education programs, administer child care subsidies and to promote systems improvements and quality improvements for early care and education services with the goals of helping to support labor market participation, increasing access to quality care and supporting school readiness.
Housing and Homeless Services	City priority SF Administrative Code, Chapter 48 (Rental Subsidy Program for Low-Income Families) SF Administrative Code, Chapter 20, Article 13 (Shelter Standards of Care) SF Administrative Code, Chapter 10, Article 13, Section 10.100-77 (Human Services Care Fund) HUD McKinney Vento Act	To provide shelter, transitional and permanent housing; case management to maintain housing; and services to prevent homelessness or to re-house those who are already homeless.
Working Families Credit Program	SF Administrative Code, Chapter 12S	To provide incentive payments to low-income families to encourage participation in the federal Earned Income Tax Credit Program.
Administration (Planning & Fiscal, Personnel/Payroll, MIS, Support Services)	42 USCA 604 et seq; Welf. & Inst. Code Sect. 10800 et seq.	To provide essential operations which support the agency and its staff.
Program Support (FRED, SIU, Over Payments, Collections, Fair Hearings & Appeals, Staff Development, Contracts)	Title IV A of the Social Security Act, Federal & State Regulations – 42 USCA 601 et seq; Welf. & Inst. Code Sects. 10800, 10950 et seq.	To provide essential and mandated functions directly related to program.

Revised 7.19.13

SAN FRANCISCO HUMAN SERVICES COMMISSION
MINUTES

March 28, 2013 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, March 28, 2013, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT PABLO STEWART, M.D., President
SCOTT L. KAHN, Vice President
KELLY DEARMAN
GEORGE YAMASAKI, JR.
- OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
Louise Rainey, Secretary - Human Services Commission
Steve Arcelona, Deputy Director- Economic Support and Self Sufficiency
Phil Arnold, Deputy Director - Finance and Administration
Noelle Simmons, Deputy Director - Policy and Planning
Other department staff and interested citizens
- ROLL CALL President Stewart called the meeting to order at 9:35 a.m., noting the Commission was present.
- AGENDA On motion by Commissioner Dearman, seconded and carried, the Commission adopted the agenda as posted.
- MINUTES On motion by Commissioner Yamasaki, seconded and carried, the Commission approved the minutes of the February 28, 2013 regular meeting as circulated.
- MARCH 2013 EMPLOYEE OF THE MONTH President Stewart presented the March 2013 Employee of the Month Award to CAAP Fair Hearings Program Specialist Audrey Nauer-Allen. The award recognizes Audrey as a true public servant who gives tirelessly to the people she serves and to those who have the pleasure of working with her. Also present to honor Audrey was her Mother, Almalae Nauer and her Husband Sam Allen. Audrey was presented an engraved desk clock and graciously accepted with thanks to all.
- EXECUTIVE DIRECTOR'S REPORT Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities.
- CONSENT CALENDAR On motion by Commissioner Yamasaki, seconded and carried, the Commission ratified actions taken by the Executive Director since the February 28, 2013 Regular Meeting in accordance with Commission authorization of June 28, 2012:
1. Submission of requests to encumber funds in the amount of \$575,914 for purchase of services or supplies;
 2. Submission of 7 temporary positions for possible use in order to fill positions on a temporary basis;
 3. Submission of report of 38 temporary appointments made during the period of 2.13.13 thru 3.12.13.
- CIVIC ACTIONS, INC. Senior Analyst Tiana Wertheim presented the request to enter into a new contract with Civic Actions, Inc.
- On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new contract with CIVIC ACTIONS, INC. for provision of the CalFresh Fresh Approach Website, EatFresh.org; during the period of April 1, 2013 through June 30, 2014; in a total contract amount not to exceed \$328,000.
- SAN FRANCISCO FOOD BANK Senior Analyst Tiana Wertheim presented the request to enter into a new grant with San Francisco Food Bank.
- On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with SAN FRANCISCO FOOD BANK for provision of Community-based CalFresh Outreach; during the period of March 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$583,333.
- SENECA CENTER FOR CHILDREN AND FAMILIES Office of Contract Compliance Director David Curto presented the request to modify the Seneca Center for Children and Families grant.
- On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to modify the grant with SENECA CENTER FOR CHILDREN AND FAMILIES for provision of school support services under the Connections Wraparound Program; during the period of March 1, 2013 through June 30, 2013; in the additional amount of \$ 73,440 for a revised total grant amount not to exceed \$14,368,040.
- HOMEBASE / THE CENTER FOR COMMON CONCERNS, INC. Office of Contract Compliance Director David Curto presented the request to modify the Homebase / Center for Common Concerns, Inc. grant.
- On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with HOMEBASE / THE CENTER FOR COMMON CONCERNS, INC. to provide consulting services and community process facilitation for the re-envisioning process of the San Francisco housing Authority; during the period of March 1, 2013 through December 31, 2013; in the additional amount of \$35,000 for a revised total grant amount not to exceed \$528,013.

- LARKIN STREET YOUTH SERVICES Supportive Housing Program / McKinney Grant Manager Ali Schlageter presented the request to renew the Larkin Street Youth Services grant.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with LARKIN STREET YOUTH SERVICES for provision of The Avenues to Independence Program; during the period of January 1, 2013 through December 31, 2015; in a total grant amount not to exceed \$965,507.
- ARRIBA JUNTOS Workforce Development Division Supervisor Bill Wedemeyer presented the request to modify the Arriba Juntos grant.
On motion by Commissioner Yamasaki, seconded and carried, the Commission authorization to modify the grant with ARRIBA JUNTOS for provision of Transitional Employment Services; during the period of March 1, 2013 through June 30, 2014; in the additional amount of \$127,552 for a revised total grant amount not to exceed \$2,752,887.
- YOUNG COMMUNITY DEVELOPERS Workforce Development Division Supervisor Bill Wedemeyer presented the request to modify the Young Community Developers grant.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to modify the grant with YOUNG COMMUNITY DEVELOPERS for provision of Transitional Employment Services; during the period of March 1, 2013 through June 30, 2014; in the additional amount of \$127,552 for a revised total grant amount not to exceed \$2,792,635.
- CALIFORNIA STATE DEPARTMENT OF REHABILITATION Workforce Development Division Supervisor Bill Wedemeyer presented the request to renew the California State Department of Rehabilitation contract.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the contract with CALIFORNIA STATE DEPARTMENT OF REHABILITATION for provision of Vocational Rehabilitation Services and Training; during the period of July 1, 2013 through June 30, 2016; in a total contract amount not to exceed \$273,996.
- INTELEGY Workforce Development Management Analyst Terri Austin presented the request to modify the Intelegy grant.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to modify the contract with INTELEGY for provision of Consulting Services to develop and implement a horizontal integration model for Medi-Cal, CalFresh, County Adult Assistance Program and CaWORKs Programs; during the period of March 1, 2013 through June 30, 2015; in the additional amount of \$421,054 for a revised total contract amount not to exceed \$1,102,964.
- ELECTION OF OFFICERS By acclamation, Kelly Dearman was elected President of the Human Services Commission for a one-year term expiring January 15, 2014.
By acclamation, Pablo Stewart was elected Vice President of the Human Services Commission for a one-year term expiring January 15, 2014.
- PUBLIC COMMENT President Stewart's call for public comment did not yield a response.
- ADJOURNMENT President Stewart adjourned the meeting at 10:35 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

SAN FRANCISCO HUMAN SERVICES COMMISSION
MINUTES
February 7, 2012 Special Meeting

A special meeting of the Human Services Commission was held on Thursday, February 7, 2012, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

MEMBERS PRESENT PABLO STEWART, M.D., President
 GEORGE YAMASAKI, JR., Vice President
 KELLY DEARMAN
 ANITA FRIEDMAN, Ph.D.
 SCOTT L. KAHN

OTHERS PRESENT Trent Rhorer, Executive Director -- Human Services Agency
 Louise Rainey, Secretary -- Human Services Commission
 Steve Arcelona, Deputy Director - Economic Support and Self Sufficiency
 Phil Arnold, Deputy Director - Finance and Administration
 Debbi Jeter, Deputy Director - Family and Children's Services
 Other department staff and interested citizens

ROLL CALL President Stewart called the meeting to order at 9:40 a.m. noting that the Commission was present.

AGENDA On motion by Commissioner Kahn, seconded and carried, the Commission adopted the agenda as posted.

MINUTES On motion by Commissioner Dearman, seconded and carried, the Commission approved the minutes of the January 26, 2012 regular meeting as circulated.

EXECUTIVE DIRECTOR'S Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities.
REPORT

MARCH 2012 On motion by Commissioner Friedman, seconded and carried, the Commission adopted the following resolution proclaiming March 2012 Social Work
SOCIAL WORK MONTH

WHEREAS, Social Workers work to empower those who are frequently unheard; and
WHEREAS, Social Workers open the doors of access and opportunity for everyone, particularly those in greatest need; and
WHEREAS, Social Workers use their education, professional training, and commitment to improve all communities; and
WHEREAS, Social Workers are dedicated advocates for the rights of others; and
WHEREAS, Social Workers shape numerous programs and policies that strengthen individual lives and society; and
WHEREAS, Social Workers, whether in direct practice, administration, education and research, or policy development, make an impact in every community; and
WHEREAS, every day social workers help thousands of San Francisco residents take charge of their lives by helping them navigate complex social systems, connecting them to appropriate resources, helping them understand and use their strengths to overcome life's adversities, and shape programs and policies that contribute to healthy and successful communities; and
WHEREAS, March has been nationally designated as a month to acknowledge and recognize the contributions to the quality of life nationally as Social Work Month since 1984; now, therefore be it
RESOLVED, that the San Francisco Human Services Commission at its meeting held February 7, 2012, does hereby proclaim the month of March 2012 as Social Work Month; and be it further
RESOLVED that the Commission respectfully requests the City and County of San Francisco Board of Supervisors and Mayor Edwin M. Lee proclaim the month of March 2012 as Social Work Month.

DEPARTMENT OF HUMAN Deputy Director Phil Arnold presented additional information about the Department of Human Services Budget for Fiscal Year 2012-2013 and Fiscal
SERVICES Year 2013-2014. Mr. Arnold asked the Commission to approve the Agency's budget proposal, including the reduction plan.
FISCAL YEAR 2012-2013
and
FISCAL YEAR 2013-2014
BUDGET Debbi Lerman, with San Francisco Human Services Network, expressed concern re an alternate budget reduction proposal and asked for further discussion.

Stephen Bingham, with Bay Area Legal Aid, congratulated the Budget Staff for their work but expressed concerns re the impact of the State budget.

Discussion followed.

On motion by Vice President Yamasaki, seconded and carried, the Commission approved the Fiscal Year 2012-2013 and Fiscal Year 2013-2014 Agency Budget as proposed.

CLARISSA NANTES
(CN SOLUTIONS)

Information and Technology Program Manager Vakil Kuner presented the request to renew the Clarissa Nantes (CN Solutions) contract.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the contract with CLARISSA NANTES (CN SOLUTIONS) for provision of document management project consultation; during the period of March 1, 2012 through February 28, 2015; in a total contract amount not to exceed \$561,600.

INTELEGY

Workforce Development Management Analyst Terri Austin presented the request to modify the Intelegy contract.

On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to modify the contract with INTELEGY for provision of Consulting Services to develop and implement a Cal-Fresh Intake and Medi-Cal Service Call Center; during the period of March 1, 2012 through June 30, 2015; in the additional amount of \$431,860 for a revised total contract amount not to exceed \$681,910.

PUBLIC COMMENT

President Stewart's call for public comment did not yield a response.

ADJOURN

President Stewart adjourned the meeting at 10:15 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

SAN FRANCISCO HUMAN SERVICES COMMISSION
MINUTES
February 27, 2014 Regular Meeting

The Human Services Commission's regular monthly meeting was held on Thursday, February 27, 2014, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT KELLY DEARMAN, President
 PABLO STEWART, Vice President
 SCOTT KAHN
 RITA SEMEL
 GEORGE YAMASAKI, JR.
- OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
 Louise Rainey, Secretary – Human Services Commission
 Daniel Kaplan, Deputy Director - Finance and Administration
 Noelle Simmons, Deputy Director – Policy and Planning
 Other department staff and interested citizens
- ROLL CALL President Dearman called the meeting to order at 9:35 a.m., noting the Commission was present.
- AGENDA On motion by Vice President Stewart, seconded and carried, the Commission adopted the agenda as posted.
- MINUTES On motion by Commissioner Yamasaki, seconded and carried, the Commission approved the minutes of the January 23, 2014 regular meeting as circulated.
- On motion by Commissioner Semel, seconded and carried, the Commission approved the minutes of the February 12, 2014 special meeting as circulated.
- FEBRUARY 2014 President Dearman presented the February 2014 Employee of the Month Award to Caroline Serrano, Management Assistant for Planning and Budget. Ms. Serrano was recognized as an outstanding member of the Planning and Budget Team. She manages diverse responsibilities with a willingness to do what it takes to maintain a high quality of work benefitting the agency and its clients. Caroline was presented an engraved desk clock and graciously accepted with thanks to all.
- EMPLOYEE OF THE MONTH
- EXECUTIVE DIRECTOR'S Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities.
- REPORT
- CONSENT CALENDAR On motion by Vice President Stewart, seconded and carried, the Commission ratified actions taken by the Executive Director since the January 23, 2014, regular meeting in accordance with Commission authorization of June 27, 2013:
- A. Submission of requests to encumber funds in the total amount of \$4,628,054 for purchase of services or supplies;
 - B. Submission of temporary requisitions for possible use in order to fill positions on a temporary basis;
 - C. Submission of report of temporary appointments made during the period of 1.15.14 through 2.12.14.
- MARCH 2014 On motion by Commissioner Yamasaki, seconded and carried, the Commission adopted the following resolution proclaiming March 2014 Social Work Month.
- SOCIAL WORK MONTH
- WHEREAS, Social Workers work to empower those who are frequently unheard; and
WHEREAS, Social Workers open the doors of access and opportunity for everyone, particularly those in greatest need; and
WHEREAS, Social Workers use their education, professional training, and commitment to improve all communities; and
WHEREAS, Social Workers are dedicated advocates for the rights of others; and
WHEREAS, Social Workers shape numerous programs and policies that strengthen individual lives and society; and
WHEREAS, Social Workers, whether in direct practice, administration, education and research, or policy development, make an impact in every community; and
WHEREAS, every day social workers help thousands of San Francisco residents take charge of their lives by helping them navigate complex social systems, connecting them to appropriate resources, helping them understand and use their strengths to overcome life's adversities, and shape programs and policies that contribute to healthy and successful communities; and
WHEREAS, March has been nationally designated as a month to acknowledge and recognize the contributions to the quality of life nationally as Social Work Month since 1984; now, therefore be it
RESOLVED, that the San Francisco Human Services Commission at its meeting held February 27, 2014, does hereby proclaim the month of March 2014 as Social Work Month; and be it further
RESOLVED that the Commission respectfully requests the City and County of San Francisco Board of Supervisors and Mayor Edwin M. Lee proclaim the month of March 2014 as Social Work Month.

DEPARTMENT OF
HUMAN SERVICES AND
HUMAN SERVICES
AGENCY
ADMINISTRATION
FISCAL YEAR 2014-2015
and
FISCAL YEAR 2015-2016
BUDGETS

Deputy Director Daniel Kaplan presented the Department of Human Services and Human Services Agency Administration Fiscal Year 2014-2015 and Fiscal Year 2015-2016 Budgets.

On motion by Commissioner Kahn, seconded and carried, the Commission approved the Fiscal Year 2014-2015 and Fiscal Year 2015-2016 budget for the Department of Human Services and the Human Service Agency Administration.

EDGEWOOD CENTER
FOR CHILDREN AND
FAMILIES

Family and Children's Services Program Manager Robin Love presented the request to modify the Edgewood Center for Children and Families grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with EDGEWOOD CENTER FOR CHILDREN AND FAMILIES to provide Transitional Housing Programs Plus to former foster youth; during the period of January 1, 2014 through June 30, 2014; in the additional amount of \$245,490 for a revised total grant amount not to exceed \$718,402.

FIRST PLACE FOR
YOUTH

Family and Children's Services Program Manager Robin Love presented the request to modify the First Place for Youth grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with FIRST PLACE FOR YOUTH to provide Transitional Housing Programs Plus to former foster youth; during the period of January 1, 2014 through June 30, 2014; in the additional amount of \$515,724 for a revised total grant amount not to exceed \$1,774,244.

LARKIN STREET YOUTH
SERVICES

Family and Children's Services Program Manager Robin Love presented the request to modify the Larkin Street Youth Services grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with LARKIN STREET YOUTH SERVICES to provide Transitional Housing Programs Plus to former foster youth; during the period of January 1, 2014 through June 30, 2014; in the additional amount of \$665,870 for a revised total grant amount not to exceed \$3,181,756.

LARKIN STREET YOUTH
SERVICES

Family and Children's Services Program Manager Robin Love presented the request to modify the Larkin Street Youth Services grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with LARKIN STREET YOUTH SERVICES to provide Transitional Housing Programs Plus to former foster youth at Holloway; during the period of January 1, 2014 through February 28, 2014; in the additional amount of \$168,299 for a revised total grant amount not to exceed \$679,082.

SALVATION ARMY

Family and Children's Services Program Manager Robin Love presented the request to modify the Salvation Army grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with SALVATION ARMY to provide Transitional Housing Programs Plus to former foster youth; during the period of January 1, 2014 through June 30, 2014; in the additional amount of \$618,533 for a revised total grant amount not to exceed \$1,871,434.

GUARDSMARK, LLC

Office of Contract Management Director David Curto presented the request to enter into a new contract with Guardsmark, LLC.

Discussion followed.

Chris Graves, Guardsmark San Francisco Division Manager, stated their intention to provide constant attention to the Agency's security needs.

Bill Kahan, Guardsmark Regional Vice President, testified to their intent to provide for the Agency's security needs.

Sam Cole, Guardsmark Security Officer, spoke in support of the services provided by the company.

Juan Castillo, with SEIU-USWW and Guardsmark Security Officer, spoke in support of the company.

Ajeenah Muhammad, with BMT Security, expressed concern re the RFP process.

Nseke Morris, with BMT Security, expressed concerns re Guardsmark's performance and urged that the local firm be given an opportunity to bid on the contract.

Leslie West, with BMT Security, opposed the award of the Guardsmark contract.

Benjamin Jones, with BMT Security, opposed the award of the Guardsmark contract.

Kes Narbutas, with Cypress Security, expressed respect for the selection process but opposed the award of the contract to Guardsmark.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new contract with GUARDSMARK, LLC for provision of Security Services for the Human Services Agency; during the period of February 1, 2014 through January 31, 2015 with three consecutive one-year options to extend; in a total contract amount not to exceed \$19,785,392.

ELECTION OF OFFICERS

President Dearman reported that she has accepted a position with the San Francisco In Home Supportive Services Public Authority and, therefore, in order to avoid the appearance of a conflict of interest, will be unable to continue serving on the Human Services Commission.

By acclamation, Pablo Stewart was elected President of the Human Services Commission for a one-year term expiring January 31, 2015.

By acclamation, Scott Kahn was elected Vice President of the Human Services Commission for a one-year term expiring January 31, 2015.

PUBLIC COMMENT

President Dearman's call for public comment did not yield a response.

ADJOURNMENT

President Dearman adjourned the meeting at 11:25 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

Commission Approvals for June 27, 2013

Items previously approved by the Commission

<u>Date</u>	<u>Provider</u>	<u>Amount</u>
5/14/13 FY 12/13 modification to add local, state and federal funds for the visitation and school support program	Seneca Center for Children & Families	\$73,440
5/16/13 FY 12/13 modification to add local funding for childcare services	Children's Council of SF	\$1,198,749
5/24/13 FY 12/13 federal funding for the Rapid Support Housing for Families program	Homeless Prenatal Program	\$542,025
5/30/2013 FY 12/13 modification to add local, state and federal funds for the Cal Fresh Outreach program	San Francisco Food Bank	\$58,333
5/31/13 FY 12-13 local, state and federal funds for the appointment lobby management system	ACF Technologies, INC	\$477,108
6/11/13 FY 12-13 modification to add local funds for Housing First Care Not Cash	Episcopal Community Services	\$10,122

Items not previously considered by commission

6/4/13 FY 12/13 modification to add federal funding for substance abuse testing program	National Council on Alcoholism	\$7,432
6/6/13 FY 12/13 modification to add local, state and federal funding for grant writing services	Kate Bristol	\$4,000
	Grand Total	<u>\$2,371,209</u>

SAN FRANCISCO HUMAN SERVICES COMMISSION
MINUTES

May 26, 2011 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, May 26, 2011, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT PABLO STEWART, M.D., President
GEORGE YAMASAKI, JR., Vice President
KELLY DEARMAN
ANITA FRIEDMAN, Ph.D.
SCOTT L. KAHN
- OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
Louise Rainey, Secretary - Human Services Commission
Steve Arcelona, Chief Deputy Director
Phil Arnold, Deputy Director
Debby Jeter, Deputy Director
Noelle Simmons, Deputy Director
Other department staff and interested citizens
- ROLL CALL President Stewart called the meeting to order at 9:40 a.m., noting the Commission was present.
- AGENDA On motion by Vice President Yamasaki, seconded and carried, the Commission adopted the agenda as posted.
- MINUTES On motion by Commissioner Friedman, seconded and carried, the Commission adopted the minutes of the April 28, 2011 regular meeting as circulated.
- MAY 2010 PRESIDENT STEWART PRESENTED THE MAY 2011 EMPLOYEE OF THE MONTH AWARD TO AURORA BOADO, CALWORKS ELIGIBILITY SUPERVISOR. AURORA WAS HONORED AS AN OUTSTANDING SUPERVISOR WITH A VAST KNOWLEDGE OF THE CALWORKS PROGRAM, AND GREAT RESOURCE TO HER UNIT STAFF AND TO PROGRAM. AURORA WAS PRESENTED AN ENGRAVED DESK CLOCK AND GRACIOUSLY ACCEPTED WITH THANKS TO ALL.
- EMPLOYEE OF THE MONTH
- EXECUTIVE DIRECTOR'S REPORT Executive Director Trent Rhorer furnished an update re the State and City's budget processes.
The Agency's Annual Softball Game benefiting the Worker's Children's Fund will take place Saturday, June 18th at Moscone Field in San Francisco.
- CONSENT CALENDAR On motion by Commissioner Friedman, seconded and carried, the Commission ratified actions taken by the Executive Director since the April 28, 2011 meeting in accordance with Commission authorization of June 24, 2010:
1. Submission of requests to encumber funds in the amount of \$1,521,114 for purchase of services or supplies;
2. Submission of temporary requisitions TE92368 thru DP92370 for possible use in order to fill positions on a temporary basis;
3. Submission of report of 33 temporary appointments made during the period of 4.14.11 thru 5.13.11.
- CHILD WELFARE FEDERAL OUTCOMES REPORT Senior Analyst Adam Nguyen presented a report re the Child Welfare Federal Outcomes. Family and Children's Services Redesign Coordinator Liz Crudo updated re Family and Children's Services initiatives.
- MICROBIZ Director - Office of Contract Compliance David Curto presented the request to enter into a new contract with Microbiz.
On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to enter into a new contract with MICROBIZ for provision of Upgrade, Design and Maintenance of Electronic Security System; during the period of July 1, 2011 through June 30, 2016; in a total contract amount not to exceed \$700,000.
- LOW INCOME INVESTMENT FUND Program Manager - Child Care Policy and Planning Michele Rutherford presented the request to renew the Low Income Investment Fund grant.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with LOW INCOME INVESTMENT FUND to administer the San Francisco Child Care Facilities Fund; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$5,415,928.
- FAMILY BUILDERS BY ADOPTION Family and Children's Services Project Manager Robin Love presented the request to enter into a new grant with Family Builders By Adoption.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new grant with FAMILY BUILDERS BY ADOPTION for provision of Adoption and Permanency Services; during the period of July 1, 2011 through June 30, 2014; in a total grant amount not to exceed \$353,085.
- JAPANESE COMMUNITY YOUTH COUNCIL Family and Children's Services Project Manager Robin Love presented the request to modify the grant with Japanese Community youth Council.
On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with JAPANESE COMMUNITY YOUTH COUNCIL for provision of Independent Living Skills Services to Foster Care Youth; during the period of March 1, 2011 through June 30, 2011; in the additional amount of \$55,900 for a revised total grant amount not to exceed \$3,523,575.
- SAN FRANCISCO CLEAN CITY COALITION Principal Administrative Analyst Hope Kamimoto presented the request to renew the San Francisco Clean City Coalition grant.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with SAN FRANCISCO CLEAN CITY COALITION for provision of Employment Training Services; during the period of July 1, 2011 through June 30, 2013; in a total grant amount not to exceed \$441,418.

CITY COLLEGE OF SAN FRANCISCO Principal Administrative Analyst Hope Kamimoto presented the request to renew the City College of San Francisco grant.
On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with CITY COLLEGE OF SAN FRANCISCO for provision of Work Study Services, during the period of July 1, 2011 through June 30, 2014; in a total grant amount not to exceed \$2,199,915

LARKIN STREET YOUTH SERVICES Program Manager – Family Supportive Housing Dion Roberts presented the request to enter into a new grant with Larkin Street Youth Services.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new grant with LARKIN STREET YOUTH SERVICES for provision of Transitional Housing and Supportive Services to Homeless Youth in the Castro District; during the period of July 1, 2011 through June 30, 2015; in a total grant amount not to exceed \$1,703,940.

MISSION NEIGHBORHOOD HEALTH CENTER Program Manager – Homeless Management Information Systems Bernhard Gunther presented the request to renew the Mission Neighborhood Health Center grant.
Laura Guzman, with Mission Neighborhood Health Center, spoke in support of the Mission Neighborhood Homeless Drop in Center as an important safety net.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with MISSION NEIGHBORHOOD HEALTH CENTER for provision of the Mission Neighborhood Homeless Drop in Center; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$1,005,514.

THE BAYVIEW YMCA Program Manager – Homeless Management Information Systems Bernhard Gunther presented the request to renew the Bayview YMCA grant.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with THE BAYVIEW YMCA acting as fiscal agent for the United Council of Human Services for provision of the Resource Center; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$798,000.

THE BAYVIEW YMCA Supportive Housing Grants Manager Mikyung Kim presented the request to renew the Bayview YMCA grant.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with THE BAYVIEW YMCA for provision of the United Council of Human Services Resource Center, HUD, during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$72,885.

THE BAYVIEW YMCA Program Manager – Housing and Homeless Program Daryl Higashi presented the request to renew the Bayview YMCA grant.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with THE BAYVIEW YMCA acting as fiscal agent for the United Council of Human Services for provision of the Hope House Permanent Supportive Housing and Employment Services; during the period of June 1, 2011 through May 31, 2012; in a total grant amount not to exceed \$735,252.

THE BAYVIEW YMCA Program Manager – Housing and Homeless Program Daryl Higashi presented the request to renew the Bayview YMCA grant.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with THE BAYVIEW YMCA for provision of the Bayview United Council of Human Services Hope House Housing and Supportive Services; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$120,000.

THE BAYVIEW YMCA Director – Office of Contract Compliance David Curto presented the request to renew the Bayview YMCA grant.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with THE BAYVIEW YMCA for provision of Fiscal Agency and Mentorship Services to United Council of Human Services; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$160,000.

EPISCOPAL COMMUNITY SERVICES Adult Supportive Housing Program Manager Ylonda Calloway presented the request to renew the Episcopal Community Services grant.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of the Housing First program – Care not Cash Sites; during the period of July 1, 2011 through June 30, 2012; in a total grant amount not to exceed \$5,229,977.

MARY ELIZABETH INN Adult Supportive Housing Program Manager Ylonda Calloway presented the request to renew the Mary Elizabeth Inn grant.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with MARY ELIZABETH INN for provision of Housing First - Care Not Cash at the Verona Hotel; during the period of July 1, 2011 through June 30, 2014; in a total grant amount not to exceed \$2,440,650.

COMMUNITY AND AWARENESS TREATMENT SERVICES Adult Supportive Housing Program Manager Ylonda Calloway presented the request to renew the Community and Awareness Treatment Services grant.
On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with COMMUNITY AND AWARENESS TREATMENT SERVICES for provision of Housing First – Care Not Cash at the Coronado Hotel; during the period of July 1, 2011 through June 30, 2014; in a total grant amount not to exceed \$3,395,589.

PUBLIC COMMENT Yvette King expressed concern relative to the communication amongst foster parents, the ombudsman and social workers.
Lorraine Hanks thank the Commission for the Foster Parents Appreciation Event and urged the Commission to support funding for the three-day foster parent training.

ADJOURNMENT President Stewart adjourned the meeting at 11:35 a.m.

Louise Rainey, Human Services Commission Secretary

SAN FRANCISCO HUMAN SERVICES COMMISSION

MINUTES

April 28, 2011 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, April 28, 2011 in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT PABLO STEWART, M.D., President
GEORGE YAMASAKI, JR., Vice President
ANITA FRIEDMAN, Ph.D.
SCOTT L. KAHN
- MEMBER ABSENT KELLY DEARMAN (excused)
- OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
Louise Rainey, Secretary -- Human Services Commission
Phil Arnold, Deputy Director
Debby Jeter, Deputy Director
Noelle Simmons, Deputy Director
Other department staff and interested citizens
- ROLL CALL President Stewart called the meeting to order at 9:40 a.m., noting the Commission was present with the exception of Commissioner Dearman who had been excused.
- AGENDA On motion by Commissioner Kahn, seconded and carried, the Commission adopted the agenda as posted.
- MINUTES On motion by Vice President Yamasaki, seconded and carried, the Commission approved the minutes of the March 24, 2011 regular meeting as circulated.
- APRIL 2011 EMPLOYEE OF THE MONTH President Stewart presented the April 2011 Employee of the Month Award to Staff Development Training Manager Kathleen Kennett. The award recognizes Kathleen's outstanding commitment and leadership as the Staff Development Managers. Kathleen was presented an engraved desk clock and graciously accepted with thanks to all.
- EXECUTIVE DIRECTOR'S REPORT Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities.
- CONSENT CALENDAR On motion by Commissioner Friedman, seconded and carried, the Commission ratified actions taken by the Executive Director since the March 24, 2011 regular meeting in accordance with Commission authorization of June 24, 2010:
1. Submission of requests to encumber funds in the amount of \$1,475,926 for purchase of services or supplies;
2. Submission of temporary requisition DP92365 thru DP92367 for possible use in order to fill positions on a temporary basis;
3. Submission of report of 8 temporary appointments made during the period of 3.12.11 thru 4.13.11.
- MAY 2011 FOSTER CARE MONTH Deputy Director Debby Jeter presented the request to adopt a resolution proclaiming May 2011 Foster Care Month.
Carletta Jackson-Lane, Executive Director – Sojourner Truth Foster Family Service Agency, came to show appreciation for her Agency's Foster Parents. Ms. Jackson-Lane also thanked the Commission for recognizing Foster Parents and acknowledging the Foster Parents who work for her agency.
Maxine Hickman, Executive Director - Trinity Foster Family Services, came to show appreciation for her Agency's Foster Parents. Ms. Hickman also thanked the Commission for recognizing Foster Parents and acknowledging the Foster Parents who work for her agency.
On motion by Vice President Yamasaki, seconded and carried, the Commission adopted the following resolution proclaiming May 2011 Foster Care Month:
WHEREAS, the family is the foundation of a strong and healthy community; and
WHEREAS, in San Francisco there are 1249 children and youth in foster care; and
WHEREAS, foster parents, including relative and non-related extended family members, provide an essential service to the community in caring for children and youth in foster care; and
WHEREAS, the importance of the family structure is best served in foster homes that model family living, as opposed to group care; and
WHEREAS, the stability and permanency for children and foster children is of the utmost importance; and
WHEREAS, permanency is defined as both a process and result that includes the active involvement of the child or youth, and
WHEREAS, permanency is defined as a permanent connection with at least one committed adult, which may include the biological parents through reunification; or with another adult family member, fictive kin, adult siblings, or other important individuals in the child or youth's life who commit to the child through adoption or guardianship.
WHEREAS, it is the responsibility of the entire community to make sure that each youth who leaves the foster care system in California has a permanent lifelong connection with a caring adult; and
WHEREAS, San Francisco is in need of dedicated care providers who will strive in partnership with the Human Services Agency to identify and connect children and youth in foster care to permanent lifelong relationships.
WHEREAS, dedicated care providers model strength-based and solution-focused engagement with the children and youth in their care and with the community-based and government entities providing services and support.
WHEREAS, community-based organizations within San Francisco partner with the Human Services Agency to provide accessible and culturally relevant family-centered services that meet the unique needs of the families and children we serve; now, therefore be it
RESOLVED, That the San Francisco Human Services Commission proclaims May 2011 FOSTER CARE MONTH and urges all community members to volunteer their talents and energies to honor children and youth in foster care and those who have exited the foster care system during this month and throughout the year.

DEPARTMENT OF HUMAN SERVICES
FISCAL YEAR 2010-11
PROPOSED BUDGET
CONTINGENCY PLAN

Deputy Director Phil Arnold presented the Department's two proposals for additions to the Fiscal Year 2011-2012: (1) New Units for CalFresh (formerly Food Stamps), (2) Foster Care Initiative – Shifting older youth to the Transitional Housing Program – Plus.

On motion by Vice President Yamasaki, seconded and carried, the Commission approved the proposals for additions to the Fiscal Year 2011-2012: (1) New Units for CalFresh (formerly Food Stamps), (2) Foster Care Initiative – Shifting older youth to the Transitional Housing Program – Plus.

On motion by Vice President Yamasaki, seconded and carried, the Commission authorized the department to pursue the approaches presented to related to 3% across the board cuts to community partners and community partners' salary and operational savings.

HUMAN SERVICES CARE FUND

Deputy Director Phil Arnold reported findings regarding the revised Fiscal Year 2010-2011 Care Fund Savings estimate.

On motion by Commissioner Friedman, seconded and carried, the Commission adopted findings regarding the revised Fiscal Year 2010-2011 Care Fund Savings estimate of \$13,696,832 and authorized transmission of the information to the Board of Supervisors and the Office of the Controller.

Third Quarterly Hearing to Review Estimates of Revenues Allocated for Fiscal Year 2010-2011

TODD WRIGHT

Deputy Director Debby Jeter presented the request to renew the contract with Todd Wright.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the contract with TODD WRIGHT for provision of Ombudsman Services; during the period of July 1, 2011 through June 30, 2012; in a total contract amount not to exceed \$92,361.

TENDERLOIN HEALTH

Adult Supportive Housing Program Manager Ylonda Calloway presented the request to renew the grant with Tenderloin Housing.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with TENDERLOIN HEALTH for provision of the Aranda Hotel Housing and Supportive Services; during the period of July 1, 2011 through June 30, 2014; in a total grant amount not to exceed \$3,110,112; contingent on an annual review by the Human Services Commission.

TENDERLOIN HEALTH

Adult Supportive Housing Program Manager Ylonda Calloway presented the request to renew the grant with Tenderloin Housing.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with TENDERLOIN HEALTH for provision of the Allen Hotel Housing and Supportive Services; during the period of July 1, 2011 through June 30, 2014; in a total grant amount not to exceed \$3,094,521; contingent on an annual review by the Human Services Commission.

SOCIAL SOLUTIONS GLOBAL, INC.

Program Manager Homeless Management Information Systems Bernhard Gunther presented the request to enter into a new contract with Social Solutions Global, Inc.

On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to enter into a new contract with SOCIAL SOLUTIONS GLOBAL, INC. for provision of a Homeless Management Information System; during the period of July 1, 2011 through June 30, 2014; in a total contract amount not to exceed \$172,419.

CITYSPAN TECHNOLOGIES, INC.

Director – Office of Contract Compliance David Curto presented the request to enter into a new contract with Cityspan Technologies, Inc.

On motion by Vice President Yamasaki, seconded and carried, the Commission granted authorization to enter into a new contract with CITYSPAN TECHNOLOGIES, INC. for provision of developing a web-based Contract Management System and providing licensing, maintenance, and user training and support; during the period of April 1, 2011 through June 30, 2013; in a total contract amount not to exceed \$252,250.

PUBLIC COMMENT

Lorraine Hanks, a Foster parent, expressed concern re the lack of support for Foster Parent Training.

Joyce Lee, a Foster Parent, expressed concern re the lack of support for Foster Parent Training.

Yvette King, a Foster Parent, expressed concern re the lack of support for Foster Parent Training.

Leona Hunter, a Foster Parent, wanted to insure the Parenting for Permanency College was not starting something new but making use of current resources.

ADJOURNMENT

President Stewart adjourned the meeting at 11:20 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

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SAN FRANCISCO HUMAN SERVICES COMMISSION

MINUTES

March 27, 2014 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, March 27, 2014, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT PABLO STEWART, M.D., President
SCOTT L. KAHN, Vice President
RITA SEMEL
GEORGE YAMASAKI, JR.
- OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
Louise Rainey, Secretary -- Human Services Commission
Sylvia Deporto, Deputy Director -- Family and Children's Services
Daniel Kaplan, Deputy Director -- Finance and Administration
Other department staff and interested citizens
- ROLL CALL President Stewart called the meeting to order at 9:35 a.m., noting the Commission was present with the exception of Commissioner Dearman who had been excused.
- AGENDA On motion by Vice President Kahn, seconded and carried unanimously, the Commission adopted the agenda amended as follows:
Item VII.H. San Francisco Child Abuse Prevention Center -- revised total grant amount should be corrected to read \$1,923,275.
- MINUTES On motion by Commissioner Yamasaki, seconded and carried unanimously, the Commission approved the minutes of the February 27, 2014 regular meeting as circulated.
- MARCH 2014 EMPLOYEE OF THE MONTH President Stewart presented the March 2014 Employee of the Month Award to Alan Botts with Family and Children's Services formerly in the Spanish Bilingual Family Services Unit and currently in the Court Services Unit. The award recognizes Alan as an outstanding asset to the Family and Children's Services Division and a true team player. Alan was presented an engraved desk clock and graciously accepted with thanks to all.
- EXECUTIVE DIRECTOR'S REPORT Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities.
- CONSENT CALENDAR On motion by Commissioner Yamasaki, seconded and carried unanimously, the Commission ratified actions taken by the Executive Director since the February 27, 2014 Regular Meeting in accordance with Commission authorization of June 27, 2013:
1. Submission of requests to encumber funds in the amount of \$1,452,437 for purchase of services or supplies;
2. Submission of zero temporary positions for possible use in order to fill positions on a temporary basis;
3. Submission of report of 49 temporary appointments made during the period of 2.13.14 thru 3.12.14.
- SAN FRANCISCO LONG TERM CARE INTEGRATION PLAN Department of Aging and Adult Services Deputy Director Shireen McSpadden and Long Term Care Integration Design Group Co-Chair Eileen Kunz presented San Francisco's Long Term Care Integration Strategic Plan. The plan seeks a coordinated health care delivery system, better health outcomes for consumers; and greater control on spending.
- EPISCOPAL COMMUNITY SERVICES Manager -- Family and Prevention Services -- Housing and Homeless Division Cindy Ward presented the request to enter into a new grant with Episcopal Community Services.
On motion by Commissioner Semel, seconded and carried unanimously, the Commission granted authorization to enter into a new grant with EPISCOPAL COMMUNITY SERVICES for provision of Supportive Housing Services to formerly Homeless Families living at the 1180 Fourth Street Housing Project; during the period of April 1, 2014 through June 30, 2014; in a total grant amount not to exceed \$77,362.
- SWORDS TO PLOWSHARES Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to renew the Swords to Plowshares grant.
On motion by Commissioner Semel, seconded and carried unanimously, the Commission granted authorization to renew grant with SWORDS TO PLOWSHARES for the San Francisco Training Partnership Program; during the period April 1, 2014 through March 31, 2015; in a total grant amount not to exceed \$264,249.
- ARRIBA JUNTOS Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to enter into a new grant with Arriba Juntos.
On motion by Commissioner Yamasaki, seconded and carried unanimously, the Commission granted authorization to enter into a new grant with ARRIBA JUNTOS for provision of Transitional Employment Services for Participants in the Clean Streets and Parks Public Service Trainee Program; during the period of April 1, 2014 through June 30, 2015; in a total grant amount not to exceed \$200,000.

YOUNG COMMUNITY DEVELOPERS

Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to enter into a new grant with Young Community Developers.

On motion by Commissioner Semel, seconded and carried unanimously, the Commission granted authorization to enter into a new grant with YOUNG COMMUNITY DEVELOPERS for provision of Transitional Employment Services for Participants in the Clean Streets and Parks Public Service Trainee Program; during the period of April 1, 2014 through June 30, 2015; in a total grant amount not to exceed \$200,000.

TOM ELIOT FISCH ARCHITECTS

Director of Contracts and Facilities David Curto presented the request to enter into a new contract with Tom Eliot Fisch Architects.

On motion by Commissioner Yamasaki, seconded and carried unanimously, the Commission granted authorization to enter into a new contract with TOM ELIOT FISCH ARCHITECTS for provision of Space Planning for the Human Services Agency; during the period of March 1, 2014 through February 28, 2016; in a total contract amount not to exceed \$100,000.

BAYVIEW YMCA

Director of Contracts and Facilities David Curto presented the request to modify the Bayview YMCA grant.

On motion by Commissioner Semel, seconded and carried unanimously, the Commission granted authorization to modify the grant with BAYVIEW YMCA for provision of additional costs associated with the proposed 100 bed homeless shelter at Jennings Street; during the period of July 1, 2013 through June 30, 2014; in the additional amount of \$103,950 for a revised total grant amount not to exceed \$333,094.

SAN FRANCISCO CHILD ABUSE PREVENTION CENTER

Director of Contracts and Facilities David Curto presented the request to modify the San Francisco Child Abuse Prevention Center grant.

On motion by Commissioner Yamasaki, seconded and carried unanimously, the Commission granted authorization to modify the grant with SAN FRANCISCO CHILD ABUSE PREVENTION CENTER for additional capital, maintenance and rent expenditures at the Child Advocacy Center; during the period of July 1, 2013 through June 30, 2014; in the additional amount of \$107,700 for a revised total contract amount not to exceed \$1,923,275.

PUBLIC COMMENT

Eldon J. Brown, an All Star Hotel resident, expressed concerns re the hotel.

ADJOURNMENT

President Stewart adjourned the meeting at 11:10 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Human Service Commission Approval date	BOS Resolutions	Annual Budget Amount
CAREACCESS OF THE SILICON VALLEY	REVA	2007-08/09	MISC	7/1/2013	6/30/2014	3/7/2012	N/A	\$10,800
CATHOLIC CHARITIES CYO	Case Management	2007-08/09	DAAS	7/1/2013	6/30/2014	5/23/2013	N/A	\$136,195
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	Family Caregiver	2007-08/09	DAAS	7/1/2013	6/30/2014	5/1/2013	N/A	\$51,765
EPISCOPAL COMMUNITY SVCS OF S F INC	Case Management	2007-08/09	STANDARD	7/1/2013	6/30/2014	5/23/2013	N/A	\$208,734
FAMILY CAREGIVER ALLIANCE	Family Caregiver	2007-08/09	DAAS	7/1/2013	6/30/2014	5/1/2013	N/A	\$394,547
IHSS CONSORTIUM	IHSS Contract Mode	2007-08/09	STANDARD	7/1/2013	6/30/2014	6/28/13	325-13	\$19,444,011
IHSS CONSORTIUM	Provider Skills Development Training & Supports	2007-08/09	Program Budget	7/1/2013	6/30/2014	6/28/2013	325-13	\$884,934
INSTITUTE ON AGING	Case Management	2007-08/09	DAAS	7/1/2013	6/30/2014	5/23/2013	N/A	\$199,185
INSTITUTE ON AGING	Clinical Supervision collaborative	2007-08/09	DAAS	7/1/2013	6/30/2014	5/1/2013	N/A	\$196,240
INSTITUTE ON AGING	Community Living Fund	2007-08/09	DAAS	7/1/2013	6/30/2014	6/15/2010	N/A	\$3,074,024
INSTITUTE ON AGING	Linkages	2007-08/09	DAAS	7/1/2013	6/30/2014	5/23/2013	N/A	\$325,483
SF IN-HOME SPRTIV SVCS (IHSS) PUBL AUTH	IHSS IP Mode PA Admin, Health, Dental	2007-08/09	STANDARD	7/1/2013	6/30/2014	6/26/2012	376-11	\$53,351,114
					Total			\$78,277,032

AGING AND ADULT SERVICES COMMISSION
MINUTES OF MAY 1, 2013

Present: James, Serina, Itani, Ow, Sims
Excused: Loo

CALL TO ORDER AND ROLL CALL

President James called the meeting to order at 9:40am and asked the Commission Secretary to call roll.

APPROVAL OF THE AGENDA

On motion, seconded and carried, the AGENDA was approved (Ow/Itani).

REPORTS

EMPLOYEE OF THE MONTH

Allan Bok (LPS) was recognized as the May Employee of the Month.

DIRECTOR'S REPORT

Executive Director Anne Hinton reported that Mayor Lee has started Budget Town Hall Meetings in all districts and that she and Deputy Director Shireen McSpadden would attend all meetings. Ms. Hinton reported that she spent five days in Washington, DC at the N4A Board Meeting and made visits to Capitol Hill and attended the Policy Briefing on sequestration, Medi-care and Social Security, with various key speakers. Ms. Hinton noted that her congressional meetings went very well. Ms. Hinton also reported that the Department of Aging and Adult Services was honored by On Lok.

ADVISORY COUNCIL REPORT

Leon Schmidt reported that the Advisory Council met and had a presentation on the 2013-2014 Area Plan update.

ADVISORY COUNCIL LEGISLATIVE REPORT

Vera Hajle reported that the Legislative Committee has decided to watch AB241 (Ammiano) and AB776 which would add area agencies as stakeholders in coordinated care. Cathy Russo and Vera Hajle visited Norman Yee and welcomed him as the oldest member of the Board of Supervisors.

LONG TERM CARE COORDINATING COUNCIL

Benson Nadel reported that the LTCCC met on April 11, 2013 and Phil Arnold presented a spending analysis. The Council also heard a Controller's Report and a Fair Housing Report.

TACC

Cathy Russo reported that the California Commission on Aging will be meeting in San Francisco on June 11 and June 12 at the Radisson Hotel in Fisherman's Wharf.

TACC will meet May 23, 2013.

CASE

Patty Clement-Chiak reported that case met and is working on a possible partnership with City College's Adult Education Program, which would possibly be eliminated if SB 173 is passed. The next CASE meeting will be held on May 13, 2012 at Catholic Charities.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

- A. Approval to renew the existing contract with Bill Haskell for Long Term Care (LTC) Principal Investigator Services for the period from July 1, 2013 through June 30, 2014 for a total not to exceed amount of \$68,050.

On motion, seconded and carried, the request to approve the existing contract with Bill Haskell for Long Term Care (LTC) Principal Investigator Services for the period from July 1, 2013 through June 30, 2014 for a total not to exceed amount of \$68,050 was granted (Serina/Itani)

- B. Approval to renew grants with Family Caregiver Alliance and Edgewood Center for Families and Children for the period of July 1, 2013 to June 30, 2014 in a total amount not to exceed \$434,089 to provide family caregiver support services.

On motion, seconded and carried the request to renew grants with Family Caregiver Alliance and Edgewood Center for Families and Children for the period of July 1, 2013 to June was granted (Serina/Itani)

- C. Request approval to modify and extend the grant with the Institute on Aging for the provision of the Community Living Fund program during the period of July 1, 2010 through June 30, 2014 in a total contract not to exceed amount of \$13,259,758.

On motion, seconded and carried, the request for approval to modify and extend the grant with the Institute on Aging for the provision of the Community Living Fund program during the period of July 1, 2010 through June 30, 2014 in a total contract not to exceed amount of \$13,259,758 was granted (Serina/Ow)

- D. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with Bayview Hunters Point for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$198,599. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with Bayview Hunters Point for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$198,599 (Serina/Itani)

- E. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with Bernal Heights Neighborhood Center for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$253,735. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with Bernal Heights Neighborhood Center for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$253,735 was granted (Ow/Serina)

- F. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **Catholic Charities, CYO** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed **\$134,182**. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, authorization to renew the grant agreement with Catholic Charities, CYO for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$134,182 was granted (Ow/Serina)

- G. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **Curry Senior Center** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed **\$248,771**. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with Curry Senior Center for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$248,771 was granted (Serina/Ow)

- H. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **Episcopal Community Services** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed **\$205,674**. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with Episcopal Community Services for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$205,674 was granted (Serina/Ow)

- I. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **Family Service Agency of San Francisco** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed **\$81,129**. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with Family Service Agency of San Francisco for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$81,129 was granted (Serina/Ow)

- J. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **Institute on Aging** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed **\$196,240**. The purpose of the grant is to provide case management and clinical supervision services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with Institute on Aging for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$196,240 was granted (Serina/Itani)

- K. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **Institute on Aging** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed **\$319,767**. The purpose of the grant is to provide linkages services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion seconded and carried, the request for authorization to renew the grant agreement with Institute on Aging for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$319,767 was granted (Ow/Serina)

- L. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **Jewish Family & Children's Services** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$35,613. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with Kimochi for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$78,360 was granted (Serina/Ow)

- M. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **Kimochi** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$78,360. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with **On Lok Day Services** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$199,025 was granted (Itani/Ow)

- N. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **On Lok Day Services** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$199,025. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with **On Lok Day Services** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$199,025 was granted (Ow/Serina)

- O. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **San Francisco Senior Center** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$143,640. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with **San Francisco Senior Center** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$143,640 was granted (Ow/Serina)

- P. Department of Aging and Adult Services is requesting authorization to renew the grant agreement with **Self Help for the Elderly** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$371,333. The purpose of the grant is to provide case management services to seniors & younger disabled adults. This grant will be funded with a combination of County General funds and Federal funds.

On motion, seconded and carried, the request for authorization to renew the grant agreement with **Self Help for the Elderly** for the period of July 1, 2013 to June 30, 2014, in the amount not to exceed \$371,333 was granted (Serina/Ow)

- Q. Review and Approval of the 2013-2014 Area Plan Update

Denise Cheung and Dan Kelly presented the updated 2013-2014 Area Plan.

On motion, seconded and carried, the 2013-2014 Area Plan and all subsequent amendments was approved.

ANNOUNCEMENTS

Phil Arnold's retirement party will be held at Pisco Restaurant on Market Street.

PUBLIC COMMENTS

MOTION TO ADJOURN

On motion, seconded and carried, the meeting was adjourned at 12:00pm. (Ow/Serina)

Respectfully submitted,

La Shaun Williams
Commission
Secretary

**AGING & ADULT SERVICES COMMISSION
MINUTES OF JUNE 15, 2010 MEETING**

Present: Carrion-Di Ricco, del Portillo, Landis, Ow, Serifià, Zamora
Excuse: James

EMPLOYEE OF THE MONTH

Jade Foong (IHSS) was recognized as the DAAS June Employee of the Month.

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 9:40am. The Commission Secretary was asked to call roll.

APPROVAL OF THE AGENDA

On motion, seconded and carried, the AGENDA was unanimously approved.

APPROVAL OF THE MAY 5, 2010 MINUTES

On motion, seconded and carried, the MINUTES were approved. Opposed: del Portillo.

DIRECTOR'S REPORT

Executive Director Anne Hinton stated that on a recently distributed handout rearding local programs the Senior Companion program was not mentioned as the C4A requested the senate mirror what the Assembly had done. Ms. Hinton encouraged people to include the Senior Companion program in their advocating efforts.

ADVISORY COUNCIL REPORT

Cathy Russo, President reported that the Advisory Council met on May 19, 2010. Ms. Russo reported that Senior Legislature Senate members (Elizabeth Ann Warren, Bruce Steir and Norma Campbell) were all elected to another term.

FINANCE COMMITTEE REPORT

Commissioner Serifià reported that the Finance Committee met and reviewed and approved the following:

REQUEST AUTHORIZATION TO ENTER INTO A NEW GRANT AGREEMENT WITH SAN FRANCISCO FOOD BANK FOR FOOD DISTRIBUTION AND SUPPORT FOR THOSE IN NEED OF FOOD ASSISTANCE FOR THE PERIOD OF JULY 1, 2010 THROUGH JUNE 30, 2011, IN AN AMOUNT NOT TO EXCEED \$100,000

A motion to grant authorization to enter into a new grant agreement with San Francisco Food Bank for food distribution and support for those in need of food assistance for the period of July 1, 2010 through June 30, 2011, in an amount not to exceed \$100,000 was made by Commissioner del Portillo and seconded by Commissioner Zamora. The motion was unanimously approved and carried.

AGING & ADULT SERVICES COMMISSION
MINUTES OF JUNE 15, 2010 MEETING

REQUEST AUTHORIZATION TO RENEW A GRANT WITH FAMILY SERVICE AGENCY OF SAN FRANCISCO TO PROVIDE TRAINING FOR CARE MANAGERS WORKING IN DAAS-FUNDED CBO'S FOR THE PERIOD OF JULY 1, 2010 TO JUNE 30, 2011 IN AN AMOUNT NOT TO EXCEED \$120,000

A motion to grant authorization to renew a grant with Family Service Agency of San Francisco to provide training for Care Managers working in DAAS-Funded CBO's for the period of July 1, 2010 to June 30, 2011 in an amount not to exceed \$120,000 was made by Commissioner Zamora and seconded by Commissioner Carrion-Di Ricco. The motion was unanimously approved and carried.

REVIEW AND APPROVAL OF FY 10/11 HEALTH INSURANCE COUNSELING AND ADVOCACY PROGRAM (HICAP) AND STATE BUDGET CONTRACT HI-1011-16 AND ALL SUBSEQUENT AMENDMENTS

A motion to grant approval of FY 10/11 Health Insurance Counseling and Advocacy Program (HICAP) and State Budget Contract HI-1011-16 and all subsequent amendments was made by was made by Commissioner Zamora and seconded by Commissioner del Portillo. The motion was unanimously approved and carried.

DAAS ADDITIONAL BUDGET REDUCTIONS

Phil Arnold noted that the Human Services Agency gave up about \$38m of various sources of cuts and revenues in order to help with the General Fund problem, of which approximately \$4m were service reductions.

Commissioner Seriffà asked when the department could expect a response from the Finance Committee of the Board of Supervisors on the possible restoration of services, and Mr. Phil responded that the department should hear something the week of June 28, 2010.

Margy Dunlap, expressed concern about the cuts to International Institute.

Clients of the Internation Institute spoke in support of the program.

Jim Illig, stated that he felt that this was the worst budget process and that it lacked planning and communication as well as an open process.

Valorie Viella, 30th Street Senior Center, stated that that she thought the Commuality Service information was great and asked for demographics of seniors.

James Chionsini, Planning for Elders, expressed concern about the budget process and the communication.

Robert Ball, expressed support for St. Francis Living Room and Curry Senior Services. Mr. Ball asked the Commission to think the cuts over very carefully.

AGING & ADULT SERVICES COMMISSION
MINUTES OF JUNE 15, 2010 MEETING

Henny Kelly, Senior Action Network Board member, expressed concern about lack of communication.

Michael Lyons, Senior Action Network, expressed that he felt the budget process had been untruthful.

Barbara Blong, Senior Action Network, expressed that she would like all funds restored.

Cindy Kaufman, Institute on Aging, asked for category clarification.

Vera Haile, stated that the Commission is very important as it is the only Commission that targets seniors. Ms. Haile also stated that she would like the Commission to become more clear about it's role and asked them to send communication to the Mayor regarding the cuts.

Commissioner Serina noted that the Commission could make recommendations or let the recommendations be made for it, and also stated that the best the Commission could do is manage the process and be effective for those it represents.

Commissioner del Portillo asked if the Mayor was fully aware of the impacts of the cuts and said that it is important for the Mayor to know.

Phil Arnold noted budget was sent to the controller at the end of February and that it is the Mayor's choice to do with the budget as he chooses. Mr. Arnold noted that the mayor and staff discussed additional revenue problems and staff was given additional targets, with the most recent being \$12m. Mr. Arnold also stated that there was nothing illegal or unusual about the budget process, and that by the time the mayor's and controller's staff produced the balanced budget, there wasn't time to do anything about it. Mr. Arnold noted that staff is continuing to refine and implement what the cuts mean to the contractors.

Executive Director Anne Hinton stated that the department is sharing information with the public as quickly as it is received.

President Serina requested a review of the budget process and final budget numbers as quickly as possible and stated that he would like to focus on the impact of non-congregate meals. President Serina said that he would like a public review and comparison of the funding we provide for IHSS and the IHSS Consortium so that people can understand the differences.

Commissioner Zamora, stated that the 6 programs were very important to the elderly

Commissioner Landis asked if there were funds for any of the six programs that had been cut.

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Executive Director Anne Hinton stated that most of the programs were state funded, and that the department was fighting to get the funds restored.

Commissioner Landis stated that she was really concerned about the cuts to housing.

Commissioner del Portillo stated the budget process should reviewed.

Thomas K., Tenderloin resident, spoke in support of weekend food programs.

Dave Knego, Curry Sr. Center, noted that receiving bag meals at home increases isolation, and that closing on the weekends would also increase the isolation.

Alicia Cabrera, spoke in support of 30th Street Senior Center and the very good food.

Anna, spoke in support of 30th Street Senior Center.

Gentleman, spoke in support of no cuts to senior centers in the city.

Karin Garrison, Family Service Agency, spoke about the Senior Companion Program.

Patty Clement Chiak, Catholic Charities CYO, stated that looking at the impact of the programs being cut is a great idea.

Cathy Spensley, Family Service Agency, urged staff to look at cuts from other departments that would impact the DAAS clients.

Gloria Bonilla, Centro Latino de San Francisco, stated that everyone has been put in a difficult place.

Rodney Haugie, asked that the budget be increased.

LONG TERM CARE COORDINATING COUNCIL

There was no report.

TACC REPORT

Cathy Russo reported that TACC met on May 5-6, 2010 in Sacramento and that the program was on Alzheimer's in California with a focus on educating the public to the different types of dementia and increasing their access to available resources. Ms. Russo also reported that she was taken on the Eskaton National Demonstration Home Tour of a home with all of the modern built in conveniences and gadgets that enable a resident to age in place.

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CASE REPORT

Patty Clement Chiak, reported there have been 13 Silver Tsunamis held so far, and that CASE would be starting a new advocacy campaign doing petition signing and having seniors call in.

NEW BUSINESS

1. REQUEST AUTHORIZATION TO ENTER INTO A GRANT EXTENSION WITH PLANNING FOR ELDERLS FOR THE PROVISION OF HOMECARE ADVOCACY AND LONG-TERM CARE CONSUMER RIGHTS ADVOCACY FOR THE PERIOD OF JULY 1, 2010 TO JUNE 30, 2011 IN AN AMOUNT NOT TO EXCEED \$178,985. ACTION ITEM

A motion to grant authorization to enter into a grant extension with Planning for Elders for the provision of homecare advocacy and long-term care consumers rights advocacy for the period of July 1, 2010 to June 30, 2011 was made by Commissioner Zamora and seconded by Commissioner del Portillo. The motion was unanimously approved and carried.

2. REQUEST AUTHORIZATION TO RENEW GRANT AGREEMENTS WITH ASIAN PACIFIC ISLANDER LEGAL OUTREACH, ASIAN LAW CAUCUS, LA RAZA CENTRO LEGAL, AND LEGAL ASSISTANCE TO THE ELDERLY FOR THE PROVISION OF LEGAL SERVICES FOR THE TERM OF JULY 1, 2010 TO JUNE 30, 2011 IN AN AMOUNT NOT TO EXCEED \$679,386.

ACTION ITEM

A motion to grant authorization to renew grant agreements with Asian Pacific Islander, Asian Law Caucus, La Raza Centro Legal, Legal Assistance to the Elderly for the provision of legal services for the term of July 1, 2010 to June 30, 2011 in an amount not to exceed \$679,386 was made by Commissioner Zamora and seconded by Commissioner Carrion-Di Ricco. The motion was unanimously approved and carried.

3. REQUEST AUTHORIZATION TO RENEW THE GRANT AGREEMENT WITH OPENHOUSE (A.K.A. RAINBOW ADULT COMMUNITY HOUSING) FOR THE PROVISION OF LGBT CULTURAL COMPETENCY TRAINING AND INTEGRATION SERVICES FOR THE TERM OF JULY 1, 2010 TO JUNE 30, 2011, IN AN AMOUNT NO TO EXCEED \$40,000. ACTION ITEM

A motion to grant authorization to renew the grant agreement with Open House for the provision of LGBT cultural competency training and integration services for the term of July 1, 2010 to June 30, 2011 in an amount not to exceed \$40,000 was made by

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Commissioner Ow and seconded by Commissioner Zamora. The motion was unanimously approved and carried.

4. REQUEST AUTHORIZATION TO RENEW A GRANT WITH FAMILY SERVICE AGENCY OF SAN FRANCISCO FOR THE PROVISION OF OMBUDSMAN SERVICES FOR THE PERIOD JULY 1, 2010 TO JUNE 30, 2011 IN AN AMOUNT NOT TO EXCEED \$244,631. ACTION ITEM

A motion to grant authorization to renew a grant with Family Service Agency of San Francisco for the provision of ombudsman services for the period of July 1, 2010 to June 30, 2011 in an amount not to exceed \$244,631 was made by Commissioner Ow and seconded by Commissioner Zamora. The motion was unanimously approved and carried.

5. REQUEST AUTHORIZATION TO RENEW SEVEN GRANTS (ASIAN LAW CAUSUS, CENTRO LATINO DE SAN FRANCISCO, INTERNATIONAL INSTITUTE OF THE BAY AREA, JEWISH FAMILY AND CHILDREN'S SERVICES, MISSION NEIGHBORHOOD CENTER, ASIAN PACIFIC ISLANDER OUTREACH, SELF HELP FOR THE ELDERLY) FOR THE PROVISION OF NATURALIZATION SERVICES FOR THE PERIOD OF JULY 1, 2010 TO JUNE 30, 2011 FOR A TOTAL AMOUNT NOT TO EXCEED \$378,210 ACTION ITEM

A motion to grant authorization to renew seven grants (Asian Law Caucus, Centro Latino, International Institute, Jewish Family & Children's Services, Mission Neighborhood Center, Asian Pacific Islander Outreach, Self Help for the Elderly) for the provision of naturalization services for the period of July 1, 2010 to June 30, 2011 for a total amount not to exceed \$378,210 was made by Commissioner Ow and seconded by Commissioner del Portillo. The motion was unanimously approved and carried.

6. REQUEST AUTHORIZATION TO ENTER INTO A GRANT EXTENSION WITH CURRY SENIOR CENTER FOR THE PROVISION OF MEDICATION MANAGEMENT AND HEALTH SCREENING SERVICES FOR THE PERIOD OF JULY 1, 2010 TO JUNE 30, 2011 IN AN AMOUNT NOT TO EXCEED \$73,666.

ACTION ITEM

A motion to grant authorization to enter into a grant extension with Curry Senior Center for the provision of medication management and health screening services for the period of July 2, 2010 to June 30, 2011 in an amount not to exceed \$73,666 was made by Commissioner Zamora and seconded by Commissioner del Portillo. The motion was unanimously approved and carried.

7. REQUEST TO ENTER INTO A CONTRACT WITH THE INSTITUTE ON AGING OF SAN FRANCISCO (IOA), THE PROVISION OF COMMUNITY LIVING FUND SERVICES FOR THE PERIOD OF JULY 1, 2010 TO JUNE 30, 2014 IN AN AMOUNT NOT TO EXCEED \$11,323,544. ACTION ITEM

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A motion to grant authorization to enter into a contract with the Institute on Aging of San Francisco (IOA) for the provision of Community Living Fund Services for the period of July 1, 2010 to June 30, 2014 in an amount not to exceed \$11,323,544 was made by Commissioner Zamora and seconded by Commissioner Ow. The motion was unanimously approved and carried.

8. REQUEST AUTHORIZATION TO RENEW THE GRANT WITH CLARISSA NANTES FOR THE PROVISION OF PROJECT CONSULTATION IN DAAS'S IHSS PROGRAM FOR THE PERIOD OF JULY 1, 2010 THROUGH DECEMBER 21, 2011 ACTION ITEM

A motion to grant authorization to renew the grant with Clarissa Nantes for the provision of project consultation in DAAS's IHSS program for the period of July 1, 2010 through December 21, 2011 was made by Commissioner del Portillo and seconded by Commissioner Zamora. The motion was unanimously approved and carried.

ANNOUNCEMENTS

PUBLIC COMMENTS

Jim Illig, stated that he objected to being treated as an employee instead of an independent contractor.

ADJOURN

On motion, seconded, and carried, the meeting was adjourned at 11:53am.

Respectfully submitted,

La Shaun Williams
Commission Secretary

**AGING AND ADULT SERVICES COMMISSION
MINUTES OF THE JUNE 28, 2013 MEETING**

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1pm. The Commission Secretary called roll.

APPROVAL OF THE AGENDA

On motion, seconded and carried, the Agenda was approved.

APPROVAL OF CONSENT ACTION

On motion, seconded and carried, the Consent Agenda was approved.

APPROVAL OF JUNE 5, 2013 COMMISSION MEETING MINUTES

Continued.

OLD BUSINESS

None

NEW BUSINESS

ON MOTION, SECONDED AND CARRIED ALL ITEMS BELOW WERE GRANTED BY THE COMMISSION

1. Requesting authorization to modify and extend the grant with NORTHERN CALIFORNIA PRESBYTERIAN HOMES AND SERVICES for provision of the SF Transitional Care Program; extending the period of October 1, 2012 through June 30, 2016; in the additional amount of \$5,339,886 for a revised total grant amount not to exceed \$5,939,886.
2. Requesting authorization to enter into a new grant with IHSS CONSORTIUM for provision of In-Home Supportive Services Contract Mode and Provider Skill Development Training and Supports during the period of July 1, 2013 through June 30, 2017 in a total grant amount not to exceed \$81,038,524. (Shireen McSpadden)
3. Requesting authorization to enter into a new grant with SAN FRANCISCO IHSS PUBLIC AUTHORITY for Emergency On-Call In-Home Supportive Services during the period of July 1, 2013 through June 30, 2016 for a total grant amount not to exceed \$243,000. (Shireen McSpadden)
4. Requesting authorization to enter into a new grant or contract agreement with BAYVIEW HUNTERS POINT MSS for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$827,139
5. Requesting authorization to enter into a new grant or contract agreement CENTRO LATINO DE SAN FRANCISCO for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$765,330

6. Requesting authorization to enter into a new grant or contract agreement with EPISCOPAL COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$393,657
7. Requesting authorization to enter into a new grant or contract agreement with GLIDE FOUNDATION for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$277,884
8. Requesting authorization to enter into a new grant or contract agreement with JEWISH COMMUNITY CENTER for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$285,945
9. Requesting authorization to enter into a new grant or contract agreement with KIMOCHI for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$1,092,627
10. Requesting authorization to enter into a new grant or contract agreement with ON LOK DAY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$1,395,750
11. Requesting authorization to enter into a new grant or contract agreement with PROJECT OPEN HAND for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$3,289,164
12. Requesting authorization to enter into a new grant or contract agreement with RUSSIAN AMERICAN COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$531,489
13. Requesting authorization to enter into a new grant or contract agreement with SELF HELP FOR THE ELDERLY for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$3,084,681
14. Requesting authorization to enter into a new grant or contract agreement with CANDICE TANG for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$49,950
15. Requesting authorization to enter into a new grant or contract agreement with SAMOAN COMMUNITY DEVELOPMENT CENTER for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$25,419
16. Requesting authorization to enter into a new grant or contract agreement with CENTRO LATINO DE SAN FRANCISCO for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$474,549

17. Requesting authorization to enter into a new grant or contract agreement with JEWISH FAMILY & CHILDREN'S SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$150,792
18. Requesting authorization to enter into a new grant or contract agreement with KIMOCHI for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$622,206
19. Requesting authorization to enter into a new grant or contract agreement with MEALS ON WHEELS OF SAN FRANCISCO for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$8,440,080
20. Requesting authorization to enter into a new grant or contract agreement with ON LOK DAY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$1,300,536
21. Requesting authorization to enter into a new grant or contract agreement with RUSSIAN AMERICAN COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$504,597
22. Requesting authorization to enter into a new grant or contract agreement with SELF-HELP FOR THE ELDERLY for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$1,072,206
23. Requesting authorization to enter into a new grant or contract agreement with CANDICE TANG for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$28,050
24. Requesting authorization to enter into a new grant or contract agreement with CENTRO LATINO DE SAN FRANCISCO for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$73,788
25. Requesting authorization to enter into a new grant or contract agreement with EPISCOPAL COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$64,827
26. Requesting authorization to enter into a new grant or contract agreement with PROJECT OPEN HAND for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$20,361
27. Requesting authorization to enter into a new grant or contract agreement RUSSIAN AMERICAN COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$14,691

28. Requesting authorization to enter into a new grant or contract agreement with SELF HELP FOR THE ELDERLY for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$46,125
29. Requesting authorization to enter into a new grant or contract agreement WITH BAYVIEW HUNTERS POINT MSS for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$83,514
30. Requesting authorization to enter into a new grant or contract agreement with INSTITUTE ON AGING for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$221,511
31. Requesting authorization to enter into a new grant or contract agreement with RUSSIAN AMERICAN COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$518,400
32. Requesting authorization to enter into a new grant or contract agreement with SELF HELP FOR THE ELDERLY for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$558,144
33. Requesting authorization to enter into a new grant or contract agreement with MEALS ON WHEELS OF SAN FRANCISCO for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$248,870
34. Requesting authorization to modify the grant with PROJECT OPEN HAND for provision of 7,676 additional Elderly Nutrition Program (ENP) Congregate Meals for seniors at various San Francisco senior centers; during the period of July 1, 2010 through June 30, 2013; in the additional amount of \$42,375 for a revised total grant amount not to exceed \$3,314,914. (Linda Lau)
35. Requesting authorization to modify the grant with SAN FRANCISCO SENIOR CENTER for provision of Community Living Fund (CLF) Purchase of Goods and Services for seniors transitioning out of acute care; during the period of July 1, 2013 through June 30, 2014; in the additional amount of \$38,150 for a revised total grant amount not to exceed \$181,790. (Shireen McSpadden)
36. The Department of Aging & Adult Services (DAAS) requests authorization to modify the existing grant with MEALS ON WHEELS SAN FRANCISCO for the provision of Elderly Nutrition Program (ENP) Home Delivered Meals for the period of July 1, 2012 to June 30, 2013 with an additional \$82,362, for a revised program amount not to exceed \$8,442,798. The purpose of the grant is to provide home delivered meals to seniors. The additional funds will be from a combination of County General funds and Federal funds. (Linda Lau)
37. The Department of Aging and Adult Services is requesting authorization to enter into a new grant agreement with MEALS ON WHEELS SAN FRANCISCO for the period of July 1, 2013 to June 30, 2016, in the amount not to exceed \$275,400. The purpose of this grant is to assist frail homebound older individuals and younger persons with disabilities living in San Francisco by

promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meals services. This grant will be funded with County General Funds. (Shireen McSpadden)

38. The Department of Aging and Adult Services requests authorization to renew the existing contract with MV Transportation for the period of July 1, 2013 to June 30, 2014 in an amount not to exceed \$40,000. The purpose of this contract is to provide transportation services.

ANNOUNCEMENTS

Executive Director Anne Hinton thanked staff for the hard work.

PUBLIC COMMENTS

None.

MOTION TO ADJOURN

On motion, seconded and carried the meeting was adjourned at 3:41pm.

Respectfully submitted,

La Shaun Williams
Commission Secretary

SAN FRANCISCO HUMAN SERVICES COMMISSION

MINUTES

May 23, 2013 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, May 23, 2013, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

MEMBERS PRESENT KELLY DEARMAN, President
PABLO STEWART, M.D., Vice President
GEORGE YAMASAKI, JR.

MEMBER ABSENT SCOTT L. KAHN (excused)

OTHERS PRESENT Trent Rhorer, Executive Director – Human Services Agency
Louise Rainey, Secretary – Human Services Commission
Steve Arcelona, Deputy Director – Economic Support and Self Sufficiency
Sylvia Deporto, Deputy Director – Family and Children’s Services
Other department staff and interested citizens

ROLL CALL President Dearman called the meeting to order at 9:30 a.m., noting the Commission was present with the exception of Commissioner Kahn who had been excused.

AGENDA On motion by Vice President Stewart, seconded and carried, the Commission adopted the agenda amended as follows:
Item V. I. Community Housing Partnership – amount changed to read \$823,727.

MINUTES On motion by Commissioner Yamasaki, seconded and carried, the Commission adopted the minutes of the April 25, 2013 regular meeting as circulated.

CONSENT CALENDAR On motion by Vice President Stewart, seconded and carried, the Commission ratified actions taken by the Executive Director since the April 25, 2013 meeting in accordance with Commission authorization of June 28, 2012.
1. Submission of requests to encumber funds in the amount of \$2,656,940 for purchase of services or supplies;
2. Submission of six temporary requisitions for possible use in order to fill positions on a temporary basis;
3. Submission of report of 75 temporary appointments made during the period of 4.12.13 thru 5.10.13.

CHILDCARE EDUCATION Wages Plus Coordinator Elise Crane presented the request to modify the Childcare Education Institute grant.
INSTITUTE
On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with CHILDCARE EDUCATION INSTITUTE to develop and host an Early Care and Education Workforce Registry; during the period of June 1, 2013 through June 30, 2016; in the additional amount of \$330,440 for a revised total grant amount not to exceed \$599,440.

GLIDE FOUNDATION Housing and Homeless Program Coordinator Delilah Dominguez presented the request to renew the Glide Foundation grant.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with GLIDE FOUNDATION for provision of Free Meals; during the period of July 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$1,136,409.

NATIONAL COUNCIL ON Family and Children’s Services Project Manager Mari Solis presented the request to enter into a new grant with National Council on Alcoholism and
ALCOHOLISM AND OTHER DRUG ADDICTIONS
On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with NATIONAL COUNCIL ON ALCOHOLISM AND OTHER DRUG ADDICTIONS for provision of Substance Abuse Testing to Families involved with Child Welfare Services; during the period of July 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$92,000.

FAMILY SUPPORT Family and Children’s Services Senior Projects Manager Maggie Donahue presented the request to enter into a new grant with Family Support Services
SERVICES OF THE BAY AREA
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with FAMILY SUPPORT SERVICES OF THE BAY AREA for provision of Respite Care Services and administration of Gift Funds for Foster Parents and Relative Caregivers; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$816,000.

SAN FRANCISCO Family and Children’s Services Senior Projects Manager Maggie Donahue presented the request to enter into a new grant with San Francisco
COMMUNITY COLLEGE DISTRICT
On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with SAN FRANCISCO COMMUNITY COLLEGE DISTRICT for provision of Title IV-E Specialized Training Services; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$6,737,000.

ELIZABETH SWASON, Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to renew the Elizabeth Swason, M.A. contract.
M.A.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the contract with ELIZABETH SWASON, M.A. for provision of Academic Services to Cal-LEARN and CalWORKS Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$93,600.

EPISCOPAL Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to renew the Episcopal Community Services
COMMUNITY SERVICES
contract.
On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of Employment Services; during the period of July 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$76,104.

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WRITE TOUCH COMMUNICATIONS	<p>Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to renew the Write Touch Communications contract.</p> <p>On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the contract with WRITE TOUCH COMMUNICATIONS for provision of Resume Writing Services; during the period of July 1, 2013 through June 30, 2016; in a total contract amount not to exceed \$72,000.</p>
COMMUNITY HOUSING PARTNERSHIP	<p>Workforce Development Division Community Services Manager Bill Wedemeyer presented the request to renew the Community Housing Partnership contract.</p> <p>On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the grant with COMMUNITY HOUSING PARTNERSHIP for provision of Supportive Housing Employment Collaborative; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$823,727.</p>
CATHOLIC CHARITIES CATHOLIC YOUTH ORGANIZATION	<p>Acting Supportive Housing Program – McKinney Grant Manager Ali Schlageter presented the request to renew the Catholic Charities Catholic Youth Organization contract.</p> <p>On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with CATHOLIC CHARITIES CATHOLIC YOUTH ORGANIZATION for provision of Supportive Services to Homeless Families Living with Disabilities on Treasure Island; during the period of June 1, 2013 through May 31, 2016; in a total grant amount not to exceed \$335,448.</p>
CATHOLIC CHARITIES CATHOLIC YOUTH ORGANIZATION	<p>Homeless Single Adult Program Manager Briana Moore presented the request to renew the grant with Catholic Charities Catholic Youth Organization.</p> <p>On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with CATHOLIC CHARITIES CATHOLIC YOUTH ORGANIZATION for provision of Permanent Supportive Housing Services for Families at Tenth and Mission Family Housing; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$826,428.</p>
COMMUNITY HOUSING PARTNERSHIP	<p>Homeless Single Adult Program Manager Briana Moore presented the request to renew the grant with Community Housing Partnership.</p> <hr/> <p>Discussion followed relative to the diversity of costs per unit.</p> <p>By general consent, the item was continued to the June 27, 2013 regular meeting of the Commission.</p>
LUTHERAN SOCIAL SERVICES	<p>Homeless Single Adult Program Manager Briana Moore presented the request to renew the grant with Lutheran Social Services.</p> <p>On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the grant with LUTHERAN SOCIAL SERVICES for provision of Permanent Supportive Housing services for Families at the Mosaica Family Apartments; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$745,584.</p>
THE BAYVIEW HUNTERS POINT FOUNDATION FOR COMMUNITY IMPROVEMENT	<p>Homeless Single Adult Program Manager Briana Moore presented the request to enter into a new grant with The Bayview Hunters Point Foundation for Community Improvement.</p> <p>Discussion followed relative to the diversity of costs per unit.</p> <p>By general consent, the item was continued to the June 27, 2013 regular meeting of the Commission.</p>
SAN FRANCISCO HOUSING DEVELOPMENT CORPORATION	<p>Homeless Single Adult Program Manager Briana Moore presented the request to renew the grant with San Francisco Housing Development Corporation.</p> <p>Discussion followed relative to the diversity of costs per unit.</p> <p>By general consent, the item was continued to the June 27, 2013 regular meeting of the Commission.</p>
LARKIN STREET YOUTH SERVICES	<p>Director – Office of Contract Compliance David Curto presented the request to enter into a new grant with Larkin Street Youth Services.</p> <p>On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with LARKIN STREET YOUTH SERVICES for provision of Preventive Services to Runaway Youth; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$480,306.</p>
BULLSEYE TRANSLATION	<p>Director – Office of Contract Compliance David Curto presented the request to renew the contract with Bullseye Translation.</p> <p>On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the contract with BULLSEYE TRANSLATION for provision of Oral Interpretation Services to the Department of Human Services Staff working with Department Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$60,000.</p>
INTERNATIONAL EFFECTIVENESS CENTER	<p>Director – Office of Contract Compliance David Curto presented the request to renew the contract with International Effectiveness Center.</p> <p>On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the contract with INTERNATIONAL EFFECTIVENESS CENTER for provision of Oral Interpretation Services to the Department of Human Services Staff working with Department Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$300,000.</p>
INTERNATIONAL EFFECTIVENESS CENTER	<p>Director – Office of Contract Compliance David Curto presented the request to renew the contract with International Effectiveness Center.</p> <p>On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the contract with INTERNATIONAL EFFECTIVENESS CENTER for provision of Written Translation Services to the Department of Human Services Staff working with Department Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$60,000.</p>

PARTNERS IN COMMUNICATIONS	Director – Office of Contract Compliance David Curto presented the request to renew the contract with Partners In Communications. On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the contract with PARTNERS IN COMMUNICATIONS for provision of Sign Language Services to the Department of Human Services Staff working with Department Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$24,000.
TRUSTFORTE LANGUAGE SERVICES	Director – Office of Contract Compliance David Curto presented the request to renew the contract with Trustforte Language Services. On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the contract with TRUSTFORTE LANGUAGE SERVICES for provision of Written Translation Services to the Department of Human Services Staff working with Department Clients; during the period of July 1, 2013 through June 30, 2015; in a total contract amount not to exceed \$60,000.
BAYVIEW YMCA ACTING AS FISCAL AGENT FOR THE UNITED COUNCIL OF HUMAN SERVICES	Director – Office of Contract Compliance David Curto presented the request to renew the grant with Bayview YMCA acting as Fiscal Agent for the United Council of Human Services. On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with BAYVIEW YMCA ACTING AS FISCAL AGENT FOR THE UNITED COUNCIL OF HUMAN SERVICES for provision of Resource Center Services; during the period of July 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$924,423.
BAYVIEW YMCA ACTING AS FISCAL AGENT FOR THE UNITED COUNCIL OF HUMAN SERVICES	Director – Office of Contract Compliance David Curto presented the request to renew the grant with Bayview YMCA acting as Fiscal Agent for the United Council of Human Services. On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the grant with BAYVIEW YMCA ACTING AS FISCAL AGENT FOR THE UNITED COUNCIL OF HUMAN SERVICES for provision of Fiscal Agent Services; during the period of July 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$229,144.
MAY 2013 EMPLOYEE OF THE MONTH	President Dearman presented the May 2013 Employee of the Month Award to Medi-CAL Supervisor Veronica Moran-Diaz. The award recognizes Veronica's daily commitment to the Agency's mission and vision in real and active ways. Veronica was presented an engraved desk clock and graciously accepted with thanks to all.
EXECUTIVE DIRECTOR'S REPORT	Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities. The San Francisco Foster Youth Fund's annual softball tournament has been renamed in honor of Willie Mays' late wife, Mae Louise Mays. Mrs. Mays, formerly a Child Welfare Worker with the Department, was integral in initiating single adoptions in San Francisco. The 2013 Mae Louise Mays Softball Tournament for Foster Children will be held all day on Saturday, June 15 th at Moscone Field.
PUBLIC COMMENT	President Dearman's call for public comment did not yield a response.
ADJOURNMENT	President Dearman adjourned the meeting at 10:35 a.m.

Louise Rainey
Human Services Commission Secretary

**AGING AND ADULT SERVICES COMMISSION
MINUTES OF THE JUNE 28, 2013 MEETING**

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1pm. The Commission Secretary called roll.

APPROVAL OF THE AGENDA

On motion, seconded and carried, the Agenda was approved.

APPROVAL OF CONSENT ACTION

On motion, seconded and carried, the Consent Agenda was approved.

APPROVAL OF JUNE 5, 2013 COMMISSION MEETING MINUTES

Continued.

OLD BUSINESS

None

NEW BUSINESS

ON MOTION, SECONDED AND CARRIED ALL ITEMS BELOW WERE GRANTED BY THE COMMISSION

1. Requesting authorization to modify and extend the grant with NORTHERN CALIFORNIA PRESBYTERIAN HOMES AND SERVICES for provision of the SF Transitional Care Program; extending the period of October 1, 2012 through June 30, 2016; in the additional amount of \$5,339,886 for a revised total grant amount not to exceed \$5,939,886.
2. Requesting authorization to enter into a new grant with IHSS CONSORTIUM for provision of In-Home Supportive Services Contract Mode and Provider Skill Development Training and Supports during the period of July 1, 2013 through June 30, 2017 in a total grant amount not to exceed \$81,038,524. (Shireen McSpadden)
3. Requesting authorization to enter into a new grant with SAN FRANCISCO IHSS PUBLIC AUTHORITY for Emergency On-Call In-Home Supportive Services during the period of July 1, 2013 through June 30, 2016 for a total grant amount not to exceed \$243,000. (Shireen McSpadden)
4. Requesting authorization to enter into a new grant or contract agreement with BAYVIEW HUNTERS POINT MSS for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$827,139
5. Requesting authorization to enter into a new grant or contract agreement CENTRO LATINO DE SAN FRANCISCO for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$765,330

6. Requesting authorization to enter into a new grant or contract agreement with EPISCOPAL COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$393,657
7. Requesting authorization to enter into a new grant or contract agreement with GLIDE FOUNDATION for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$277,884
8. Requesting authorization to enter into a new grant or contract agreement with JEWISH COMMUNITY CENTER for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$285,945
9. Requesting authorization to enter into a new grant or contract agreement with KIMOCHI for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$1,092,627
10. Requesting authorization to enter into a new grant or contract agreement with ON LOK DAY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$1,395,750
11. Requesting authorization to enter into a new grant or contract agreement with PROJECT OPEN HAND for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$3,289,164
12. Requesting authorization to enter into a new grant or contract agreement with RUSSIAN AMERICAN COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$531,489
13. Requesting authorization to enter into a new grant or contract agreement with SELF HELP FOR THE ELDERLY for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$3,084,681
14. Requesting authorization to enter into a new grant or contract agreement with CANDICE TANG for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$49,950
15. Requesting authorization to enter into a new grant or contract agreement with SAMOAN COMMUNITY DEVELOPMENT CENTER for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$25,419
16. Requesting authorization to enter into a new grant or contract agreement with CENTRO LATINO DE SAN FRANCISCO for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$474,549

17. Requesting authorization to enter into a new grant or contract agreement with JEWISH FAMILY & CHILDREN'S SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$150,792
18. Requesting authorization to enter into a new grant or contract agreement with KIMOCHI for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$622,206
19. Requesting authorization to enter into a new grant or contract agreement with MEALS ON WHEELS OF SAN FRANCISCO for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$8,440,080
20. Requesting authorization to enter into a new grant or contract agreement with ON LOK DAY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$1,300,536
21. Requesting authorization to enter into a new grant or contract agreement with RUSSIAN AMERICAN COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$504,597
22. Requesting authorization to enter into a new grant or contract agreement with SELF-HELP FOR THE ELDERLY for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$1,072,206
23. Requesting authorization to enter into a new grant or contract agreement with CANDICE TANG for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$28,050
24. Requesting authorization to enter into a new grant or contract agreement with CENTRO LATINO DE SAN FRANCISCO for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$73,788
25. Requesting authorization to enter into a new grant or contract agreement with EPISCOPAL COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$64,827
26. Requesting authorization to enter into a new grant or contract agreement with PROJECT OPEN HAND for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$20,361
27. Requesting authorization to enter into a new grant or contract agreement with RUSSIAN AMERICAN COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$14,691

28. Requesting authorization to enter into a new grant or contract agreement with SELF HELP FOR THE ELDERLY for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$46,125
29. Requesting authorization to enter into a new grant or contract agreement WITH BAYVIEW HUNTERS POINT MSS for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$83,514
30. Requesting authorization to enter into a new grant or contract agreement with INSTITUTE ON AGING for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$221,511
31. Requesting authorization to enter into a new grant or contract agreement with RUSSIAN AMERICAN COMMUNITY SERVICES for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$518,400
32. Requesting authorization to enter into a new grant or contract agreement with SELF HELP FOR THE ELDERLY for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$558,144
33. Requesting authorization to enter into a new grant or contract agreement with MEALS ON WHEELS OF SAN FRANCISCO for the provision of nutrition services for seniors and younger adults with disabilities. The term of the new grant/contract will be July 1, 2013 through June 30, 2016 for an amount not to exceed \$248,870
34. Requesting authorization to modify the grant with PROJECT OPEN HAND for provision of 7,676 additional Elderly Nutrition Program (ENP) Congregate Meals for seniors at various San Francisco senior centers; during the period of July 1, 2010 through June 30, 2013; in the additional amount of \$42,375 for a revised total grant amount not to exceed \$3,314,914. (Linda Lau)
35. Requesting authorization to modify the grant with SAN FRANCISCO SENIOR CENTER for provision of Community Living Fund (CLF) Purchase of Goods and Services for seniors transitioning out of acute care; during the period of July 1, 2013 through June 30, 2014; in the additional amount of \$38,150 for a revised total grant amount not to exceed \$181,790. (Shireen McSpadden)
36. The Department of Aging & Adult Services (DAAS) requests authorization to modify the existing grant with MEALS ON WHEELS SAN FRANCISCO for the provision of Elderly Nutrition Program (ENP) Home Delivered Meals for the period of July 1, 2012 to June 30, 2013 with an additional \$82,362, for a revised program amount not to exceed \$8,442,798. The purpose of the grant is to provide home delivered meals to seniors. The additional funds will be from a combination of County General funds and Federal funds. (Linda Lau)
37. The Department of Aging and Adult Services is requesting authorization to enter into a new grant agreement with MEALS ON WHEELS SAN FRANCISCO for the period of July 1, 2013 to June 30, 2016, in the amount not to exceed \$275,400. The purpose of this grant is to assist frail homebound older individuals and younger persons with disabilities living in San Francisco by

promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meals services. This grant will be funded with County General Funds. (Shireen McSpadden)

38. The Department of Aging and Adult Services requests authorization to renew the existing contract with MV Transportation for the period of July 1, 2013 to June 30, 2014 in an amount not to exceed \$40,000. The purpose of this contract is to provide transportation services.

ANNOUNCEMENTS

Executive Director Anne Hinton thanked staff for the hard work.

PUBLIC COMMENTS

None.

MOTION TO ADJOURN

On motion, seconded and carried the meeting was adjourned at 3:41pm.

Respectfully submitted,

La Shaun Williams
Commission Secretary

1 [In-Home Supportive Services Provider Benefits and Administration Contract Amendment -
2 ~~\$419,058,274~~ \$419,187,910]

3 Resolution amending Resolution No. 291-06 File No. 06033 that approved the contract
4 between the City and County of San Francisco and San Francisco In-Home Supportive
5 Services (IHSS) Public Authority for the provision of administration, health and dental
6 benefits to IHSS independent providers for the period of July 1, 2006 to June 30, 2012
7 2016, in the amended amount of \$201,786,117.00 ^{\$419,187,910} ~~\$419,058,274~~.

9
10 WHEREAS, The State of California, under Welfare and Institutions Code 12300,
11 mandates that all counties provide the In-Home Supportive Services (IHSS) Program, which
12 provides supportive services to eligible blind, aged, and disabled persons in order to enable
13 these individuals to remain safely in their homes; and,

14
15 WHEREAS, The City and County of San Francisco, pursuant to California Welfare and
16 Institutions Code 12301.6, has created through legislation the San Francisco In-Home
17 Supportive Services Public Authority to provide for the delivery of In-Home Supportive
18 Services and to be the employer of record for the Independent Providers; and,

19
20 WHEREAS, The City and County of San Francisco also wishes to provide health and
21 dental benefits to the Independent Providers of IHSS; therefore be it

22
23 RESOLVED, That the Board of Supervisors hereby approves the amended Resolution
24 No. 291-06 File No. 06033 with the San Francisco In-Home Supportive Services Public Authority
25 to provide administration, health and dental benefits to the IHSS Independent Providers, for the
period of July 1, 2006 to June 30, 2012 2016, in the amount of \$201,786,117 ^{\$419,187,910} ~~\$419,058,274~~.

359



City and County of San Francisco
Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 110581

Date Passed: September 13, 2011

Resolution amending Resolution No. 291-06 File No. 06033 that approved the contract between the City and County of San Francisco and San Francisco In-Home Supportive Services (IHSS) Public Authority for the provision of administration, health and dental benefits to IHSS independent providers for the period of July 1, 2006, to June 30, 2016, in the amended amount of \$419,187,910.

September 07, 2011 Budget and Finance Committee - AMENDED


September 07, 2011 Budget and Finance Committee - RECOMMENDED AS AMENDED

September 13, 2011 Board of Supervisors - ADOPTED

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

File No. 110581

I hereby certify that the foregoing
Resolution was ADOPTED on 9/13/2011 by
the Board of Supervisors of the City and
County of San Francisco.


Angela Calvillo
Clerk of the Board


Mayor Edwin Lee

9/21/11

Date Approved

AMENDED IN COMMITTEE

09/11/13

FILE NO. 130729

RESOLUTION NO. 325-13

1 [Agreement - County CalWIN Consortium - \$53,019,909]

2
3 Resolution retroactively amending the membership of the 18 County CalWIN
4 Consortium and authorizing the Director of the Human Services Agency to expand the
5 expenditure authority from \$42,530,138 for an additional amount of \$10,489,771 the
6 project budget including this extension is totaling to \$53,019,909 from July 1, 2013,
7 through August 1, 2015.

8
9 WHEREAS, Board of Supervisors Resolution No. 317-09 was passed on July 28, 2009,
10 to granting authority for the Human Services Agency to continue its membership in the 18
11 County CalWIN Consortium and authorizing the Director of the Human Services Agency to
12 execute the necessary agreements for participation in the consortium's continued
13 development, implementation, maintenance and operation of a computer system for the
14 administration of public benefit programs in accordance with State requirements; and

15 WHEREAS, This resolution will expand the expenditure authority from \$42,530,138 in an
16 additional amount of \$10,489,771 from July 1, 2013, through August 1, 2015. The total
17 project budget including this extension is \$53,019,909; and

18 WHEREAS, The City and County of San Francisco wishes to continue to participate in the
19 CalWIN automated public benefits distribution and reporting system in accordance with State
20 requirements; and

21 WHEREAS, The Board of Supervisors originally authorized San Francisco's participation
22 in this 18 county consortium on December 6th of 1999 Resolution No. 1094-99 for the
23 replacement of the Welfare Client Data System (WCDS) with the new CalWIN system; and
24
25

3141

1 WHEREAS, The Board of Supervisors authorized San Francisco's continuing
2 participation in this 18 county consortium on July 28th of 2009 Resolution No. 317-09 to
3 extend the term and expand the expenditure authority for the CalWIN system; and

4 WHEREAS, The Federal and State funding agencies have granted a contract extension
5 of the existing contract with HP Enterprise Services through July 31, 2015. HP Enterprise
6 Services, which acquired Electronic Data Systems, is the current state wide contractor
7 developing and implementing the CalWIN system; now, therefore, be it

8 RESOLVED, That the Board of Supervisors hereby authorizes the Human Services
9 Agency to continue its membership in the 18 County CalWIN Consortium and authorizes the
10 Director of the Human Services Agency to execute the necessary agreements for participation
11 in the consortium's continued development, implementation, maintenance and operation of a
12 computer system for the administration of public benefit programs in accordance with state
13 requirements.



City and County of San Francisco

Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 130729

Date Passed: September 17, 2013

Resolution retroactively amending the membership of the 18 County CalWIN Consortium and authorizing the Director of the Human Services Agency to expand the expenditure authority from \$42,530,138 for an additional amount of \$10,489,771 the project budget including this extension is totaling to \$53,019,909 from July 1, 2013, through August 1, 2015.

September 11, 2013 Budget and Finance Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE


September 11, 2013 Budget and Finance Committee - RECOMMENDED AS AMENDED

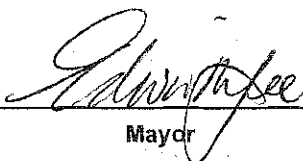
September 17, 2013 Board of Supervisors - ADOPTED

Ayes: 10 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Mar, Tang, Wiener and Yee
Absent: 1 - Kim

File No. 130729

I hereby certify that the foregoing Resolution was ADOPTED on 9/17/2013 by the Board of Supervisors of the City and County of San Francisco.


Angela Calvillo
Clerk of the Board


Mayor


Date Approved

3103

1 [Agreement - In-Home Supportive Services Consortium - \$87,321,540]

2
3 Resolution retroactively approving the contract between the City and the In-Home
4 Supportive Services (IHSS) Consortium of San Francisco for the provision of IHSS for
5 the period of July 1, 2013, to June 30, 2017, in the amount of \$87,321,540.
6

7 WHEREAS, The City and County of San Francisco wishes to provide contract mode in-
8 home supportive services to eligible blind, aged, and disabled persons in order to enable
9 these individuals to remain safely in their homes and provider skill development training and
10 supports; and

11 WHEREAS, The Human Services Agency conducted a Request for Proposals for these
12 services in April 2013; and

13 WHEREAS, The IHSS Consortium of San Francisco submitted a responsive and
14 responsible proposal and was awarded the contract; and

15 WHEREAS, The Aging and Adult Services Commission approved this contract to the
16 IHSS Consortium of San Francisco at its meeting of June 28, 2013; now, therefore be it

17 RESOLVED, That the Board of Supervisors hereby approves award of this contract to
18 the IHSS Consortium of San Francisco to provide contract mode in-home supportive services
19 to eligible blind, aged, and disabled persons in order to enable these individuals to remain
20 safely in their homes and provider skill development training and supports for the period of
21 July 1, 2013, to June 30, 2017, in the amount of \$87,321,540.
22
23
24
25

364

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Human Service Commission Approval date	BOS Resolutions #	Annual Budget Amount
CATHOLIC CHARITIES CYO	St. Joseph's Family Center	2008-08/09	STANDARD	7/1/2013	6/30/2014	4/25/2013	N/A	\$801,457
CENTRAL CITY HOSPITALITY HOUSE	Hospitality House	2008-08/09	STANDARD	7/1/2013	6/30/2014	6/28/2012	N/A	\$426,939
COMPASS FAMILY SERVICES	Clara House	2008-08/09	STANDARD	7/1/2013	6/30/2014	4/25/2013	N/A	\$256,685
COMPASS FAMILY SERVICES	Family Center	2008-08/09	STANDARD	7/1/2013	6/30/2014	4/25/2013	N/A	\$738,314
COMPASS FAMILY SERVICES	Rental Assistance Program	2008-08/09	STANDARD	7/1/2013	9/30/2013	9/26/2013	N/A	\$75,584
COMPASS FAMILY SERVICES	SF Home	2008-08/09	SF Home	7/1/2013	9/30/2013	6/28/2012	N/A	\$325,186
DOLORES STREET COMMUNITY CENTER	Emergency Shelter Services	2008-08/09	STANDARD	7/1/2013	6/30/2014	6/28/2012	N/A	\$1,363,347
EPISCOPAL COMMUNITY SVCS OF S F INC	Interfaith Winter Shelter	2008-08/09	STANDARD	11/1/2013	2/28/2014	11/21/2013	N/A	\$124,236
GLIDE FOUNDATION	CHANGES	2008-08/09	STANDARD	7/1/2013	6/30/2014	6/28/2012	N/A	\$166,207
LARKIN STREET YOUTH CENTER	Lark Inn	2008-08/09	Lark Inn	7/1/2013	6/30/2014	6/28/2012	N/A	\$902,024
PROVIDENCE FOUNDATION OF SAN FRANCISCO	350 Jones Homeless Storage	2008-08/09	STANDARD	7/1/2013	6/30/2014	6/28/2012	N/A	\$105,967
PROVIDENCE FOUNDATION OF SAN FRANCISCO	Emergency Shelter	2008-08/09	STANDARD	7/1/2013	6/30/2014	6/28/2012	N/A	\$624,215
PROVIDENCE FOUNDATION OF SAN FRANCISCO	First Friendship Family Shelter	2008-08/09	STANDARD	7/1/2013	6/30/2014	6/28/2012	N/A	\$546,904
ST VINCENT DE PAUL SOCIETY	Emergency Shelter Services- MSC South	2008-08/09	STANDARD	7/1/2013	6/30/2014	6/28/2012	279-12	\$4,295,435
							Total	\$10,752,500

3105

SAN FRANCISCO HUMAN SERVICES COMMISSION
MINUTES
June 28, 2012 Regular Meeting

The regular meeting of the Human Services Commission was held on Thursday, June 28, 2012, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT PABLO STEWART, M.D., President
SCOTT L. KAHN, Vice President
KELLY DEARMAN
ANITA FRIEDMAN, Ph.D.
GEORGE YAMASAKI, JR.
- OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
Louise Rainey, Secretary - Human Services Commission
Steve Arcelona, Deputy Director - Economic Support and Self Sufficiency
Phil Arnold, Deputy Director - Finance and Administration
Debby Jeter, Deputy Director - Family and Children's Services
Noelle Simmons, Deputy Director - Policy and Planning
Other department staff and interested citizens
- ROLL CALL President Stewart called the meeting to order at 9:35 a.m., noting the Commission was present.
- AGENDA On motion by Commissioner Friedman, seconded and carried, the Commission adopted the agenda amended as follows:
VII. A. Presentation re the proposed Office of Early Care and Education - continued;
VII. C. Children's Council of San Francisco - term to read July 1, 2012 through June 30, 2017; total grant amount to read \$240,869,365.
VII. E. San Francisco State University - continued.
- MINUTES On motion by Commissioner Dearman, seconded and carried, the Commission approved the minutes of the May 24, 2012 regular meeting as circulated.
- JUNE 2012 EMPLOYEE OF THE MONTH President Stewart announced the June 2012 Employee of the Month Award had been awarded to Support Services Program Manager Nancy Bliss. Nancy was honored for her expertise, skill and commitment to the sound management of the many disparate functions of the Support Services Program. Additionally, Nancy was thanked for her many years of distinguished service to Human Services Agency and wished a long, happy and healthy retirement. She was awarded an engraved desk clock and graciously accepted with thanks to all.
- EXECUTIVE DIRECTOR'S REPORT Executive Director Trent Rhorer furnished an update re the State and City's budget processes, and program activities.
- CONSENT CALENDAR On motion by Commissioner Yamasaki, seconded and carried, the Commission
A. Ratified actions taken by the Executive Director since the May 26, 2011 regular meeting in accordance with Commission authorization of June 30, 2011:
1. Submission of requests to encumber funds in the total amount of \$ 3,357,701 for purchase of services or supplies.
2. Submission of temporary requisitions DP92482 to DP92490 for possible use in order to fill positions on a temporary basis.
3. Submission of report of 39 temporary appointments made during the period of 5. 15.12 thru 6.11.12
B. Granted approval of the Continuing Authorizations that may be taken by the Executive Director in Fiscal year 2012-2013.
- OFFICE OF EARLY CARE AND EDUCATION PROPOSAL The proposed Office of Early Care and Education presentation was continued.
San Francisco Child Care Planning and Advisory Council Chair Candace Wong presented an overview of the San Francisco Early Care and Education Alignment Recommendation.
- LOW INCOME INVESTMENT FUND Child Care Policy and Planning Program Manager Michele Rutherford presented the request to enter into a new grant with Low Income Investment Fund.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new grant with LOW INCOME INVESTMENT FUND for provision of Administration of the Child Care Facilities Fund; during the period of July 1, 2012 through June 30, 2015; in a total grant amount not to exceed \$4,381,965.
- CHILDREN'S COUNCIL OF SAN FRANCISCO Child Care Policy and Planning Program Manager Michele Rutherford presented the request to enter into a new grant with Children's Council of San Francisco.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new grant with CHILDREN'S COUNCIL OF SAN FRANCISCO for provision of Child Care Services; during the period of July 1, 2012 through June 30, 2017; in a total grant amount not to exceed \$240,869,365.
- SOUTH OF MARKET CHILD CARE Child Care Policy and Planning Program Manager Michele Rutherford presented the request to enter into a new grant with South of Market Child Care.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with SOUTH OF MARKET CHILD CARE for provision of Field Building and Peer Supports; during the period of July 1, 2012 through June 30, 2015; in a total grant amount not to exceed \$207,258.
- ARRIBA JUNTOS Southeast One Stop Center Manager Edwin Florentino presented the request to modify the grant with Arriba Juntos.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with ARRIBA JUNTOS for provision of Youth Employment Services; during the period of May 15, 2012 through June 30, 2017; in the additional amount of \$100,000 for a revised total grant amount not to exceed \$1,068,717.

LARKIN STREET YOUTH SERVICES Southeast One Stop Center Manager Edwin Florentino presented the request to modify the grant with Larkin Street Youth Services. On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to modify the grant with LARKIN STREET YOUTH SERVICES for provision of Youth Employment Services; during the period of May 15, 2012 through June 30, 2017; in the additional amount of \$100,000 for a revised total grant amount not to exceed \$1,068,717.

EPISCOPAL COMMUNITY SERVICES Workforce Development Division Supervisor Bill Wedemeyer presented the request to renew the Episcopal Community Services grant. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of Employment Services; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$74,612.

SAN FRANCISCO LESBIAN, GAY, BISEXUAL, TRANSGENDER COMMUNITY CENTER Working Families Credit Program Manager Tara Cohen presented the request to enter into a new grant with the San Francisco Lesbian, Gay, Bisexual, Transgender Community Center. On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new grant with SAN FRANCISCO LESBIAN, GAY, BISEXUAL, TRANSGENDER COMMUNITY CENTER for provision of Employment Services to the Transgender Community; during the period of July 1, 2012 through June 30, 2015; in a total grant amount not to exceed \$684,438.

UNIVERSITY OF CALIFORNIA SAN FRANCISCO Supportive Housing Program Manager Scott Walton presented the request to renew the University of California San Francisco grant. On motion by Commissioner Yamasaki, seconded and carried, President Stewart was excused from the University of California San Francisco vote to avoid a potential conflict of interest. On motion by Commissioner Friedman, seconded and carried, with President Stewart excused from the vote, the Commission granted authorization to renew the grant with UNIVERSITY OF CALIFORNIA SAN FRANCISCO for provision of Behavioral Roving Team Services; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$347,000.

CATHOLIC CHARITIES, CYO-FEPCO PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Catholic Charities, CYO-FEPCO Program. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with CATHOLIC CHARITIES, CYO-FEPCO PROGRAM for provision of Homeless Prevention Services to single adults and families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$700,408.

COMPASS FAMILY SERVICES – SAN FRANCISCO HOME PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Compass Family Services – San Francisco Home Program. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with COMPASS FAMILY SERVICES – SAN FRANCISCO HOME PROGRAM for provision of Homeless Prevention Services to homeless and at-risk families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$1,291,738.

COMPASS FAMILY SERVICES – CONNECTING POINT PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Compass Family Services – Connecting Point Program. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with COMPASS FAMILY SERVICES – CONNECTING POINT PROGRAM for provision of Homeless Prevention Services to families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$299,320.

EVICTON DEFENSE COLLABORATIVE – RADCO PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Eviction Defense Collaborative – RADCO Program. On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with EVICTON DEFENSE COLLABORATIVE – RADCO PROGRAM for provision of Homeless Prevention Services to single adults and families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$995,006.

HAMILTON FAMILY CENTER – FIRST AVENUES PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Hamilton Family Center – First Avenues Program. On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with HAMILTON FAMILY CENTER – FIRST AVENUES PROGRAM for provision of Homeless Prevention Services to families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$1,754,928.

HOMELESS PRENATAL PROGRAM – HOUSING ASSISTANCE PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Homeless Prenatal Program – Housing Assistance Program. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with HOMELESS PRENATAL PROGRAM – HOUSING ASSISTANCE PROGRAM for provision of Homeless Prevention Services to families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$289,320.

HOMELESS PRENATAL PROGRAM – RENTAL ASSISTANCE PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Homeless Prenatal Program – Rental Assistance Program. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with HOMELESS PRENATAL PROGRAM – RENTAL ASSISTANCE PROGRAM for provision of Homeless Prevention Services to families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$422,327.

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TENDERLOIN HOUSING CLINIC – HOUSING SUBSIDIES Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Tenderloin Housing Clinic – Housing Subsidies.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with TENDERLOIN HOUSING CLINIC – HOUSING SUBSIDIES for provision of Homeless Prevention Services to single adults; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$251,892.

TENDERLOIN HOUSING CLINIC – ELLIS ACT LEGAL PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Tenderloin Housing Clinic – Ellis Act Legal Program.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with TENDERLOIN HOUSING CLINIC – ELLIS ACT LEGAL PROGRAM for provision of Homeless Prevention Services to seniors and disabled adults; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$125,000.

CENTRAL CITY HOSPITALITY HOUSE Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Central City Hospitality House.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with CENTRAL CITY HOSPITALITY HOUSE for provision of the Hospitality House; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$629,498.

DOLORES STREET COMMUNITY CENTER Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Dolores Street Community Center.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with DOLORES STREET COMMUNITY CENTER for provision of the Emergency Shelter; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$1,891,008.

EPISCOPAL COMMUNITY SERVICES Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Episcopal Community Services.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of the Next-Door Shelter; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$5,279,112.

EPISCOPAL COMMUNITY SERVICES Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Episcopal Community Services.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of the Sanctuary Shelter; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$3,688,860.

LARKIN STREET YOUTH SERVICES Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Larkin Street Youth Services.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with LARKIN STREET YOUTH SERVICES for provision of the Lark Inn Shelter; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$1,304,776.

PROVIDENCE FOUNDATION OF SAN FRANCISCO Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Providence Foundation of San Francisco.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with PROVIDENCE FOUNDATION OF SAN FRANCISCO for provision of the Year Round Emergency Shelter/Storage Program; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$1,257,870.

SAINT VINCENT DE PAUL SOCIETY Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with the Saint Vincent De Paul Society.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with SAINT VINCENT DE PAUL SOCIETY for provision of the Multi-Service Center South Shelter; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$7,084,204.

COMPASS FAMILY SERVICES Family Emergency Services Manager Betsy Eddy presented the request to renew the Compass Family Services grant.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with COMPASS FAMILY SERVICES for provision of Compass Connecting Point; during the period of July 1, 2012 through June 30, 2015; in a total grant amount not to exceed \$1,484,738.

MISSION NEIGHBORHOOD CENTER Housing and Homeless Program Project Manager Dellilah Dominguez presented the request to renew the grant with Mission Neighborhood Center.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with MISSION NEIGHBORHOOD CENTER for provision of Resource Center and Shelter Reservation Program (Changes); during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$2,011,018.

GLIDE FOUNDATION Housing and Homeless Program Project Manager Delilah Dominguez presented the request to renew the grant with Glide Foundation.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with GLIDE FOUNDATION for provision of Shelter Reservation Program (Changes); during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$321,080.

FAMILY BUILDERS BY ADOPTION Family and Children's Services Senior Projects Manager Maggie Donahue presented the request to modify the Family Builders By Adoption grant.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to modify the grant with FAMILY BUILDERS BY ADOPTION for provision of Adoption Services; during the period of July 1, 2012 through June 30, 2014; in the additional amount of \$100,860 for a revised total grant amount not to exceed \$453,945.

TARA GEER-LEIKER Family and Children's Services Senior Projects Manager Maggie Donahue presented the request to enter into a new contract with Tara Geer- Leiker.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new contract with TARA GEER-LEIKER for provision of Permanency Coaching, Counseling and Outreach Services to Dependent Youth and Their Families; during the period of July 1, 2012 through June 30, 2014; in a total contract amount not to exceed \$156,408.

LONNIE WEBB Family and Children's Services Senior Projects Manager Maggie Donahue presented the request to enter into a new contract with Lonnie Webb.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new contract with LONNIE WEBB for provision of Permanency Coaching, Counseling and Outreach Services to Dependent Youth and Their Families; during the period of July 1, 2012 through June 30, 2014; in a total contract amount not to exceed \$161,920.

MARDITH LOUISELL Family and Children's Services Senior Projects Manager Maggie Donahue presented the request to enter into a new contract with Mardith Louissell.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new contract with MARDITH LOUISELL for provision of Permanency Coaching, Counseling and Outreach Services to Dependent Youth and Their Families; during the period of July 1, 2012 through June 30, 2014; in a total contract amount not to exceed \$49,920.

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT Family and Children's Services Senior Projects Manager Maggie Donahue presented the request to renew the San Francisco Community College District grant.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with SAN FRANCISCO COMMUNITY COLLEGE DISTRICT for provision of Title IV-E Specialized Training Services; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$2,029,000.

FAMILY SUPPORT SERVICES OF THE BAY AREA Family and Children's Services Project Manager Robin Love presented the request to renew the Family Support Services of the Bay Area grant.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with FAMILY SUPPORT SERVICES OF THE BAY AREA for provision of Respite Services; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$257,286.

FIRST PLACE FOR YOUTH Family and Children's Services Project Manager Robin Love presented the request to enter into a new grant with First Place For Youth.

On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new grant with FIRST PLACE FOR YOUTH for provision of the Independent Living Skills Program for foster youth; during the period of July 1, 2012 through June 30, 2015; in a total grant amount not to exceed \$2,961,072.

DEBORAH RAUCHER Family and Children's Services Project Manager Robin Love presented the request to renew the Deborah Raucher contract.

On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the contract with DEBORAH RAUCHER for provision of Fostering Connections After Eighteen Consulting Services; during the period of July 1, 2012 through June 30, 2013; in a total contract amount not to exceed \$55,000.

PUBLIC COMMENT President Stewart's call for public comment did not yield a response.

ADJOURNMENT President Stewart adjourned the meeting at 11:50 a. m.

Louise Rainey, Commission Secretary
Human Services Commission

SAN FRANCISCO HUMAN SERVICES COMMISSION
MINUTES
April 25, 2013 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, April 25, 2013 in the Ronald H. Bom Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT KELLY DEARMAN, President
 PABLO STEWART, M.D., Vice President
 SCOTT L. KAHN
 GEORGE YAMASAKI, JR.
- OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
 Louise Rainey, Secretary – Human Services Commission
 Steve Arcelona, Deputy Director – Economic Support and Self Sufficiency
 Phil Arnold, Deputy Director – Finance and Administration
 Sylvia Deporto, Deputy Director – Family and Children’s Services
 Noelle Simmons, Deputy Director – Policy and Planning
 Other department staff and interested citizens
- ROLL CALL President Dearman called the meeting to order at 9:40 a.m., noting the Commission was present.
- AGENDA On motion by Vice President Stewart, seconded and carried, the Commission adopted the agenda as posted.
- MINUTES On motion by Vice President Stewart, seconded and carried, the Commission approved the minutes of the March 25, 2013 regular meeting as circulated.
- TRIBUTE TO RETIRING DEPUTY DIRECTOR PHIL ARNOLD President Dearman noted it was with gratitude, pride and sadness that the Commission acknowledges Deputy Director Phil Arnold’s outstanding contributions to the management of the Human Services Agency on the occasion of his imminent retirement after thirty-seven years with the City. Phil was thanked sincerely for his distinguished, dedicated and effective service and especially for the courtesy, intelligence and expertise with which he guided the Agency. Phil was presented an engraved photo album and extended best wishes for a long, happy and healthy retirement.
- EXECUTIVE DIRECTOR’S REPORT Executive Director Trent Rhorer furnished an update re the State and City’s budget processes and program activities.
- CONSENT CALENDAR On motion by Commissioner Yamasaki, seconded and carried, the Commission ratified actions taken by the Executive Director since the March 25, 2013 regular meeting in accordance with Commission authorization of June 28, 2012:
 1. Submission of zero requests to encumber funds for purchase of services or supplies;
 2. Submission of one temporary requisition for possible use in order to fill positions on a temporary basis;
 3. Submission of report of 48 temporary appointments made during the period of 3.13.13 thru 4.11.13.
- MAY 2012 FOSTER CARE MONTH Deputy Director Sophia Deporto thanked foster parents and relative care givers for their service and commitment to children in foster care and requested the Commission adopt the resolution proclaiming May 2013 Foster Care Month.

 On motion by Commissioner Vice President Stewart, seconded and carried, the Commission adopted the following resolution proclaiming May 2013 Foster Care Month:

 WHEREAS, the family is the foundation of a strong and healthy community; and
 WHEREAS, in San Francisco there are 1081 children and youth in foster care; and
 WHEREAS, foster parents, including relative and non-related extended family members, provide an essential service to the community in caring for children and youth in foster care; and
 WHEREAS, the importance of the family structure is best served in foster homes that model family living, as opposed to group care; and
 WHEREAS, the stability and permanency for children and foster children is of the utmost importance; and
 WHEREAS, permanency is defined as both a process and result that includes the active involvement of the child or youth, and
 WHEREAS, permanency is defined as a permanent connection with at least one committed adult, which may include the biological parents through reunification, or with another adult family member, fictive kin, adult siblings, or other important individuals in the child or youth’s life who commit to the child through adoption or guardianship; and
 WHEREAS, it is the responsibility of the entire community to make sure that each youth who leaves the foster care system in California has a permanent lifelong connection with a caring adult; and
 WHEREAS, San Francisco is in need of dedicated care providers who will strive in partnership with the Human Services Agency to identify and connect children and youth in foster care to permanent lifelong relationships; and
 WHEREAS, dedicated care providers model strength-based and solution-focused engagement with the children and youth in their care and with the community-based and government entities providing services and support; and
 WHEREAS, community-based organizations within San Francisco partner with the Human Services Agency to provide accessible and culturally relevant family-centered services that meet the unique needs of the families and children we serve; now, therefore be it
 RESOLVED, That the San Francisco Human Services Commission proclaims May 2013 FOSTER CARE MONTH and urges all community members to volunteer their talents and energies to honor children and youth in foster care and those who have exited the foster care system during this month and throughout the year.

HUMAN SERVICES CARE FUND Senior Budget Analyst Emily Gerth reported findings regarding the revised Fiscal Year 2012-2013 Care Fund Savings estimate.

Third Quarterly Hearing to Review Estimates of Revenues Allocated for Fiscal Year 2012-2013 On motion by Vice President Stewart, seconded and carried, the Commission adopted findings regarding the revised Fiscal Year 2012-2013 Care Fund Savings estimate of \$13,727,307 and authorized transmission of the information to the Board of Supervisors and the Office of the Controller.

CATHOLIC CHARITIES CATHOLIC YOUTH ORGANIZATION Family Emergency Services Manager Betsy Eddy presented the request to renew the Catholic Charities Catholic Youth Organization grant.

On motion by Commissioner Kahn, seconded and carried, the Commission granted authorization to renew the grant with CATHOLIC CHARITIES CATHOLIC YOUTH ORGANIZATION, for provision of Emergency Shelter Services at St. Joseph's Family Center, during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$2,369,538.

COMPASS FAMILY SERVICES Family Emergency Services Manager Betsy Eddy presented the request to renew the Compass Family Services grant.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with COMPASS FAMILY SERVICES for provision of Emergency Shelter Services at Compass Family Shelter, during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$2,067,015.

HAMILTON FAMILY CENTER Family Emergency Services Manager Betsy Eddy presented the request to renew the Hamilton Family Center grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the grant with HAMILTON FAMILY CENTER for provision of Emergency Shelter Services at 260 Golden Gate Family Residences/Emergency Center, during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$5,998,020.

COMPASS FAMILY SERVICES Family Emergency Services Manager Betsy Eddy presented the request to renew the Compass Family Services grant.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with COMPASS FAMILY SERVICES; for provision of Transitional Housing Services for Families at Compass Clara House; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$758,676.

LARKIN STREET YOUTH SERVICES Family Emergency Services Manager Betsy Eddy presented the request to renew the Larkin Street Youth Services grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to renew the grant with LARKIN STREET YOUTH SERVICES; for provision of Transitional Housing Services for Youth at G-House; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$1,029,834.

Norman Ten, with Asian Pacific American Labor Alliance, spoke in support of the workers at the Larkin Street Youth Center

SAN FRANCISCO CLEAN CITY COALITION Workforce Development Division Supervisor Bill Wedemeyer presented the request to enter into a new grant with San Francisco Clean City Coalition.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with SAN FRANCISCO CLEAN CITY COALITION for provision of Transitional Employment Services; during the period of July 1, 2013 through June 30, 2016; in a total grant amount not to exceed \$665,172.

HR LAW CONSULTANTS Human Services Program Director Robert Thomas presented the request to enter into a new contract with HR Law Consultants.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new contract with HR LAW CONSULTANTS for provision of Civil Rights Assessment and Implementation Plan Services; during the period of May 1, 2013 through April 30, 2014; in a total contract amount not to exceed \$100,000.

PUBLIC COMMENT Maria Guillen, with SEIU Local 1021, spoke in support of Alternative Work Schedules for department workers.

Josefina Gumba, with SEIU Local 1021, spoke in support of Alternative Work Schedules for department workers.

Giselle Almendarez, with SEIU Local 1021, spoke in support of Alternative Work Schedules as a benefit for both workers and clients.

Julie Meyers, with SEIU Local 1021, opposed the Agency's stance on Alternative Work Schedules as detrimental to service delivery.

George Diaz, with SEIU Local 1021, spoke in support of Alternative Work Schedules and asked that workers be treated humanely.

ADJOURNMENT There being no further business, President Dearman adjourned the meeting at 10:50 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

SAN FRANCISCO HUMAN SERVICES COMMISSION
MINUTES

September 26, 2013 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, September 26, 2013, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT** KELLY DEARMAN, President
PABLO STEWART, M.D., Vice President
SCOTT L. KAHN
RITA SEMEL
GEORGE YAMASAKI, JR.
- OTHERS PRESENT** Trent Rhorer,, Executive Director – Human Services Agency
Louise Rainey, Secretary – Human Services Commission
Sylvia Deporto, Deputy Director – Family and Children’s Services
Daniel Kaplan, Deputy Director – Finance and Administration
Other department staff and interested citizens
- ROLL CALL** President Dearman called the meeting to order at 9:30 a.m., noting the Commission was present.
- AGENDA** On motion by Vice President Stewart, seconded and carried, the Commission adopted the agenda amended as follows:
1. Item VII.B. Proposal for Standardizing Rates for Department’s Permanent Supportive Housing Program – Continued to October 24, 2013 regular meeting;
2. Item VII.I. Japanese Community Youth Council – the additional amount corrected to read \$1,119,772 for a revised total grant amount not to exceed \$3,817,734;
3. Items IX, X, XI, XII. Related to a closed session for provision of a public employee performance evaluation – Continued to October 24, 2013 regular meeting.
- MINUTES** On motion by Commissioner Yamasaki, seconded and carried, the Commission approved the minutes of the August 27, 2009 regular meeting as circulated.
- NEWLY APPOINTED HUMAN SERVICES COMMISSION MEMBER** President Dearman announced that on August 5, 2013, Mayor Edwin M. Lee appointed Rita Semel to the Human Services Commission. On behalf of the Commission, President Dearman extended congratulations and welcomed Ms. Semel to the Commission.
- SEPTEMBER 2013 EMPLOYEE OF THE MONTH** President Dearman presented the September 2013 Employee of the Month Award to Human Resources Staff Development Manager Kathleen Kennett. The award recognizes Kathleen’s grace under fire, positive energy and an attitude that ignites her staff and classroom attendees to excel. Although her plate is full, Kathleen constantly steps to the plate with a willing attitude and contagious winning spirit. Kathleen was awarded an engraved desk clock and graciously accepted with thanks to all.
- EXECUTIVE DIRECTOR’S REPORT** Executive Director Trent Rhorer furnished an update re the State and City’s budget processes and program activities.
- CONSENT CALENDAR** On motion by Vice President Stewart, seconded and carried, the Commission ratified actions taken by the Executive Director since the July 25, 2013 regular meeting in accordance with Commission authorization of June 27, 2013:
1. Submission of requests to encumber funds in the amount of \$73,339,271 for purchase of services or supplies
2. Submission of 3 temporary positions for possible use in order to fill positions on a temporary basis;
3. Submission of report of 83 temporary appointments made during the period of 7.16.13 thru 8.14.13.
4. Submission of requests to encumber funds in the amount of \$25,584,533 for purchase of services or supplies;
5. Submission of 4 temporary requisitions for possible use in order to fill positions on a temporary basis;
6. Submission of report of 41 temporary appointments made during the period of 8.14.13 thru 9.13.13.
- SAN FRANCISCO COUNTY REFUGEE SERVICES ANNUAL PLAN** Workforce Development Division’s Individual Referral / Refugee Coordinator Eva Iraheta presented the San Francisco County Refugee Services Annual Plan.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted approval of the San Francisco County Refugee Services Annual Plan for Federal Fiscal Year October 1, 2012 to September 30, 2013.
- THE DEPARTMENT OF HUMAN SERVICES NON-PROFIT SERVICE PROVIDERS** Office of Contract Compliance Director David Curto presented the request to modify the agreements with the Department’s Non-profit Services Providers.
On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant agreements with THE DEPARTMENT OF HUMAN SERVICES NON-PROFIT SERVICE PROVIDERS to provide for the cost of doing business increase of 1.5% during the period of July 1, 2013 through June 30, 2014; in a total amount not to exceed \$1,076,570.
- K TO COLLEGE** Office of Contract Compliance Director David Curto presented the request to enter into a new grant with K to College.
On motion by Commissioner Semel, seconded and carried, the Commission granted authorization to enter into a new grant with K TO COLLEGE to provide low-income and homeless children with school supplies, basic hygiene kits and dental kits; during the period of September 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$270,000.

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SAN FRANCISCO STATE UNIVERSITY Wages Plus Coordinator Elise Crane presented the request to modify the San Francisco State University grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with SAN FRANCISCO STATE UNIVERSITY to provide Professional Development Services for the Early Care and Education (ECE) Workforce; during the period of July 1, 2013 through June 30, 2015; in the additional amount of \$150,000 for a revised total grant amount not to exceed \$2,749,085.

BAR ASSOCIATION OF SAN FRANCISCO Supportive Housing Program / McKinney Grant Manager Alison Schlageter presented the request to modify the Bar Association of San Francisco grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant agreement with the BAR ASSOCIATION OF SAN FRANCISCO for provision of the Right to Counsel Program for low income people involved in civil cases; during the period of October 1, 2013 through September 30, 2014; in the additional amount of \$150,000 for a revised total grant amount not to exceed \$1,292,812.

TENDERLOIN NEIGHBORHOOD DEVELOPMENT CORPORATION Shelter Plus Care Program Manager Shane Balanon presented the request to modify the Tenderloin Neighborhood Development Corporation grant.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to modify the new grant with TENDERLOIN NEIGHBORHOOD DEVELOPMENT CORPORATION for provision of rental assistance for our clients at the Ambassador Hotel; during the period of July 1, 2013 through June 30, 2014; in the additional amount of \$100,000 for a revised total grant amount not to exceed \$937,413.

MISSION HOUSING DEVELOPMENT CORPORATION Housing and Homeless Programs Manager Daryl Higashi presented the request to enter into a new grant with Mission Housing Development Corporation.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with MISSION HOUSING DEVELOPMENT CORPORATION for provision of Operation and Support Services for the Housing and Urban Development – Veterans' Affairs Supportive Housing Program; during the period of October 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$69,100.

JAPANESE COMMUNITY YOUTH COUNCIL Workforce Development Division Community services Manager Bill Wedemeyer presented the request to modify and extend the Japanese Community Youth Council grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify and extend the grant with JAPANESE COMMUNITY YOUTH COUNCIL to provide a Student Work Experience Program; during the period of May 1, 2013 through April 30, 2017; in the additional amount of \$1,119,772 for a revised total grant amount not to exceed \$3,817,234.

LOW INCOME INVESTMENT FUND Program Manager Graham Dobson presented the request to modify the Low Income Investment Fund grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with LOW INCOME INVESTMENT FUND to administer the Child Care Facilities Fund; during the period of July 1, 2013 through June 30, 2015; in the additional amount of \$2,000,000 for a revised total grant amount not to exceed \$6,817,080.

HOMELESS PRENATAL PROGRAM Strategic Planning Coordinator Daniel Kelly presented the request to modify the Homeless Prenatal Program grant.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with HOMELESS PRENATAL PROGRAM for provision of Rapid Support and Housing For Families Project – Rental Subsidies Program; during the period of July 1, 2013 through September 30, 2017; in the additional amount of \$2,074,777 for a revised total grant amount not to exceed \$4,765,582.

SAN FRANCISCO HOUSING AUTHORITY Strategic Planning Coordinator Daniel Kelly presented the request to enter into a new grant with San Francisco Housing Authority.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with SAN FRANCISCO HOUSING AUTHORITY for Rapid Support and Housing For Families Project; during the period of October 1, 2013 through September 30, 2017; in a total grant amount not to exceed \$434,588.

BAY AREA LEGAL AID Housing and Homeless Division Family and Prevention Services Manager Cindy Ward presented the request to enter into a new grant with Bay Area Legal Aid.

On motion by Commissioner Kahn, seconded and carried, the Commission granted authorization to enter into a new grant with BAY AREA LEGAL AID for provision of Public Benefits Counseling for families seeking shelter; during the period of October 1, 2013 through June 30, 2014; in a total grant amount not to exceed \$34,500.

GENERAL PUBLIC COMMENT On motion by Commissioner Kahn, seconded and carried, the Commission agreed to hear General Public Comment at this time to accommodate those present.

Jennifer Friedenbach, Executive Director – Coalition on Homelessness, expressed continuing concerns re the residency requirements and changes to family shelter eligibility.

Leontine Collin described the hardships she has encountered in accessing shelter.

Flor Abigail Be Chue opposes changes in policy for homeless families accessing shelter.

Irma Nunez opposes changes in policy for homeless families accessing shelter.

Birna Avellano opposes changes in policy for homeless families accessing shelter.

María Martínez opposes changes in policy for homeless families.

Miguel Camera with Coalition for Homelessness opposes changes in policy for homeless families.

Jesus Perez with Coalition for Homelessness opposes changes in policy for homeless families.

Lisa Rashad opposes changes in policy for homeless families.

Anthony Lucero opposes changes to family shelter policy.

Adrian Garcia with Coalition on Homelessness opposes proposed changes to family shelter policy.

Devra Edelman with Hamilton Family Center and the Homeless Emergency Shelter Providers Association opposes changes in policy for homeless families.

Nick Kinua opposes changes in policy for homeless families.

Laura Guzman requested a larger discussion re finding solutions for San Francisco's poor.

CATHOLIC CHARITIES,
CATHOLIC YOUTH
ORGANIZATION -FEPCO

Housing and Homeless Division Family and Prevention Services Manager Cindy Ward presented the request to enter into a new grant with Catholic Charities, Catholic Youth Organization – FEPCO.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with CATHOLIC CHARITIES, CATHOLIC YOUTH ORGANIZATION -FEPCO for provision of Homeless Prevention Services during the period of October 1, 2013 through June 30, 2015; in a total grant amount not to exceed \$1,213,313.

COMPASS FAMILY
SERVICES –
RENTAL ASSISTANCE

Housing and Homeless Division Family and Prevention Services Manager Cindy Ward presented the request to enter into a new grant with Compass Family Services – Rental Assistance.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with COMPASS FAMILY SERVICES – RENTAL ASSISTANCE for provision of Homeless Prevention Services during the period of October 1, 2013 through June 30, 2015; in a total grant amount not to exceed \$789,046.

COMPASS FAMILY
SERVICES –
SAN FRANCISCO HOME

Housing and Homeless Division Family and Prevention Services Manager Cindy Ward presented the request to enter into a new grant with Compass Family Services – San Francisco Home.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with COMPASS FAMILY SERVICES – SAN FRANCISCO HOME for provision of Homeless Prevention Services during the period of October 1, 2013 through June 30, 2015; in a total grant amount not to exceed \$2,505,745.

EVICION DEFENSE
COLLABORATIVE -
RADCO

Housing and Homeless Division Family and Prevention Services Manager Cindy Ward presented the request to enter into a new grant with Eviction Defense Collaborative – RADCO.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with EVICTION DEFENSE COLLABORATIVE - RADCO for provision of Homeless Prevention Services during the period of October 1, 2013 through June 30, 2015; in a total grant amount not to exceed \$2,500,597.

HAMILTON FAMILY
CENTER –
FIRST AVENUES

Housing and Homeless Division Family and Prevention Services Manager Cindy Ward presented the request to enter into a new grant with Hamilton Family Center – First Avenues.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with HAMILTON FAMILY CENTER – FIRST AVENUES for provision of Homeless Prevention Services during the period of October 1, 2013 through June 30, 2015; in a total grant amount not to exceed \$2,873,918.

HOMELESS PRENATAL
PROGRAM –
DIVERSION AND
HOUSING ASSISTANCE

Housing and Homeless Division Family and Prevention Services Manager Cindy Ward presented the request to enter into a new grant with Homeless Prenatal Program.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with HOMELESS PRENATAL PROGRAM – DIVERSION AND HOUSING ASSISTANCE for provision of Homeless Prevention Services during the period of October 1, 2013 through June 30, 2015; in a total grant amount not to exceed \$1,483,266.

TENDERLOIN HOUSING
CLINIC – ELLIS ACT

Housing and Homeless Division Family and Prevention Services Manager Cindy Ward presented the request to enter into a new grant with Tenderloin Housing Clinic – Ellis Act.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to enter into a new grant with TENDERLOIN HOUSING CLINIC – ELLIS ACT for provision of Homeless Prevention Services during the period of October 1, 2013 through June 30, 2015; in a total grant amount not to exceed \$219,784.

COMMUNITY HOUSING
PARTNERSHIP

Supportive Housing Program Manager Scott Walton presented the request to enter into a new grant with Community Housing Partnership.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with COMMUNITY HOUSING PARTNERSHIP for provision of Supportive Services at 374-5th Street; during the period of October 1, 2013 through June 30, 2018; in a total grant amount not to exceed \$3,500,000.

CENTRAL CITY
HOSPITALITY HOUSE

Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Central City Hospitality House.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with CENTRAL CITY HOSPITALITY HOUSE for provision of the Hospitality House; during the period of September 1, 2013 through June 30, 2014; in the additional amount of \$14,300 for a revised total grant amount not to exceed \$426,939.

COMPASS FAMILY SERVICES Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Compass Family Services.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with COMPASS FAMILY SERVICES for provision of the Family Center; during the period of September 1, 2013 through June 30, 2016; in the additional amount of \$116,925 for a revised total grant amount not to exceed \$2,214,942.

DOLORS STREET COMMUNITY SERVICES Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Dolores Street Community Services.

On motion by Commissioner Semel, seconded and carried, the Commission granted authorization to modify the grant with DOLORS STREET COMMUNITY SERVICES for provision of the Emergency Shelter; during the period of September 1, 2013 through June 30, 2014; in the additional amount of \$11,200 for a revised total grant amount not to exceed \$2,251,924.

EPISCOPAL COMMUNITY SERVICES Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Episcopal Community Services.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with EPISCOPAL COMMUNITY SERVICES for provision of the Next Door Program; during the period of September 1, 2013 through June 30, 2014; in the additional amount of \$61,205 for a revised total grant amount not to exceed \$6,425,786.

EPISCOPAL COMMUNITY SERVICES Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Episcopal Community Services.

On motion by Commissioner Semel, seconded and carried, the Commission granted authorization to modify the grant with EPISCOPAL COMMUNITY SERVICES for provision of the Sanctuary Program; during the period of September 1, 2013 through June 30, 2014; in the additional amount of \$73,495 for a revised total grant amount not to exceed \$4,884,341.

HAMILTON FAMILY CENTER Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Hamilton Family Center.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with HAMILTON FAMILY CENTER for provision of the Residences and Emergency Center; during the period of September 1, 2013 through June 30, 2016; in the additional amount of \$149,400 for a revised total grant amount not to exceed \$6,237,381.

LARKIN STREET YOUTH SERVICES Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Larkin Street Youth Services.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with LARKIN STREET YOUTH SERVICES for provision of the Youth Employment Services; during the period of September 1, 2013 through June 30, 2017; in the additional amount of \$234,000 for a revised total grant amount not to exceed \$1,326,785.

LARKIN STREET YOUTH SERVICES Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Larkin Street Youth Services.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with LARKIN STREET YOUTH SERVICES for provision of the Lark Inn Program; during the period of September 1, 2013 through June 30, 2014; in the additional amount of \$48,100 for a revised total grant amount not to exceed \$1,742,742.

MISSION NEIGHBORHOOD HEALTH CENTER Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Mission Neighborhood Health Center.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with MISSION NEIGHBORHOOD HEALTH CENTER for provision of the Homeless Resource Center Program; during the period of September 1, 2013 through June 30, 2014; in the additional amount of \$39,402 for a revised total grant amount not to exceed \$1,132,900.

PROVIDENCE FOUNDATION OF SAN FRANCISCO Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Providence Foundation of San Francisco.

On motion by Commissioner Semel, seconded and carried, the Commission granted authorization to modify the grant with PROVIDENCE FOUNDATION OF SAN FRANCISCO for provision of the First Friendship Family Center; during the period of September 1, 2013 through June 30, 2014; in the additional amount of \$26,500 for a revised total grant amount not to exceed \$546,904.

SAINT VINCENT DE PAUL Supportive Housing Program Manager Scott Walton presented the request to modify the grant with Saint Vincent De Paul.

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with SAINT VINCENT DE PAUL for provision of the Multi-Service Center South Program; during the period of September 1, 2013 through June 30, 2014; in the additional amount of \$207,250 for a revised total grant amount not to exceed \$8,235,871.

THE UNITED COUNCIL OF HUMAN SERVICES Supportive Housing Program Manager Scott Walton presented the request to modify the grant with

On motion by Vice President Stewart, seconded and carried, the Commission granted authorization to modify the grant with THE UNITED COUNCIL OF HUMAN SERVICES for provision of the Resource Centers Services; during the period of September 1, 2013 through June 30, 2014; in the additional amount of \$55,388 for a revised total grant amount not to exceed \$989,617.

GENERAL PUBLIC COMMENT President Dearman's call for public comment did not yield a response.

ADJOURNMENT President Dearman adjourned the meeting at 11:25 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

SAN FRANCISCO HUMAN SERVICES COMMISSION
M I N U T E S
November 21, 2013 Regular Meeting

The regular monthly meeting of the Human Services Commission was held on Thursday, November 21, 2013 in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

MEMBERS PRESENT KELLY DEARMAN, President
 SCOTT L. KAHN
 RITA SEMEL
 GEORGE YAMASAKI, Jr.

MEMBER ABSENT PABLO STEWART, M.D., Vice President

OTHERS PRESENT Trent Rhorer, Executive Director – Human Services Agency
 Louise Rainey, Secretary – Human Services Commission
 Steve Arcelona, Deputy Director Economic Support and Self Sufficiency
 Sylvia Deporto, Deputy Director – Family and Children’s Services
 Daniel Kaplan, Deputy Director – Deputy Director – Finance and Administration
 Other department staff and interested citizens

ROLL CALL President Dearman called the meeting to order at 9:35 a.m., noting the Commission was present with the exception of Vice President Stewart who had been excused.

AGENDA On motion by Commissioner Yamasaki, seconded and carried, the Commission adopted the agenda amended as follows:
 Item VII.A. Proposal for Standardizing Rates for Department’s Permanent Supportive Housing program – Continued.

MINUTES On motion by Commissioner Yamasaki, seconded and carried, the Commission approved the minutes of the October 24, 2013 as circulated.

NOVEMBER 2013
EMPLOYEE OF THE
MONTH President Dearman presented the Employee of the Month award to Senior Engineer Wayne Sanders who has been our “Go To Guy” for all facility needs for the past eight years. Wayne was honored for his extensive knowledge of our building systems. He has excelled as leader, teacher and a mentor for all of our staff engineers and support crews. It has been an honor to have had Wayne lead our support crews and he is wished all the best in his retirement. Wayne was presented an engraved desk clock and graciously accepted with thanks to all.

EXECUTIVE DIRECTOR’S
REPORT Executive Director Trent Rhorer furnished an update re the State and City’s budget processes and program activities.

 Congratulations were extended to Commissioner Rita Semel on the occasion of the 25th Anniversary of the Interfaith Council Winter Shelter. Ms. Semel, a founding member of the San Francisco Interfaith Council, has made great contributions to bringing together the diverse religious communities of San Francisco.

CONSENT CALENDAR On motion by Commissioner Semel, seconded and carried, the Commission ratified actions taken by the Executive Director since the October 24, 2013 Regular Meeting in accordance with Commission authorization of June 27, 2013:
 1. Submission of requests to encumber funds in the total amount of \$2,300,018 for purchase of services or supplies;
 2. Submission of zero temporary requisitions for possible use in order to fill positions on a temporary basis;
 3. Submission of report of 100 temporary appointments made during the period of 10.12.13 thru 11.8.13.

TEXT MESSAGE PROJECT Code for America Representative Jacob Solomon made a presentation relative to a new project to send communications via text message to Human Services Agency clients, developed with the help of Code for America.

UNIVERSITY OF CHICAGO
- CHAPIN HALL

Senior Administrative Analyst Bridgette Lery presented the request to modify the University of Chicago – Chapin Hall grant.

On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with UNIVERSITY OF CHICAGO – CHAPIN HALL for provision of the Rapid Support and Housing for Families Project; during the period of December 1, 2013 through June 30, 2014; in the additional amount of \$50,000 for a revised total grant amount not to exceed \$512,217.

EPISCOPAL COMMUNITY
SERVICES

Homeless Management Information System Program Manager Bernhard Gunther presented the request to renew the Episcopal Community Services grant.

On motion by Commissioner Yamasaki, seconded and carried, Commissioner Semel was excused from the Episcopal Community Services vote to avoid a potential conflict of interest.

On motion by Commissioner Yamasaki, seconded and carried, with Commissioner Semel excused from the vote, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of the interfaith Winter Shelter; during the period of November 1, 2013 through February 28, 2014; in a total grant amount not to exceed \$124,236.

PUBLIC COMMENT

President Dearman's call for public comment did not yield a response.

ADJOURNMENT

President Dearman adjourned the meeting at 10:35 a.m.

Louise Rainey, Commission Secretary
Human Services Commission

279-12

FILE NO. 120603

RESOLUTION NO.

[Contract - St. Vincent De Paul Society - Emergency Shelter Services - Not to Exceed \$20,482,985]

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Resolution approving the contract between the City and County of San Francisco and St. Vincent De Paul Society to provide emergency shelter services to homeless citizens in San Francisco, for the period from July 1, 2012, to June 30, 2017, for an amount not to exceed \$20,482,985.

WHEREAS, The City and County of San Francisco wishes to provide emergency shelter services to the homeless; and

WHEREAS, The City and County of San Francisco is providing financial support through General Funds; now, therefore, be it

RESOLVED, That the Board of Supervisors hereby approves this contract with St. Vincent De Paul Society to provide Emergency Shelter services to homeless citizens for the period from July 1, 2012 through June 30, 2017, in the amount not to exceed \$20,482,985.

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City and County of San Francisco

Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 120603

Date Passed: July 17, 2012

Resolution approving the contract between the City and County of San Francisco and St. Vincent De Paul Society to provide emergency shelter services to homeless citizens in San Francisco, for the period from July 1, 2012, to June 30, 2017, for an amount not to exceed \$20,482,985.

June 22, 2012 Budget and Finance Committee - RECOMMENDED

June 21, 2012 Budget and Finance Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE

June 21, 2012 Budget and Finance Committee - CONTINUED AS AMENDED

July 10, 2012 Board of Supervisors - CONTINUED


Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Olague and Wiener

July 17, 2012 Board of Supervisors - ADOPTED

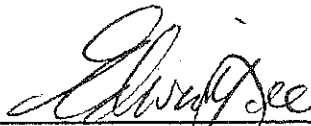
Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Olague and Wiener

File No. 120603


I hereby certify that the foregoing Resolution was ADOPTED on 7/17/2012 by the Board of Supervisors of the City and County of San Francisco.



Angela Calvillo
Clerk of the Board



Mayor



Date Approved

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Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Human Service Commission Approval date	BOS Resolutions #	Annual Budget Amount
CHINATOWN COMMUNITY DEVELOPMENT CENTER	Housing Advocacy & Counseling Services for Seniors	2009-08/09	STANDARD	7/1/2013	6/30/2014	N/A	N/A	\$24,112
MISSION NEIGHBORHOOD HEALTH CENTER	Homeless Resource Center	2009-08/09	STANDARD	7/1/2013	6/30/2014	6/28/2012	N/A	\$1,214,302
							Total	\$1,238,414

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SAN FRANCISCO HUMAN SERVICES COMMISSION

MINUTES

June 28, 2012 Regular Meeting

The regular meeting of the Human Services Commission was held on Thursday, June 28, 2012, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT PABLO STEWART, M.D., President
SCOTT L. KAHN, Vice President
KELLY DEARMAN
ANITA FRIEDMAN, Ph.D.
GEORGE YAMASAKI, JR.
- OTHERS PRESENT Trent Rhorer, Executive Director - Department of Human Services
Louise Rainey, Secretary - Human Services Commission
Steve Arcelona, Deputy Director - Economic Support and Self Sufficiency
Phil Arnold, Deputy Director - Finance and Administration
Debby Jeter, Deputy Director - Family and Children's Services
Noelle Simmons, Deputy Director - Policy and Planning
Other department staff and interested citizens
- ROLL CALL President Stewart called the meeting to order at 9:35 a.m., noting the Commission was present.
- AGENDA On motion by Commissioner Friedman, seconded and carried, the Commission adopted the agenda amended as follows:
VII. A. Presentation re the proposed Office of Early Care and Education - continued;
VII. C. Children's Council of San Francisco - term to read July 1, 2012 through June 30, 2017; total grant amount to read \$240,869,365.
VII. E. San Francisco State University - continued.
- MINUTES On motion by Commissioner Dearman, seconded and carried, the Commission approved the minutes of the May 24, 2012 regular meeting as circulated.
- JUNE 2012 EMPLOYEE OF THE MONTH President Stewart announced the June 2012 Employee of the Month Award had been awarded to Support Services Program Manager Nancy Bliss. Nancy was honored for her expertise, skill and commitment to the sound management of the many disparate functions of the Support Services Program. Additionally, Nancy was thanked for her many years of distinguished service to Human Services Agency and wished a long, happy and healthy retirement. She was awarded an engraved desk clock and graciously accepted with thanks to all.
- EXECUTIVE DIRECTOR'S REPORT Executive Director Trent Rhorer furnished an update re the State and City's budget processes, and program activities.
- CONSENT CALENDAR On motion by Commissioner Yamasaki, seconded and carried, the Commission
A. Ratified actions taken by the Executive Director since the May 26, 2011 regular meeting in accordance with Commission authorization of June 30, 2011:
1. Submission of requests to encumber funds in the total amount of \$ 3,357,701 for purchase of services or supplies.
2. Submission of temporary requisitions DP92482 to DP92490 for possible use in order to fill positions on a temporary basis.
3. Submission of report of 39 temporary appointments made during the period of 5. 15.12 thru 6.11.12
B. Granted approval of the Continuing Authorizations that may be taken by the Executive Director in Fiscal year 2012-2013.
- OFFICE OF EARLY CARE AND EDUCATION PROPOSAL The proposed Office of Early Care and Education presentation was continued.
San Francisco Child Care Planning and Advisory Council Chair Candace Wong presented an overview of the San Francisco Early Care and Education Alignment Recommendation.
- LOW INCOME INVESTMENT FUND Child Care Policy and Planning Program Manager Michele Rutherford presented the request to enter into a new grant with Low Income Investment Fund.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new grant with LOW INCOME INVESTMENT FUND for provision of Administration of the Child Care Facilities Fund; during the period of July 1, 2012 through June 30, 2015; in a total grant amount not to exceed \$4,381,965.
- CHILDREN'S COUNCIL OF SAN FRANCISCO Child Care Policy and Planning Program Manager Michele Rutherford presented the request to enter into a new grant with Children's Council of San Francisco.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new grant with CHILDREN'S COUNCIL OF SAN FRANCISCO for provision of Child Care Services; during the period of July 1, 2012 through June 30, 2017; in a total grant amount not to exceed \$240,869,365.
- SOUTH OF MARKET CHILD CARE Child Care Policy and Planning Program Manager Michele Rutherford presented the request to enter into a new grant with South of Market Child Care.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to enter into a new grant with SOUTH OF MARKET CHILD CARE for provision of Field Building and Peer Supports; during the period of July 1, 2012 through June 30, 2015; in a total grant amount not to exceed \$207,258.
- ARRIBA JUNTOS Southeast One Stop Center Manager Edwin Florentino presented the request to modify the grant with Arriba Juntos.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to modify the grant with ARRIBA JUNTOS for provision of Youth Employment Services; during the period of May 15, 2012 through June 30, 2017; in the additional amount of \$100,000 for a revised total grant amount not to exceed \$1,068,717.

LARKIN STREET YOUTH SERVICES Southeast One Stop Center Manager Edwin Florentino presented the request to modify the grant with Larkin Street Youth Services. On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to modify the grant with LARKIN STREET YOUTH SERVICES for provision of Youth Employment Services; during the period of May 15, 2012 through June 30, 2017; in the additional amount of \$100,000 for a revised total grant amount not to exceed \$1,068,717.

EPISCOPAL COMMUNITY SERVICES Workforce Development Division Supervisor Bill Wedemeyer presented the request to renew the Episcopal Community Services grant. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of Employment Services; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$74,612.

SAN FRANCISCO LESBIAN, GAY, BISEXUAL, TRANSGENDER COMMUNITY CENTER Working Families Credit Program Manager Tara Cohen presented the request to enter into a new grant with the San Francisco Lesbian, Gay, Bisexual, Transgender Community Center. On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to enter into a new grant with SAN FRANCISCO LESBIAN, GAY, BISEXUAL, TRANSGENDER COMMUNITY CENTER for provision of Employment Services to the Transgender Community; during the period of July 1, 2012 through June 30, 2015; in a total grant amount not to exceed \$684,438.

UNIVERSITY OF CALIFORNIA SAN FRANCISCO Supportive Housing Program Manager Scott Walton presented the request to renew the University of California San Francisco grant. On motion by Commissioner Yamasaki, seconded and carried, President Stewart was excused from the University of California San Francisco vote to avoid a potential conflict of interest. On motion by Commissioner Friedman, seconded and carried, with President Stewart excused from the vote, the Commission granted authorization to renew the grant with UNIVERSITY OF CALIFORNIA SAN FRANCISCO for provision of Behavioral Roving Team Services; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$347,000.

CATHOLIC CHARITIES, CYO-FEPCO PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Catholic Charities, CYO-FEPCO Program. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with CATHOLIC CHARITIES, CYO-FEPCO PROGRAM for provision of Homeless Prevention Services to single adults and families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$700,408.

COMPASS FAMILY SERVICES – SAN FRANCISCO HOME PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Compass Family Services – San Francisco Home Program. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with COMPASS FAMILY SERVICES – SAN FRANCISCO HOME PROGRAM for provision of Homeless Prevention Services to homeless and at-risk families, during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$1,291,738.

COMPASS FAMILY SERVICES – CONNECTING POINT PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Compass Family Services – Connecting Point Program. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with COMPASS FAMILY SERVICES – CONNECTING POINT PROGRAM for provision of Homeless Prevention Services to families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$299,320.

EVICTION DEFENSE COLLABORATIVE – RADCO PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Eviction Defense Collaborative – RADCO Program. On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with EVICTION DEFENSE COLLABORATIVE – RADCO PROGRAM for provision of Homeless Prevention Services to single adults and families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$995,006.

HAMILTON FAMILY CENTER – FIRST AVENUES PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Hamilton Family Center – First Avenues Program. On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with HAMILTON FAMILY CENTER – FIRST AVENUES PROGRAM for provision of Homeless Prevention Services to families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$1,754,928.

HOMELESS PRENATAL PROGRAM – HOUSING ASSISTANCE PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Homeless Prenatal Program – Housing Assistance Program. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with HOMELESS PRENATAL PROGRAM – HOUSING ASSISTANCE PROGRAM for provision of Homeless Prevention Services to families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$289,320.

HOMELESS PRENATAL PROGRAM – RENTAL ASSISTANCE PROGRAM Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Homeless Prenatal Program – Rental Assistance Program. On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with HOMELESS PRENATAL PROGRAM – RENTAL ASSISTANCE PROGRAM for provision of Homeless Prevention Services to families; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$422,327.

TENDERLOIN HOUSING CLINIC – HOUSING SUBSIDIES
Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Tenderloin Housing Clinic – Housing Subsidies.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with TENDERLOIN HOUSING CLINIC – HOUSING SUBSIDIES for provision of Homeless Prevention Services to single adults; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$251,892.

TENDERLOIN HOUSING CLINIC – ELLIS ACT LEGAL PROGRAM
Housing and Homeless Division Family and Prevention Services Program Manager Cindy Ward presented the request to renew the grant with Tenderloin Housing Clinic – Ellis Act Legal Program.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with TENDERLOIN HOUSING CLINIC – ELLIS ACT LEGAL PROGRAM for provision of Homeless Prevention Services to seniors and disabled adults; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$125,000.

CENTRAL CITY HOSPITALITY HOUSE
Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Central City Hospitality House.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with CENTRAL CITY HOSPITALITY HOUSE for provision of the Hospitality House; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$629,498.

DOLORES STREET COMMUNITY CENTER
Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Dolores Street Community Center.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with DOLORES STREET COMMUNITY CENTER for provision of the Emergency Shelter; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$1,891,008.

EPISCOPAL COMMUNITY SERVICES
Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Episcopal Community Services.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of the Next-Door Shelter; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$5,279,112.

EPISCOPAL COMMUNITY SERVICES
Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Episcopal Community Services.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with EPISCOPAL COMMUNITY SERVICES for provision of the Sanctuary Shelter; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$3,688,860.

LARKIN STREET YOUTH SERVICES
Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Larkin Street Youth Services.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with LARKIN STREET YOUTH SERVICES for provision of the Lark Inn Shelter; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$1,304,776.

PROVIDENCE FOUNDATION OF SAN FRANCISCO
Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with Providence Foundation of San Francisco.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with PROVIDENCE FOUNDATION OF SAN FRANCISCO for provision of the Year Round Emergency Shelter/Storage Program; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$1,257,870.

SAINT VINCENT DE PAUL SOCIETY
Homeless Management Information Systems Program Manager Bernhard Gunther presented the request to renew the grant with the Saint Vincent De Paul Society.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to renew the grant with SAINT VINCENT DE PAUL SOCIETY for provision of the Multi-Service Center South Shelter; during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$7,084,204.

COMPASS FAMILY SERVICES
Family Emergency Services Manager Betsy Eddy presented the request to renew the Compass Family Services grant.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with COMPASS FAMILY SERVICES for provision of Compass Connecting Point; during the period of July 1, 2012 through June 30, 2015; in a total grant amount not to exceed \$1,484,738.

MISSION NEIGHBORHOOD CENTER
Housing and Homeless Program Project Manager Delliah Dominguez presented the request to renew the grant with Mission Neighborhood Center.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with MISSION NEIGHBORHOOD CENTER for provision of Resource Center and Shelter Reservation Program (Changes); during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$2,011,018.

- GLIDE FOUNDATION Housing and Homeless Program Project Manager Dellilah Dominguez presented the request to renew the grant with Glide Foundation.
On motion by Commissioner Yamasaki, seconded and carried, the Commission granted authorization to renew the grant with GLIDE FOUNDATION for provision of Shelter Reservation Program (Changes); during the period of July 1, 2012 through June 30, 2014; in a total grant amount not to exceed \$321,080.
- FAMILY BUILDERS BY ADOPTION Family and Children's Services Senior Projects Manager Maggie Donahue presented the request to modify the Family Builders By Adoption grant.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to modify the grant with FAMILY BUILDERS BY ADOPTION for provision of Adoption Services; during the period of July 1, 2012 through June 30, 2014; in the additional amount of \$100,860 for a revised total grant amount not to exceed \$453,945.
- TARA GEER-LEIKER Family and Children's Services Senior Projects Manager Maggie Donahue presented the request to enter into a new contract with Tara Geer-Leiker.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new contract with TARA GEER-LEIKER for provision of Permanency Coaching, Counseling and Outreach Services to Dependent Youth and Their Families; during the period of July 1, 2012 through June 30, 2014; in a total contract amount not to exceed \$156,408.
- LONNIE WEBB Family and Children's Services Senior Projects Manager Maggie Donahue presented the request to enter into a new contract with Lonnie Webb.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new contract with LONNIE WEBB for provision of Permanency Coaching, Counseling and Outreach Services to Dependent Youth and Their Families; during the period of July 1, 2012 through June 30, 2014; in a total contract amount not to exceed \$161,920.
- MARDITH LOUISELL Family and Children's Services Senior Projects Manager Maggie Donahue presented the request to enter into a new contract with Mardith Louissell.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new contract with MARDITH LOUISELL for provision of Permanency Coaching, Counseling and Outreach Services to Dependent Youth and Their Families; during the period of July 1, 2012 through June 30, 2014; in a total contract amount not to exceed \$49,920.
- SAN FRANCISCO COMMUNITY COLLEGE DISTRICT Family and Children's Services Senior Projects Manager Maggie Donahue presented the request to renew the San Francisco Community College District grant.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with SAN FRANCISCO COMMUNITY COLLEGE DISTRICT for provision of Title IV-E Specialized Training Services; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$2,029,000.
- FAMILY SUPPORT SERVICES OF THE BAY AREA Family and Children's Services Project Manager Robin Love presented the request to renew the Family Support Services of the Bay Area grant.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the grant with FAMILY SUPPORT SERVICES OF THE BAY AREA for provision of Respite Services; during the period of July 1, 2012 through June 30, 2013; in a total grant amount not to exceed \$257,286.
- FIRST PLACE FOR YOUTH Family and Children's Services Project Manager Robin Love presented the request to enter into a new grant with First Place For Youth.
On motion by Commissioner Friedman, seconded and carried, the Commission granted authorization to enter into a new grant with FIRST PLACE FOR YOUTH for provision of the Independent Living Skills Program for foster youth; during the period of July 1, 2012 through June 30, 2015; in a total grant amount not to exceed \$2,961,072.
- DEBORAH RAUCHER Family and Children's Services Project Manager Robin Love presented the request to renew the Deborah Raucher contract.
On motion by Commissioner Dearman, seconded and carried, the Commission granted authorization to renew the contract with DEBORAH RAUCHER for provision of Fostering Connections After Eighteen Consulting Services; during the period of July 1, 2012 through June 30, 2013; in a total contract amount not to exceed \$55,000.
- PUBLIC COMMENT President Stewart's call for public comment did not yield a response.
- ADJOURNMENT President Stewart adjourned the meeting at 11:50 a. m.

Louise Rainey, Commission Secretary
Human Services Commission

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES – DSS Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Provide childcare services for children of low-income families and as well as those receiving

Funding Source: State, Federal, County PSC Duration: 5 years 25 weeks

PSC Amount: \$160,000,000 PSC Est. Start Date: 01/05/2009 PSC Est. End Date: 06/30/2014

1. Description of Work

A. Scope of Work:

Multiple contractors provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.

B. Explain why this service is necessary and the consequence of denial:

These contracts are among several capacity building initiatives supporting CalWORKs implementation to reduce disruptions of work or job training for CalWORKs families receiving childcare subsidies. Denial will set back the successful implementation of CalWORKs welfare reform, the provision of necessary childcare services and the ability of CalWORKs parents to fulfill the work and training requirements accompanying welfare reform.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Previous 2025-04/05 this has been a continuous PSC approval since mid-1980's

D. Will the contract(s) be renewed? Contingent upon available funding, contractor performance an

2. Union Notification: On none, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2003-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractors must have demonstrated ability to form partnerships with other state licensed childcare centers and providers and schools in various identified target neighborhoods.

B. Which, if any, civil service class(es) normally perform(s) this work?

none,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes. Childcare services will be provided in existing licensed center-based and/or family childcare facilities.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Contractors are delivering specialized services through State licensed center-based and/or family childcare facilities.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. It would not be practical to create a class because of the necessary state community care licensing and parental choice in selecting childcare providers.

5. Additional Information (if "yes", attach explanation)

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
- C. Are there legal mandates requiring the use of contractual services?
Welfare and institute codes a local policy mandates YES NO
- D. Are there federal or state grant requirements regarding the use of
contractual services? State Licensing of Childcare Centers/AP Providers YES NO
- E. Has a board or commission determined that contracting is the most effective
way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC
contract with your department? Multiple Vendors YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD

ON _____ BY:

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Suite 300 San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES – DSS Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Employment and Support Services for CalWORKs, PAES and other low-income participants

Funding Source: County (61%), State (34%), Feder _____ PSC Duration: 5 years

PSC Amount: \$38,500,000 PSC Est. Start Date: 07/01/2009 PSC Est. End Date: 06/30/2014

1. Description of Work

A. Scope of Work:

Provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals seeking employment.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary in order to provide CalWorks and PAES participants entry employment and workforce development opportunities. Consequences of denial would increase welfare dependency and reduce self-sufficiency

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
PSC# 2022 04/05

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. **Union Notification:** On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2005-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires skills and expertise in job readiness, training, placement and retention specifically designed to target this population

B. Which, if any, civil service class(es) normally perform(s) this work?

9704,9705,9706,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

The contractors will provide training facilities, on-the-job training sites and job training equipment and materials

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service employees refer the clients to the contractors for specialized and comprehensive employment training services, job readiness, training, placement and retention services to low-income individuals seeking economic self-sufficiency.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The civil service classes that exist perform aspects of this service, but also need the ability to refer the clients to the contractors for job readiness, training, retention and placement in order to provide the cultural competency necessary for the successful placement and retention

5. Additional Information (if "yes", attach explanation)

YES NO

A. Will the contractor directly supervise City and County employee?

B. Will the contractor train City and County employee?

C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service? Board of Supervisors, ordinance 185-95

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON _____ BY:

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Family Resource Centers

Funding Source: Federal, State, and Local PSC Duration: annual memo required

PSC Amount: \$26,500,000 PSC Est. Start Date: 07/01/2009 PSC Est. End Date: Continued

1. **Description of Work**

A. Scope of Work:

These services are designed as Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention. Services include child abuse reporting and parental stress hotlines.

B. Explain why this service is necessary and the consequence of denial:

These services are essential for reducing the number of children removed from their homes, helps reduce child abuse and provides peer-based family preservation counseling and assistance to families in the communities where they reside. Denial of these services would be detrimental to the families whom most need the services

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
Services previously provided under PSC 2021-04/05

D. Will the contract(s) be renewed? Yes

2. **Union Notification:** On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2002-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Organizations with a proven track record of providing outreach, case management, family advocacy, clinical/therapeutic services to families in crisis and families who need help with parenting skills. Organizations must be culturally competent and able to work with families who are proficient in languages other than English

B. Which, if any, civil service class(es) normally perform(s) this work?

2910,2912,2914,2940,2944,2904,2576,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, the contractors are neighborhood-based organizations that own or rent facilities located throughout the City.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The Civil Service classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community-based organizations. The Community-based organizations are best suited to serve parents at risk of having their children removed from the home will engage in peer based services with much greater success than confiding in City and County employees

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, because several civil service classes already exist that perform similar services.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD

ON _____ BY:

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

Previous Submission

From CSC Meeting June 2, 2014




CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
 2. For Civil Service Commission Meeting of: June 2, 2014
 3. Check One: Ratification Agenda
 X Consent Agenda
 Regular Agenda
 Human Resources Director's Report
 4. Subject:
2000-08/09 - Adoption Services
2001-08/09 - Foster Care Services
2004-08/09 - Supportive Housing & Services for Homeless & Low-Income...
2006-08/09 - Support Services for the HSA
2007-08/09 - In-Homecare Supportive Services & Health Plan
2008-08/09 - Emergency Shelter Services for Homeless...
2009-08/09 - Resource Center Drop-In Services for Homeless...
 5. Recommendation: CSC Approval Required
 6. Report prepared by: David Curto Telephone number: (415) 557-5581
 7. Notifications: **(Attach a list of the person(s) to be notified in the format described in
IV. Commission Report Format -A).**
 8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: Micki Callahan 
- Date: May 23, 2014
9. Submit the original time-stamped copy of this form and person(s) to be notified
(see Item 7 above) along with the required copies of the report to:

Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

<p><u>CSC RECEIPT STAMP</u></p>
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Posting for June 2, 2014
Proposed Personal Services Contract - Continual

PSC No	Dept Description	Per Term	Per Annual	Description of Work	PSC Estimated	
					Start Date	End Date
2000-08/09	HUMAN SERVICES	\$7,500,000	\$1,500,000.00	Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	7/1/2009	Continual
2001-08/09	HUMAN SERVICES	\$65,000,000	\$13,000,000.00	Services include recruitment and support to perspective and existing foster and kinship parents. These services provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities. Services provided to children in foster care; include therapeutic services, tutoring, and independent living skills, mental and general health services.	7/1/2009	Continual
2004-08/09	HUMAN SERVICES	\$230,000,000	\$46,000,000.00	To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Social Security Administration, Supplemental Security Income, Personal Assisted Employment Services, CalWorks and/or low-incomes.	7/1/2009	Continual
2006-08/09	HUMAN SERVICES	\$25,415,000	\$4,420,000.00	Support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, equipment maintenance and repairs, files and records management (i.e. recycling, shredding, destruction, removal), translation, consultants for grant writing, Security Services, planning and evaluation.	7/1/2009	Continual
2007-08/09	HUMAN SERVICES	\$327,750,000	\$57,000,000.00	Serves as the employer of record for the In-Home Supportive Services Program (IHSS), an entitlement program of the federal and state government. Provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode <small>IHSS as mandated</small>	7/1/2009	Continual
2008-08/09	HUMAN SERVICES	\$75,750,000	\$15,150,000.00	Provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, voluntary case management, substance abuse, mental health group sessions, shelter reservations, employment services, housing <small>access and health activities</small>	7/1/2009	Continual
2009-08/09	HUMAN SERVICES	\$14,950,000	\$2,600,000.00	To provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	7/1/2009	Continual

Total Amount: \$746,365,000 \$139,670,000.00

David Curto
Human Services
1650 Mission Street, Ste. #300
San Francisco, CA 94103
(415) 557-5581

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Adoptions Services

Funding Source: Federal, State and County PSC Duration: annual memo required

PSC Amount: \$7,500,000 / term PSC Est. Start Date: 07/01/2009 PSC Est. End Date: Continued

**1,500,000/annual m*

1. Description of Work

A. Scope of Work:

Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.

B. Explain why this service is necessary and the consequence of denial:

Adoption services are essential for improving the number of quality placements for adoptive children. If this request is denied, fewer foster children would be adopted.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

PSC 2017-04/05

D. Will the contract(s) be renewed? Yes, subject to funding.

2. Union Notification: On ~~none~~ 12/10/2008 m, the Department notified the following employee organizations of this PSC/RFP request: no unions notified Local 1021, Local 21 m

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in adopting children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.
- B. Which, if any, civil service class(es) normally perform(s) this work?
2910,2912,2914,2940,2944,2904,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
The Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community-based organizations. The Community-based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because several civil service classes already exist that perform portions of these services

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD

ON 12/10/08 BY: WJ

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

RE: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2000-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to adoption services and permanency for children engaged in San Francisco's Child Welfare System.

These contracts are provided under the authority of Division 2, Part 1, sections 100-110 of the California Welfare and Institutions code and policies adopted by the State Department of Social Services and the Human Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov> (document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
DNA DIAGNOSTIC CENTER	Genetic Testing	2000-08/09	Genetic Testing	7/1/2013	6/30/2014	\$6,250
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	THP Plus	2000-08/09	13/14 THP+ Main Budget	7/1/2013	6/30/2014	\$237,120
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	THP Plus	2000-08/09	13/14 CODB BUDGET (operating only)	7/1/2013	6/30/2014	\$245,490
LARKIN STREET YOUTH CENTER	THP Plus - Holloway	2000-08/09	FY 13/14 THP Plus CODB Budget (operating only)	7/1/2013	6/30/2014	\$3,731
LARKIN STREET YOUTH CENTER	THP Plus - Holloway	2000-08/09	THP Plus Main Budget	7/1/2013	6/30/2014	\$243,840
LARKIN STREET YOUTH CENTER	THP Plus - Lease	2000-08/09	THP Plus Main Budget	7/1/2013	6/30/2014	\$762,000
LARKIN STREET YOUTH CENTER	THP Plus - Lease	2000-08/09	FY 13/14 THP+ CODB Budget (operating budget)	7/1/2013	6/30/2014	\$11,659
SALVATION ARMY	THP Plus	2000-08/09	THP Plus Main Budget	7/1/2013	6/30/2014	\$609,600
THE FIRST PLACE FUND FOR YOUTH	THP Plus	2000-08/09	THP Plus Main Budget	7/1/2013	6/30/2014	\$541,920

Total \$2,661,610

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

MODE = MEMORY TRANSMISSION

START=DEC-10 10:35

END=DEC-10 10:39

FILE NO.=560

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	a94316241	023/023	00:03:54

-D H S, O.C.M -

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5679
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:46 *****

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	98642166	023/023	00:04:23

-D H S, O.C.M

***** DE-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most
recently approved PSC # and upload a copy of the PSC.**

PSC # 2000-08/09

PSC # 2017-04/05

2000-08/09
Initial

Meeting Information

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2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997 METAMETALINKLNK

AMENDED

MINUTES

Regular Meeting

September 21, 2009

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

0267-09-8 Action: Approved. (Vote of 4 to 0)
 Review of request for approval of proposed personal services contracts.
 (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8 Review of request for approval of proposed personal services contracts.
 (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works -- Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)
July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Pitocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7 Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

- Action:** Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)
- 0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)**
- August 20, 2007:** Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
- October 1, 2007:** Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.
- Note:** Commissioners Morgan Gorrone and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
- November 19, 2007:** Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
- August 17, 2009:** Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.
- Speakers:** None.
- Action:** Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)
- 0296-09-1 Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Police and Fire. (Item No. 10)**
- Speakers:** Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director
- Action:** Accept and file the report. (Vote of 4 to 0)
- 0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)**
- Speakers:** None.
- Action:** Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)
- 0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$73,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers: Dave Curto, Human Services Agency
Steve Pitocchi, SEIU Local 1021
- Action: Accept the oral report. (Vote of 4 to 0)
- 0555-09-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)
- Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code.
(Vote of 4 to 0)
- 0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)
- Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted.
(Vote of 4 to 0)
- 0297-09-1 Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

Kévin Hughes, IBEW Local 6 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)
6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2000-08/09
Initial

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Rachel Buerkle, Department of the Environment
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - David Curto, Human Services Agency
 - Rion Dugan, Department of Technology
 - Nancy Gonchar, Arts Commission
 - Sharnica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Florence Kyaun, Public Utilities Commission
 - William Lee, Emergency Communications Department
 - Julian Low, Mayor's Office of Business & Economic Development
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Commission File
 - Chron

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

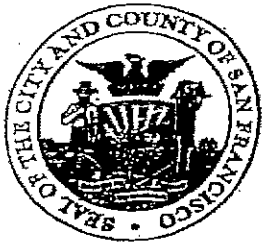
E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

POSTING - JR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2006-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system. Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES(Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agency/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode HSS as mandated.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,650,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4086-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00		



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2009-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnson, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St, Ste. 100 South Bldg SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, inclusion training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-06/09	45	Human Services Agency	Continuing	\$ 66,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES/Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process services, courier services, fiscal intermediary (employer payroll) services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homeless workers. Provides the contract mode HBS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,700,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4088-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4067-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 7, 2009

DEPARTMENT NAME: Department of Human Services DEPARTMENT NUMBER 45

TYPE OF APPROVAL: [] EXPEDITED [] REGULAR (OMIT POSTING)
[x] CONTINUING [] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Adoptions Services

FUNDING SOURCE: Federal, State and County

PSC AMOUNT: \$1,500,000/annual PSC DURATION: 7/1/09 through 6/30/14
\$7,500,000/term

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.

B. Explain why this service is necessary and the consequences of denial:

Adoption services are essential for improving the number of quality placements for adoptive children. If this request is denied, fewer foster children would be adopted.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

Services previously provided under PSC 2017-04/05.

D. Will the contract(s) be renewed: Yes, subject to funding availability, contractor performance and competitive procurement processes.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

1021 Union Name Signature of person mailing/faxing form Date December 10, 2008

21 Union Name Signature of person mailing/faxing form Date December 10, 2008

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in adopting children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.

B. Which, if any, civil service class normally performs this work?

The following classifications perform similar services, in some respects, with those identified in the attachment. The classifications that appear to be the most relevant are: 2910 Social Worker, 2912 Senior Social Worker, 2914 Social Worker Supervisor, 2940 Protective Services Worker, 2944 Protective Services Supervisor, 2904 Human Services Technician.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community-based organizations. The Community-based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, because several civil service classes already exist that perform portions of these services.

ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

E. Has a board or commission determined that contracting is the most effective way to provide this service? **Human Services Commission**

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

David M. Curto

(415) 557-5581

Print or Type Name

Telephone Number

1650 Mission Street, Suite 300

San Francisco, CA 94103

Address

2017-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

DONALD A. CASPER
COMMISSIONER

If this matter is subject to the Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

MORGAN R. GORROND
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
EXECUTIVE OFFICER

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
2015-04/05	Human Services	\$265,000	Will provide support and education to families in order to strengthen the family base and maintain children in their birth homes.	Continuing	6/30/2009
2016-04/05	Human Services	\$547,000	Services are designed as the entry point into child welfare and family preservation services. These services are mandated child abuse reporting and parental stress hotlines that connect parents and caregivers in crisis with response and counseling svcs.	Continuing	6/30/2009
2017-04/05	Human Services	\$1,400,000	Will recruit appropriate families throughout the Bay Area and other counties, provide orientations, induction training, home study, and post-adoption services to the families, and facilitate the matching of adoptive families to San Francisco children.	Continuing	6/30/2009
2018-04/05	Human Services	\$1,700,000	Will provide services that are designed as in-home based family services to help families with effective family preservation and respite services to adoptive and foster parents of children placed from San Francisco County.	Continuing	6/30/2009
2019-04/05	Human Services	\$2,100,000	Will provide services to prepare youth for leaving the foster care system and provide them with post foster care services. The services are designed for youth age 14 through age 24.	Continuing	6/30/2009



PERSONAL SERVICES CONTRACT SUMMARY

2017-04/05

DATE: May 19, 2005

DEPARTMENT NAME Department of Human Services DEPARTMENT NUMBER 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST:
INITIAL REQUEST

TYPE OF SERVICE: Adoptions Services

FUNDING SOURCE: Includes Local funding (General Fund, CTF), State funding (CWS, Kinship, AB2129, STAP), Federal funding (OFR, PSSF)

PSC AMOUNT: \$ 1,400,000 (annual estimated amount) PSC DURATION : 3/1/04 - ongoing

1. DESCRIPTION OF WORK

- A. Concise description of proposed work:
Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home study, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.
- B. Explain why this service is necessary and the consequences of denial: **Adoption services are essential for improving the number of quality placements for adoptive children. If this request is denied, fewer foster children would be adopted, as there does not currently exist the service to identify, recruit, train and support appropriate families.**
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
4117 - 01/02 (Adoptions Services)
- D. Will the contract(s) be renewed: **Yes.**

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Union Name	Signature of person mailing / faxing form	Date
Union Name	Signature of person mailing / faxing form	Date

RFP sent to _____, on _____ Date _____ Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in adopting children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.**

B. Which, if any, civil service class normally performs this work? **The following classifications perform similar services, in some respects, with those identified in the attachment. The classifications that appear to be the most relevant are: 2910 Social Worker, 2912 Senior Social Worker, 2914 Social Worker Supervisor, 2940 Protective Services Worker, 2944 Protective Services Supervisor, 2904 Human Services Technician**

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **No.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: **The Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community based organizations. The Community based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No, because several civil service classes already exist that perform portions of these services.**

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there policy mandates requiring the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

David M. Curto Director of Contracts, Human Services Agency (415-557-5581)
1650 Mission Street Suite #300

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES – DSS Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Foster Care Services

Funding Source: Federal, State, County, Private PSC Duration: annual memo required

PSC Amount: \$65,000,000/Ann PSC Est. Start Date: 07/01/2009 PSC Est. End Date: Continued

\$13,000,000/annual W
1. Description of Work

A. Scope of Work:

Services include recruitment and support to perspective and existing foster and kinship parents. These services provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities. Services provided to children in foster care; include therapeutic services, tutoring, and independent living skills, mental and general health services

B. Explain why this service is necessary and the consequence of denial:

Foster parenting is highly stressful. Without support services it likely that the County would be unable to maintain/expand its pool of foster and kinship care families. Foster youth who were not reunified with their families or adopted are more likely to become incarcerated, homeless, or become teen parents. If housing and support services are not available to foster youth and emancipated youth, it is unlikely that these youth will enroll in higher or vocational education programs, secure housing or obtain employment.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Previous 2014-04/05

D. Will the contract(s) be renewed? Yes. pending funding availability, contractor performance an

12/10/2008 W
2. **Union Notification:** On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified Local 1021, Local 21 W

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2001 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
 Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in fostering children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.
- B. Which, if any, civil service class(es) normally perform(s) this work?
 2910,2912,2914,2940,2944,2904,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 No

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
 The Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community based organizations. The Community based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No, because several civil service classes already exist that perform portions of these services.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission Board of Super	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 12/10/08 BY: DC

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

RE: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2001-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to Foster Care Services for dependent children engaged in San Francisco's Child Welfare System.

These contracts are provided under the authority of Division 2, Article 13 1, sections 396-452 of the California Welfare and Institutions code and policies adopted by the State Department of Social Services and the Human Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov> (document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION	CCTA-BAA Child Welfare Staff Training	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$608,428
CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION	CCTA-BAA Gomez & POCR	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$53,675
CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION	CCTA-BAA Parenting for Permanency College	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$442,300
CATHOLIC CHARITIES CYO	Residential Based Services (RBS)	2001-08/09	MISC	02/01/2011	01/31/2016	\$1,715,000
CHAPIN HALL AT THE UNIVERSITY OF CHICAGO	Performance-Based Contracting Initiative	2001-08/09	Program Budget	12/01/2013	06/30/2014	\$50,000
CHAPIN HALL AT THE UNIVERSITY OF CHICAGO	Rapid Support & Housing for Families	2001-08/09	Program Budget	10/01/2013	09/30/2014	\$52,733
COMMUNITY ALLIANCE FOR SPECIAL EDUCATION	Special Education to Foster Youth	2001-08/09	MISC	07/01/2013	06/30/2014	\$10,353
COMMUNITY ALLIANCE FOR SPECIAL EDUCATION	Emergency Child Welfare Services to Incarcerated Parents	2001-08/09	HSR	07/01/2013	06/30/2014	\$169,927
DEBORAH RAUCHER	Fostering Connections After 18 Consultant	2001-08/09	Consultant Hourly Rate	07/01/2013	06/30/2014	\$55,000
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	Kinship Svcs	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$238,006
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	Residential Based Services (RBS)	2001-08/09	MISC	02/01/2011	01/31/2016	\$1,715,000
FAMILY BUILDERS BY ADOPTION	Adoption Permanency & Recruitment	2001-08/09	Recruitment	07/01/2013	06/30/2014	\$72,113
FAMILY BUILDERS BY ADOPTION	Adoption Permanency & Recruitment	2001-08/09	Permanency	07/01/2013	06/30/2014	\$155,542
FAMILY SUPPORT SVCS OF THE BAY AREA	Kin Gap	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$403,469
FAMILY SUPPORT SVCS OF THE BAY AREA	Respite Care and Administration of Gift Fund for Foster Parents and Relative Caregivers	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$276,120
FAMILY SUPPORT SVCS OF THE BAY AREA	Safe Kids California Project	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$585,380
FAMILY SUPPORT SVCS OF THE BAY AREA	SafeCare Training for DPH Nurses	2001-08/09	SafeCare DPH Nurse Training	01/01/2014	06/30/2014	\$52,780
HANSINE FISHER	CSSG-HR Time Study Online Module	2001-08/09	MISC	07/01/2013	06/30/2014	\$20,000
LARKIN STREET YOUTH CENTER	Preventive Services	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$162,504
LISA ELLIS	RBS Program Coordinator Services	2001-08/09	Hourly Rate	07/01/2013	06/30/2014	\$88,000
MAXIMUS HUMAN SERVICES	SSI Application Screening & Assistance	2001-08/09	For Profit fee for service	02/01/2014	06/30/2014	\$71,874
Mt ST JOSEPH-ST ELIZABETH	Safe Kids California Project	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$366,364
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG ABUSE	Drug testing	2001-08/09	MISC	07/01/2013	06/30/2014	\$110,000
NATIONAL COUNCIL ON CRIME & DELINQUENCY	FCS Safemeasures database subscription & Ad hoc reporting	2001-08/09	Main Budget	07/01/2013	06/30/2014	\$100,201
NATIONAL COUNCIL ON CRIME & DELINQUENCY	FCS Safemeasures database subscription & Ad hoc reporting	2001-08/09	Additional Technical Assistance (underspending from FY 12/13)	07/01/2013	12/31/2013	\$31,979
PUBLIC CONSULTING GROUP INC	Benefits Screening- Youth Children	2001-08/09	MISC	07/01/2013	01/31/2014	\$86,677
PUBLIC CONSULTING GROUP INC	Rapid Support and Housing for Families	2001-08/09	Fee for service, unit cost	10/01/2013	09/30/2014	\$26,998
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT	Title IV-E Specialized Training Services	2001-08/09	MISC	07/01/2013	06/30/2014	\$2,028,997
SENECA CENTER	Residential Based Services (RBS)	2001-08/09	MISC	02/01/2011	01/31/2016	\$1,715,000
SENECA CENTER	SB 163 wrap around services for foster care	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$240,000
SENECA CENTER	Visitation and School Support Program	2001-08/09	Unit cost for service	07/01/2013	06/30/2014	\$240,000
ST VINCENT DE PAUL SOCIETY	DV Counseling for FCS- Riley Center	2001-08/09	St.Vincent/Riley Center-FCS DV services	07/01/2013	06/30/2014	\$139,916
THE FIRST PLACE FUND FOR YOUTH	Independent Living Skills Program for Foster Youth	2001-08/09	First Place-ISP	07/01/2013	06/30/2014	\$1,299,190
TODD WRIGHT	Ombudsman	2001-08/09	MISC	07/01/2013	06/30/2014	\$95,361
			Total			\$13,458,916

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:39 *****

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City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON

Fax: (415) 431-6241 Fax: (415) 557-5678

Phone: Phone: (415) 557-5330

Pages: 23 Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:46 *****

MODE = MEMORY TRANSMISSION

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END=DEC-10 10:46

FILE NO.=561

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City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most
recently approved PSC # and upload a copy of the PSC.**

PSC # 2001-08/09

PSC # 2014-04/05

2001-08/09
Initial

Meeting Information

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back to Civil Service Commission home page

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AMENDED

MINUTES

Regular Meeting
September 21, 2009

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

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

Action: Approved. (Vote of 4 to 0)
 0267-09-8 Review of request for approval of proposed personal services contracts.
 (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrono dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8 Review of request for approval of proposed personal services contracts.
 (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SEPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CAL FIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,624	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPIS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)
July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Proccia, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7 Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Applicant

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Note: Commissioners Morgan Garrow and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

August 17, 2009: Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

Speakers: None.

Action: Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)

0296-09-1 Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Police and Fire. (Item No. 10)

Speakers: Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director

Action: Accept and file the report. (Vote of 4 to 0)

0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)

Speakers: None.

Action: Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)

0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

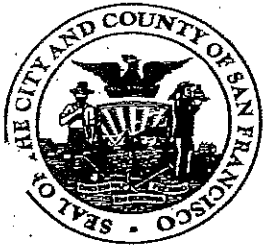
- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers: Dave Curto, Human Services Agency
Steve Pitocchi, SEIU Local 1021
- Action: Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)
- Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code.
(Vote of 4 to 0)
- 0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers: None
- Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)
- Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)
- Speakers: None
- Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0297-09-1 Department of Human Resources Report on the Position-Based Testing Program. (Item No. 17)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 3 to 0)
- REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)**

Kevin Hughes, IBEW Local 6 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)
6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2001-08/09
Initial

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting on February 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.

It was the decision of the Commission to:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Rachel Buekle, Department of the Environment
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - David Curto, Human Services Agency
 - Rion Dugan, Department of Technology
 - Nancy Gonchar, Arts Commission
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Florence Kyaun, Public Utilities Commission
 - William Lee, Emergency Communications Department
 - Julian Low, Mayor's Office of Business & Economic Development
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Commission File
 - Chron

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

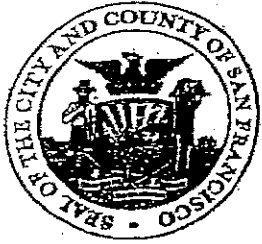
E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES(Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode (HSS as mandated).	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
 GAVIN NEWSOM
 MAYOR

2001-08/09
 Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

Anita Sanchez

ANITA SANCHEZ
 Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
- Commission File
- Chron

- DONALD A. CASPER
PRESIDENT
- MORGAN R. GORRONG
VICE PRESIDENT
- JOY Y. BOATWRIGHT
COMMISSIONER
- MARY Y. JUNG
COMMISSIONER
- E. DENNIS NORMANDY
COMMISSIONER
- ANITA SANCHEZ
EXECUTIVE OFFICER

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PGC No.	Benefit	Agency	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,000,000.00	Will provide orientations, instruction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 66,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 28,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,600,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,416,000.00	Will provide support services to the Agency include but not are limited to the following: legal process services, courier service, fiscal intermediary (employer agency payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	46	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homeless workers. Provide the contract mode HBS as mandated.	30-Jun-14
2008-08/09	46	Human Services Agency	Continuing	\$ 76,700,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	46	Human Services Agency	Continuing	\$ 14,800,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4008-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 204,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean-Air projects.	30-Jun-13

2001-08/09
Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME Department of Human Services DEPARTMENT NUMBER 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST:
INITIAL REQUEST

TYPE OF SERVICE: Foster Care Services

FUNDING SOURCE: Federal, State, County, Private Foundations

PSC AMOUNT: \$13,000,000 annual est/ \$65,000,000 term PSC DURATION : 7/1/09 thru 6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services include recruitment and support to perspective and existing foster and kinship parents. These services provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities. Services provided to children in foster care; include therapeutic services, tutoring, and independent living skills, mental and general health services.

B. Explain why this service is necessary and the consequences of denial: Foster parenting is highly stressful. Without support services it likely that the County would be unable to maintain/expand its pool of foster and kinship care families. Foster youth who were not reunified with their families or adopted are more likely to become incarcerated, homeless, or become teen parents. If housing and support services are not available to foster youth and emancipated youth, it is unlikely that these youth will enroll in higher or vocational education programs, secure housing or obtain employment.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
Previous 2014-04/05

D. Will the contract(s) be renewed: Yes. pending funding availability, contractor performance and competitive procurement processes.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to _____, on _____ Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in fostering children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.**

B. Which, if any, civil service class normally performs this work? **The following classifications perform similar services, in some respects, with those identified in the attachment. The classifications that appear to be the most relevant are: 2910 Social Worker, 2912 Senior Social Worker, 2914 Social Worker Supervisor, 2940 Protective Services Worker, 2944 Protective Services Supervisor, 2904 Human Services Technician**

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **No.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: **The Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community based organizations. The Community based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No, because several civil service classes already exist that perform portions of these services.**

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

A. Will the contractor directly supervise City and County employees?

<u>Yes</u>	<u>No</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there policy mandates requiring the use of contractual services?

W

D. Are there federal or state grant requirements regarding the use of contractual services?

W

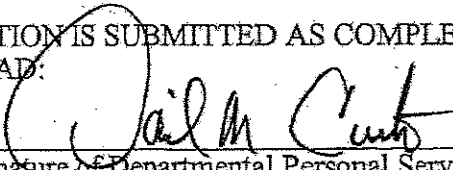
E. Has a board or commission determined that contracting is the most effective way to provide this service? **Human Services Commission Board of Supervisors**

X	<input type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

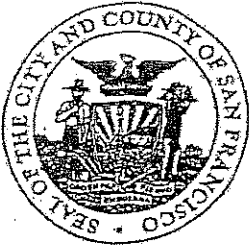
X	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



 Signature of Departmental Personal Services Contract Coordinator
 David M. Curto Director of Contracts, Human Services Agency (415-557-5581)
 1650 Mission Street Suite #300

2014-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

DONALD A. CASPER
COMMISSIONER

If this matter is subject to the Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

MORGAN R. GORRONS
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
EXECUTIVE OFFICER

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of Work	Type of Approval	Duration
2011-04/05	Public Health	\$3,400,000	Will provide TB/S/ID related diagnosis, monitoring, treatment, patient prevention education, community support, training/technical assistance, and drug studies. These services will be provided to residents of the City and County of San Francisco.	Continuing	6/30/2009
2012-04/05	Public Health	\$4,000,000	Will provide community based, primary health and life enhancement programs for low/no income, disabled, senior, and youth residents of San Francisco, including access to transportation, adult day recreation programs, and therapeutic art programs.	Continuing	6/30/2009
2013-04/05	Public Health	\$110,000,000	Will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's various target populations.	Continuing	6/30/2009
2014-04/05	Human Services	\$150,000	Will provide training for families interested in becoming foster parents. Also on-going training to keep foster parents current on special child-rearing issues.	Continuing	6/30/2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in adopting children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.**

B. Which, if any, civil service class normally performs this work? **The following classifications perform similar services, in some respects, with those identified in the attachment. The classifications that appear to be the most relevant are: 2910 Social Worker, 2912 Senior Social Worker, 2914 Social Worker Supervisor, 2940 Protective Services Worker, 2944 Protective Services Supervisor, 2904 Human Services Technician**

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **No.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: **The Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community based organizations. The Community based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No, because several civil service classes already exist that perform portions of these services.**

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

- | | Yes | No |
|---|--------------------------|--------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | X |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | X |
| C. Are there policy mandates requiring the use of contractual services? | X | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | X | |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission | X | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | X | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

David M. Curto Director of Contracts, Human Services Agency (415-557-5581)
1650 Mission Street Suite #300

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES – DSS Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Supportive Housing and Services for Homeless and Low-Income Individuals and Families

Funding Source: County, State and Federal Funds PSC Duration: annual memo required

PSC Amount: \$230,000,000/term PSC Est. Start Date: 07/01/2009 PSC Est. End Date: Continued

\$ 46,000,000/annuel

1. Description of Work

A. Scope of Work:

To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Social Security Administration, Supplemental Security Income, Personal Assisted Employment Services, CalWorks and/or low-incomes.

B. Explain why this service is necessary and the consequence of denial:

These support services provide recipients the support necessary to access and remain in housing. Consequences of denial are an increase in homelessness, and for emergency shelter and hospitalization services

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
PSC# 2024-04/05

D. Will the contract(s) be renewed? PSC# 2024-04/05

2. Union Notification: On ~~none~~ *12/10/2024*, the Department notified the following employee organizations of this PSC/RFP request: no unions notified *Local 1021, Local 21*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2004 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Required skills and expertise in providing housing related services to the homeless, including those with substance abuse and physical and mental illnesses. Expertise in developing and administering community functions and social programs. Expertise in linking clients to service providers and payee services and developing money management skills.

B. Which, if any, civil service class(es) normally perform(s) this work?
1424,2604,2708,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, the contractors will provide the facilities and equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Work is performed 24 hours a day, seven days a week. The supportive housing services are often crisis driven, do not involve predictable tasks and serve fluctuating populations.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

Work is performed 24 hours a day, seven days a week. The supportive housing services are often crisis driven, do not involve predictable tasks and serve fluctuating populations.

5. Additional Information (if "yes", attach explanation)

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
Board of Supervisors, ordinance 185-95
(Dept. unable to locate ordinance) *W*
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 12/10/08 BY: *W*

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2004-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to supportive Housing Services for Single Adults, Families and Youth.

These contracts are provided under the authority of 18986.86 Chapter 12.991 sections 18986.86-18986.87 of the California Welfare and Institutions code and policies adopted by the State Department of Social Services and the Human Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov>
(document too large to attach)

A	B	C	D	E	F	G	H	I	J
Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount			
1	Bayview Hunters Point Foundation	2004-08/09	Bayview Hill Gardens LDRP	7/1/2013	6/30/2014	\$980,050			
2	Bayview Housing Corp	2004-08/09	One Church Street Apartments	7/1/2013	6/30/2014	\$69,318			
3	Catholic Charities CVO	2004-08/09	10th & Mission LSP	7/1/2013	6/30/2014	\$279,609			
4	Catholic Charities CVO	2004-08/09	FERCO	7/1/2013	9/30/2013	\$177,099			
5	Catholic Charities CVO	2004-08/09	STANDARD-FERCO	10/1/2013	9/30/2014	\$520,095			
6	Catholic Charities CVO	2004-08/09	STANDARD-FERCO	10/1/2013	9/30/2014	\$320,505			
7	Catholic Charities CVO	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$153,134			
8	Catholic Charities CVO	2004-08/09	STANDARD-Home for the Holidays	10/1/2013	10/31/2014	\$175,695			
9	Catholic Charities CVO	2004-08/09	STANDARD-FERCO	7/1/2013	6/30/2014	\$150,579			
10	Catholic Charities CVO	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$602,625			
11	Catholic Charities CVO	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$296,094			
12	Center on Juvenile and Criminal Justice	2004-08/09	HUD	4/1/2014	3/31/2015				
13	Community Awareness & Treatment Svcs Inc	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$1,017,813			
14	Community Housing Partnership	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$658,056			
15	Community Housing Partnership	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$657,143			
16	Community Housing Partnership	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$324,773			
17	Community Housing Partnership	2004-08/09	HUD	1/1/2014	1/1/2015	\$112,673			
18	Community Housing Partnership	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$116,906			
19	Community Housing Partnership	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$1,017,813			
20	Community Housing Partnership	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$358,056			
21	Compass Family Services	2004-08/09	HUD	7/1/2013	6/30/2014	\$657,143			
22	Compass Family Services	2004-08/09	CCP	7/1/2013	6/30/2014	\$324,773			
23	Compass Family Services	2004-08/09	HUD	7/1/2013	6/30/2014	\$102,582			
24	Compass Family Services	2004-08/09	One time bond add back	10/1/2013	6/30/2014	\$102,600			
25	Compass Family Services	2004-08/09	General Fund	10/1/2013	6/30/2014	\$294,793			
26	Compass Family Services	2004-08/09	STANDARD	10/1/2013	6/30/2014	\$1,092,750			
27	Compass Family Services	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$703,463			
28	Conard House Inc	2004-08/09	General	7/1/2013	6/30/2014	\$963,487			
29	Conard House Inc	2004-08/09	HUD	5/1/2014	4/30/2015	\$1,085,255			
30	Conard House Inc	2004-08/09	Aminda 12-17	7/1/2013	6/30/2014	\$1,085,255			
31	Conard House Inc	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$77,362			
32	Conard House Inc	2004-08/09	1180 4th Street	4/1/2014	6/30/2014	\$618,504			
33	Conard House Inc	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$434,871			
34	Episcopal Community Svcs of S.F. Inc	2004-08/09	Hillsdale	7/1/2013	6/30/2014	\$976,004			
35	Episcopal Community Svcs of S.F. Inc	2004-08/09	Wentworth	7/1/2013	6/30/2014	\$944,931			
36	Episcopal Community Svcs of S.F. Inc	2004-08/09	Alder	7/1/2013	6/30/2014	\$1,226,762			
37	Episcopal Community Svcs of S.F. Inc	2004-08/09	Crosby	7/1/2013	6/30/2014	\$1,281,310			
38	Episcopal Community Svcs of S.F. Inc	2004-08/09	Elm	7/1/2013	6/30/2014	\$1,028,132			
39	Episcopal Community Svcs of S.F. Inc	2004-08/09	HUD	1/1/2014	12/31/2014	\$128,862			
40	Episcopal Community Svcs of S.F. Inc	2004-08/09	DPH Rose Hotel Match	1/1/2014	1/1/2015	\$58,066			
41	Episcopal Community Svcs of S.F. Inc	2004-08/09	DPH Canon Kip Match	1/1/2014	1/1/2015	\$147,251			
42	Episcopal Community Svcs of S.F. Inc	2004-08/09	HUD-Rose and Canon Kip	1/1/2014	1/1/2015	\$33,288			
43	Episcopal Community Svcs of S.F. Inc	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$9,313,679			
44	Episcopal Community Svcs of S.F. Inc	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$2,569,310			
45	Eviction Defense Collaborative Inc	2004-08/09	General Fund	10/1/2013	9/30/2013	\$501,493			
46	Eviction Defense Collaborative Inc	2004-08/09	One-Time board add back	10/1/2013	6/30/2014	\$747,528			
47	Eviction Defense Collaborative Inc	2004-08/09	One-Time board add back	10/1/2013	6/30/2014	\$762,000			

A	B	C	D	E	F	G	H	I	J
Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount			
1	GUIDE COMMUNITY HOUSING INC	Cecil Williams House	STANDARD	7/1/2013	6/30/2014	\$319,156			
48	HAMILTON FAMILY CENTER	260 Golden Gate- Emergency Shelter for Families	STANDARD	7/1/2013	6/30/2014	\$7,079,127			
49	HAMILTON FAMILY CENTER	First Avenues-GF	HFH-45 subgrantee	7/1/2013	9/30/2013	\$120,000			
50	HAMILTON FAMILY CENTER	First Avenues-GF	THC- 50 and 40 subgrantees	7/1/2013	9/30/2013	\$262,351			
51	HAMILTON FAMILY CENTER	First Avenues-GF	One time only board addback	10/1/2013	6/30/2014	\$86,000			
52	HAMILTON FAMILY CENTER	First Avenues-GF	HUD	10/1/2013	6/30/2014	\$1,213,675			
53	HAMILTON FAMILY CENTER	HUD Dudley Arts	HUD	11/1/2013	10/31/2014	\$228,826			
54	HAMILTON FAMILY CENTER	HUD First Avenues	HUD	9/1/2013	8/31/2014	\$174,613			
55	HAMILTON FAMILY CENTER	Transitional Housing - GF	General Fund	1/1/2014	12/31/2014	\$361,636			
56	HAMILTON FAMILY CENTER	Transitional Housing - HUD	HUD	1/1/2014	12/31/2014	\$372,317			
57	HAMILTON FAMILY CENTER	Women's HOPE	HUD	10/1/2013	9/30/2014	\$65,646			
58	HEALTHRIGHT 360	Season of Sharing	HUD	1/1/2014	6/30/2015	\$18,500			
59	HOLY FAMILY DAY HOME INC	Season of Sharing	Season of Sharing	1/1/2014	6/30/2015	\$18,500			
60	HOMEBASE THE CTR FOR COMMON CONCERNS INC	McKinney Application/SEHA Re-envisioning (2)	McKINNEY ADMIN FUNDS	12/1/2013	11/30/2014	\$100,000			
61	HOMEBASE THE CTR FOR COMMON CONCERNS INC	McKinney Application/SEHA Re-envisioning (2)	GENERAL FUNDS/HCB	12/1/2013	11/30/2014	\$69,382			
62	HOMELSS PRENATAL PROGRAM	Housing Assistance- Diversion Svcs	STANDARD	10/1/2013	6/30/2014	\$604,956			
63	HOMELSS PRENATAL PROGRAM	Housing Assistance- Placement	STANDARD	7/1/2013	9/30/2013	\$94,787			
64	HOMELSS PRENATAL PROGRAM	Housing- First Rental Assistance	STANDARD	7/1/2013	9/30/2013	\$166,524			
65	USA OF BERNAL HEIGHTS NEIGHBORHOOD CNTR	Bernal Gateway	Bernal Gateway 7/1/12-6/30/14	7/1/2013	6/30/2014	\$167,499			
66	USA OF BERNAL HEIGHTS NEIGHBORHOOD CNTR	Monterey Blvd	STANDARD	7/1/2013	6/30/2014	\$22,408			
67	ASSOCIATION JUSTICE AND DIVERSITY CENTER-SF BAR	Homeless Advocacy Project	STANDARD	3/1/2014	2/28/2015	\$347,604			
68	ASSOCIATION JUSTICE AND DIVERSITY CENTER-SF BAR	Right to Counsel Pilot	Right to Counsel Pilot	10/1/2013	9/30/2014	\$150,000			
69	LARKIN STREET YOUTH CENTER	H&E Ellis	STANDARD	7/1/2013	6/30/2014	\$70,017			
70	LARKIN STREET YOUTH CENTER	Advocates to Independence	HUD	1/1/2014	12/31/2014	\$323,076			
71	LARKIN STREET YOUTH CENTER	Caruso Street Youth Initiative	STANDARD	7/1/2013	6/30/2014	\$715,975			
72	LARKIN STREET YOUTH CENTER	G-house	STANDARD	7/1/2013	6/30/2014	\$348,427			
73	LARKIN STREET YOUTH CENTER	IGBT Youth Outreach Services	Appendix B - Larkin Street Youth Services, IGBT Youth Outreach	1/1/2014	6/30/2014	\$48,677			
74	LUTHERAN SOCIAL SERVICES OF NORTHERN CAL	HUD ISN	STANDARD	1/1/2014	1/1/2015	\$775,227			
75	LUTHERAN SOCIAL SERVICES OF NORTHERN CAL	Messiah LSCP	STANDARD	7/1/2013	6/30/2014	\$302,256			
76	MARY ELIZABETH INN	Care Not Cash - MEI	STANDARD	7/1/2013	6/30/2014	\$283,760			
77	MARY ELIZABETH INN	Non Care Not Cash Units - MEI	STANDARD	7/1/2013	6/30/2014	\$183,606			
78	MARY ELIZABETH INN	Supportive Services- Verona Hotel	STANDARD	7/1/2013	6/30/2014	\$897,288			
79	MISSION HOUSING DEVELOPMENT CORP.	HUD ISN	HUD	1/1/2014	1/1/2015	\$344,405			
80	MISSION HOUSING DEVELOPMENT CORP.	Operating Services for HUD-VASH Residence	2524 Mission St. Residence	10/1/2013	6/30/2014	\$69,991			
81	NINONMAGH LEGAL OUTREACH DRAPRI LEGAL	Ellis Act Eviction Prevention	Ellis Act Eviction Prevention	1/1/2014	6/30/2014	\$49,406			
82	REGENTS UNIV OF CALIF / UNIV CALIF S F	Citywide Behavioral Health Roving Team	STANDARD	7/1/2013	6/30/2014	\$81,271			
83	REGENTS UNIV OF CALIF / UNIV CALIF S F	HUD ISN Roving Team	HUD	1/21/2014	1/1/2015	\$331,005			
84	SAVATION ARMY	Fallon Place	STANDARD	7/1/2013	6/30/2014	\$369,741			
85	SAVATION ARMY	Rapid Support & Housing for Families	Program Budget	10/1/2013	9/30/2014	\$108,647			
86	SAN FRANCISCO HOUSING DEVELOPMENT CORP	Bayview Commons	STANDARD	7/1/2013	6/30/2014	\$148,766			
87	SAN FRANCISCO NETWORK MINISTERS	Safehouse	STANDARD	7/1/2013	6/30/2014	\$100,996			
88	SWORDOS TO PLOWSHARES	HUD Veterans Academy	HUD-Veterans Academy	7/1/2013	6/30/2014	\$346,991			
89	SWORDOS TO PLOWSHARES	SF Training Partnership	SFTF	4/1/2014	3/31/2015	\$264,249			

	A	B	E	G	H	I	J
	Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
1	SWANSONS TO FLOWSHARES	Supportive Services at 150 OHS	2004-08/09	150 OHS Standard Budget	7/1/2013	6/30/2014	\$100,000
90	TENDERLOIN HOUSING CLINIC INC	Elis Act Eviction Prevention	2004-08/09	STANDARD	7/1/2013	6/30/2013	\$31,867
91	TENDERLOIN HOUSING CLINIC INC	Elis Act Eviction Prevention	2004-08/09	Elis Act	10/1/2013	6/30/2014	\$907,437
92	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	All-Star	7/1/2013	6/30/2014	\$607,541
93	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	CNC MPP	7/1/2013	6/30/2014	\$249,026
94	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	CNC PMSS	7/1/2013	6/30/2014	\$1,498,417
95	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	Rowan	7/1/2013	6/30/2014	\$642,984
96	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	Union	7/1/2013	6/30/2014	\$595,202
97	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	Boyd	7/1/2013	6/30/2014	\$719,142
98	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	Callitake	7/1/2013	6/30/2014	\$210,980
99	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	Eik	7/1/2013	6/30/2014	\$641,598
100	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	Giraystone	7/1/2013	6/30/2014	\$668,313
101	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	Pierre	7/1/2013	6/30/2014	\$659,886
102	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC	2004-08/09	Vincent	7/1/2013	6/30/2014	\$748,111
103	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC	2004-08/09	Seneca	7/1/2013	6/30/2014	\$2,476,166
104	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC	2004-08/09	PMSS - Non-CNC	7/1/2013	6/30/2014	\$411,571
105	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC	2004-08/09	MPP - Non-CNC	7/1/2013	6/30/2014	\$990,130
106	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC	2004-08/09	Jefferson	7/1/2013	6/30/2014	\$682,620
107	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC	2004-08/09	Hartland	7/1/2013	6/30/2014	\$219,940
108	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC	2004-08/09	Edgeworth formerly Looper	7/1/2013	6/30/2014	\$638,742
109	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC	2004-08/09	Mayfair	7/1/2013	6/30/2014	\$1,119,874
110	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC	2004-08/09	Milston	7/1/2013	6/30/2014	\$743,893
111	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC	2004-08/09	Remain	7/1/2013	6/30/2014	\$30,947
112	TENDERLOIN HOUSING CLINIC INC	New Roads	2004-08/09	New Roads-58678	7/1/2013	6/30/2014	\$1,978
113	TENDERLOIN HOUSING CLINIC INC	New Roads	2004-08/09	New Roads NSA GF	7/1/2013	6/30/2014	\$30,677
114	TENDERLOIN HOUSING CLINIC INC	New Roads	2004-08/09	New Roads-AB109	7/1/2013	6/30/2014	\$751,346
115	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$522,009
116	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$234,436
117	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$231,612
118	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$724,240
119	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$735,252
120	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$924,424
121	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$73,598
122	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$73,598
123	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$73,598
124	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$73,598
125	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$73,598
						Total	\$59,780,107.00

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

MODE = MEMORY TRANSMISSION

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FILE NO.=560

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	94316241	023/023	00:03:54

- D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5679
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:46 *****

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
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-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: Dates: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most
recently approved PSC # and upload a copy of the PSC.**

PSC # 2024-08/09

PSC # 2024-04/05

2004-08/09
Initial

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AMENDED

MINUTES

Regular Meeting
September 21, 2009

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

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

0267-09-8 Action: Approved. (Vote of 4 to 0)
 Review of request for approval of proposed personal services contracts.
 (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrono dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8 Review of request for approval of proposed personal services contracts.
 (Item No. 6)

FSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$305,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)
July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Ficochi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7. Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

- Action:** Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)
- 0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)**
- August 20, 2007:** Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
- October 1, 2007:** Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.
- Note:** Commissioners Morgan Geronzo and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
- November 19, 2007:** Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
- August 17, 2009:** Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.
- Speakers:** None.
- Action:** Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)
- 0296-09-1 Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Police and Fire. (Item No. 16)**
- Speakers:** Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director
- Action:** Accept and file the report. (Vote of 4 to 0)
- 0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)**
- Speakers:** None.
- Action:** Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)
- 0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 10,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers: Dave Curto, Human Services Agency
Steve Pitocchi, SEIU Local 1021
- Action: Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)
- Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code.
(Vote of 4 to 0)
- 0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)
- Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-1 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0297-09-1 Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

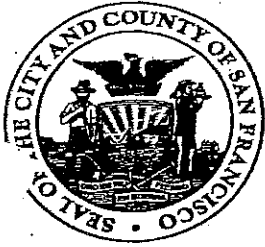
Kevin Hughes, IBEW Local 6 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)

6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2004-08/09
Initial

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.

It was the decision of the Commission to:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Rachel Buerkle, Department of the Environment
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - David Curto, Human Services Agency
 - Rion Dugan, Department of Technology
 - Nancy Gonchar, Arts Commission
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Florence Kyaun, Public Utilities Commission
 - William Lee, Emergency Communications Department
 - Julian Low, Mayor's Office of Business & Economic Development
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Commission File
 - Chron

- DONALD A. CASPER
PRESIDENT
- MORGAN R. GORRONO
VICE PRESIDENT
- JOY Y. BOATWRIGHT
COMMISSIONER
- MARY Y. JUNG
COMMISSIONER
- E. DENNIS NORMANDY
COMMISSIONER
- ANITA SANCHEZ
EXECUTIVE OFFICER

POSTING, JR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES(Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode HSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2004-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- ☐ Micki Callahan, Human Resources Director
- ☐ David Corto, Human Services Agency
- ☐ Jennifer Johnston, Department of Human Resources
- ☐ Naomi Kelly, Office of Contract Administration
- ☐ Brigitte Rockett, Department of Human Resources
- ☐ Ben Rosenfield, Controller
- ☐ Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- ☐ Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg SF, CA 94103
- ☐ Commission File
- ☐ Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSG No.	Dept/Title	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	Human Services Agency	Continuing	\$ 7,800,000.00	Will provide orientation, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	Human Services Agency	Continuing	\$ 28,500,000.00	Will provide services to community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	Human Services Agency	Continuing	\$ 28,416,000.00	Will provide support services to the Agency include but not be limited to the following: legal process service, courier services, fiscal intermediary (employer agency/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	Human Services Agency	Continuing	\$ 327,760,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homeless workers. Provides the contract mode HBS as mandated.	30-Jun-14
2008-08/09	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	Human Services Agency	Continuing	\$ 14,850,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4000-08/09	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4067-08/09	Department of the Environment	Regular	\$ 284,900.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 2, 2009

DEPARTMENT NAME: Human Services Agency DEPARTMENT NUMBER 45

TYPE OF APPROVAL: [] EXPEDITED [] REGULAR (OMIT POSTING) [x] CONTINUING [] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Supportive Housing and Services for Homeless and Low-Income Individuals and Families

FUNDING SOURCE: County, State and Federal Funds

PSC AMOUNT: \$46,000,000/annual \$230,000,000/term PSC DURATION: 7/1/09-6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of SSI, SSA, PAES, CalWorks and/or low-incomes.

B. Explain why this service is necessary and the consequences of denial:

These support services provide recipients the support necessary to access and remain in housing. Consequences of denial are an increase in homelessness, and for emergency shelter and hospitalization services.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

PSC# 2024-04/05

D. Will the contract(s) be renewed: Yes, based upon funding, performance and procurement.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021 Union Name Larry Chatman Signature of person mailing/faxing form 12-10-08 Date

Local 21 Union Name Larry Chatman Signature of person mailing/faxing form 12-10-08 Date

RFP sent to 1021,21 Union Name, on August 2008 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required skills and expertise in providing housing related services to the homeless, including those with substance abuse and physical and mental illnesses. Expertise in developing and administering community functions and social programs. Expertise in linking clients to service providers and payee services and developing money management skills.

B. Which, if any, civil service class normally performs this work?

Civil service classes 1424, 2604, 2708.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, the contractors will provide the facilities and equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Work is performed 24 hours a day, seven days a week. The supportive housing services are often crisis driven, do not involve predictable tasks and serve fluctuating populations.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It would not be practical due to the hours and the required expertise for serving the target population.

ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

David Curto, Director

(415) 557-5581

Print or Type Name

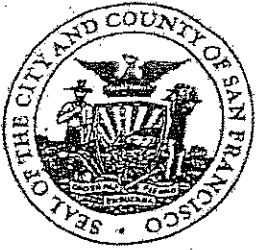
Telephone Number

1650 Mission Street, Suite 300

San Francisco, CA 94103

Address

2024-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

DONALD A. CASPER
COMMISSIONER

If this matter is subject to the Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

MORGAN R. GORRONO
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
EXECUTIVE OFFICER

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs.
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

RSC#	Department	Amount	Description of Work	Type of Approval	Duration
2020-04/05	Human Services	\$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	6/30/2009
2021-04/05	Human Services	\$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	6/30/2009
2022-04/05	Human Services	\$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	6/30/2009
2023-04/05	Human Services	\$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/2009
2024-04/05	Human Services	\$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	6/30/2009
2025-04/05	Human Services	\$45,500,000	Will provide childcare services to low-income and CalWORKS families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	6/30/2009

2024-04/05

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 19, 2005

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

TYPE OF APPROVAL: [] EXPEDITED [] REGULAR (OMIT POSTING)

[x] CONTINUING [] ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST x MODIFICATION (PSC# 2004-03-04 Qualified Approval)

TYPE OF SERVICE: Supportive Housing and Supportive Services for the Homeless.

FUNDING SOURCE: City and County of San Francisco

PSC AMOUNT: \$22,000,000 (annual estimated amount) PSC DURATION : 7/1/04 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing. Clients include recipients of SSI, SSA, General Assistance, or TANF and those who have low income. Operation of housing facility centers to provide case management, money management and tenant services.

B. Explain why this service is necessary and the consequences of denial:

Along with consultation services for client-related activities, these supportive services offer clients an exit from the streets and help stabilize their current situation. Without these services, clients will return to the streets and increase the demand for emergency shelter services, which are already in short supply. Supportive housing services are necessary for aiding homeless adults by directing them to solutions to end homelessness.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

086C-94/95.

D. Will the contract(s) be renewed:

Yes, contingent on available funding.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 790 Union Name Signature of person mailing / faxing form Date

Local 535 Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Ability to work with the homeless population; ability to coordinate activities and social programs; advocacy and representational skills; ability to communicate with community groups and link clients to service providers; representative payee services; money management skills; ability to deal with disabled substance abusers and with physically and mentally handicapped clients.
- B. Which, if any, civil service class normally performs this work?
There is no civil service class which provides all the necessary elements of supportive housing services to the homeless population.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Some contractors provide services at their own facilities. In some cases, the City will provide the facility; contractor shall provide all beds, bedding, furniture, equipment, etc.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
This operation does not involve predictable tasks, but deals with crisis and fluctuating populations, socially determined needs, weather, the economy, on a 24-hour basis.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. See 4.A. Non-traditional type of work, work setting, and work hours. Service must be provided in the community at 24 hours per day.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there policy mandates requiring the use of contractual services?
Proposition N | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission Board of Supervisors, Voters | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

 Signature of Departmental Personal Services Contract Coordinator

David Curto, Director of Contracts, Human Services Agency (415) 557-5680
Department of Human Services
1650 Mission Street Suite #300
San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Support Services for the Human Services Agency

Funding Source: Support Services for the Human S PSC Duration: annual memo required

PSC Amount: \$25,415,000/term PSC Est. Start Date: 07/01/2009 PSC Est. End Date: Continued

\$4,400,000/annual

1. Description of Work

A. Scope of Work:

Support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, equipment maintenance and repairs, files and records management (i.e. recycling, shredding, destruction, removal), translation, consultants for grant writing, Security Services, planning and evaluation.

B. Explain why this service is necessary and the consequence of denial:

These services are required to process client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

PSC# 2000-05/06 *(Dept. cannot locate the CSC-NDA report)*

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. Union Notification: On 12/10/2008 ~~none~~ *in* the Department notified the following employee organizations of this PSC/RFP request: all unions were notified. Local 1024, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2006-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Requires expertise in the following specialized areas: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, equipment maintenance, files and records management (i.e. recycling, shredding, destruction, removal), translation, consultants for grant writing, planning and evaluation
- B. Which, if any, civil service class(es) normally perform(s) this work?
none,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, contractor will provided facilities and equipment to perform the services

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
These are very specialized services. There are no current civil services classification to provided theses services.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, it would not be practical to create a new class because of the immediate, short-term and on demand need for these services.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? Board of Supervisors, ordinance 185-95 <i>(Dept. unable to locate ordinance) M</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD

ON 12/10/2013 BY: M

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA



MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2006-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to Development and Support of Community Facilities, such as property management services, fiscal agent services, database tracking services and other support activities for the services provided by HSA and DAAS.

These contracts are provided under the authority of 14127 Article 3.9, Sections 1115, 14127-14128
14132 Article 4, Sections 14132-14138
14186 Article 5.7, Sections 14186-14186.4
9625 Chapter 9.5, Sections 9625-9626

of the California Welfare and Institutions code and policies adopted by the State Department of Social Services, the Human Services Commission and the Adult and Aging Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov>
(document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
ACE TECHNOLOGIES	Appointments and Lobby Management System	2006-08/09	Lobby	7/1/2013	6/30/2014	\$477,469
BULLSEYE TRANSLATION	Oral Translation	2006-08/09	Misc.	7/1/2013	6/30/2014	\$30,000
CENTRAL COMMUNICATIONS INC	Hotline Answering Services for FCS & Aps	2006-08/09	MISC	7/1/2013	6/30/2014	\$14,500
CHI PARTNERS, LLC	Grant Writing and Technical Services	2006-08/09	MISC	7/1/2013	6/30/2014	\$5,000
CITISPAN TECHNOLOGIES	CARBON Development	2006-08/09	CARBON	7/1/2013	6/30/2014	\$134,000
CIVICACTIONS	Eatfresh.org	2006-08/09	Eatfresh.org launch	10/1/2013	6/30/2014	\$328,000
CN SOLUTIONS	Document Management	2006-08/09	MISC	7/1/2013	6/30/2014	\$187,200
GUARDSMARK	Security Renewal	2006-08/09	MISC	2/1/2014	1/31/2015	\$4,868,240
INTERNATIONAL EFFECTIVENESS CENTER	Oral Interpretation and Written Translation Services	2006-08/09	MISC	7/1/2013	6/30/2014	\$180,000
KATE BRISTOL CONSULTING	Grant Writing and Technical Services	2006-08/09	MISC	7/1/2013	6/30/2014	\$18,999
KIWI CONSTRUCTION INC DBA WEST BAY PROPERTY MANAGEMENT	Property Management Services	2006-08/09	Misc	7/15/2013	6/30/2014	\$1,400,000
MICROBIZ SECURITY CO INC	Security	2006-08/09	MISC	7/1/2013	6/30/2014	\$140,000
PANDAMIC SOFTWARE INC	Licensing Agreement- IT	2006-08/09	MISC	7/1/2013	6/30/2014	\$240,000
PARTNERS IN COMMUNICATION	Oral Interpretation Services	2006-08/09	MISC	7/1/2013	6/30/2014	\$12,000
RALPH ANDERSEN & ASSOCIATES	HSA IT Director Search	2006-08/09	For profit fee for service	4/14/2014	8/31/2014	\$28,995
SOCIAL SOLUTIONS	HMS	2006-08/09	MISC	7/1/2013	5/31/2014	\$43,270
TOM ELIOT FISCH ARCHITECTS	Space Planning	2006-08/09	Space Planning	3/1/2014	2/28/2015	\$42,965
TRUSTFORTE LANGUAGE SERVICES	Written Translation	2006-08/09	MISC	7/1/2013	6/30/2014	\$30,000
					Total	\$8,180,682

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

MODE = MEMORY TRANSMISSION

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END=DEC-10 10:39

FILE NO.=560

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
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-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco

Human Services Agency



Gavin Newsom, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON

Fax: (415) 431-6241 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: 23 Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

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-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

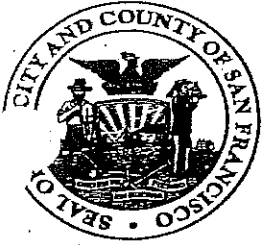
Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most
recently approved PSC # and upload a copy of the PSC.**

PSC # 2006-08/09

PSC # 2000-05/06



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2006-08/09
Initial

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.

It was the decision of the Commission to:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Rachel Buerkle, Department of the Environment
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - David Curto, Human Services Agency
 - Rion Dugan, Department of Technology
 - Nancy Gonchar, Arts Commission
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Florence Kyaun, Public Utilities Commission
 - William Lee, Emergency Communications Department
 - Julian Low, Mayor's Office of Business & Economic Development
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homecare workers. Provides the contract mode IHSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2006-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- cc: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,000,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 68,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWORKs and PACE/Personal Assisted Employment Services and other low-income individuals.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 25,418,000.00	Will provide support services to the Agency include but not be limited to the following: legal process service, courier service, fiscal intermediary (employer agency/ payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homeless workers. Provide the contract made HHS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 70,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4080-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 204,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

2006-08/09
Initial

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME: HUMAN SERVICES DEPARTMENT NUMBER: 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)

CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Support Services for the Human Services Agency.

FUNDING SOURCE: County, State and Federal

PSC AMOUNT: \$4,420,000 est annual/ \$25,415,000 term PSC DURATION: 7/1/09-6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, equipment maintenance, files and records management (i.e. recycling, shredding, destruction, removal), translation, consultants for grant writing, planning and evaluation.

B. Explain why this service is necessary and the consequences of denial:

These services are required to process client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

C. Explain how this service has been provided in the past (if this services was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

PSC# 2000-05/06.

D. Will the contract be renewed:

Contracts may be renewed based upon funding availability and contract performance and competitive procurement process.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021

Union Name Signature of person mailing/faxing form Date

Local 21

Union Name Signature of person mailing/faxing form Date

RFP sent to: 1021, 21 November 2008

Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Expertise in providing the listed services in these specialized areas.
- B. Which, if, any, civil services class normally performs this work?
None.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City?
Yes, contractor will provide facilities and equipment to perform the services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
These are very specialized services. There are no current civil service classification to provide these services.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain:
No. It would not be practical to create a new class because of the immediate, short-term and on demand need for these services.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal and state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?
Human Services Commission | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? See attached | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

 12-9-08
 Signature of Departmental Personal Services Contract Coordinator

David Curto, Director, Office of Contract Management
 Department of Human Services, PO Box 7988, S.F. CA 94120

(415) 557-5581

PERSONAL SERVICES CONTRACT SUMMARY

DATE: MARCH 28, 2006

DEPARTMENT NAME: HUMAN SERVICES

DEPARTMENT NUMBER: 45

TYPE OF APPROVAL: [] EXPEDITED

[] REGULAR (OMIT POSTING)

[x] CONTINUING

[] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST

[] MODIFICATION (PSC# _____)

TYPE OF SERVICE: Support Services for the Human Services Agency.

FUNDING SOURCE: County, State and Federal

PSC AMOUNT: \$289,000

PSC DURATION: 7/01/06-6/30/09

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Support services for the Department which include but not limited to the following: legal process service, courier service, credit check, and recycling and shredding of paper products.

B. Explain why this service is necessary and the consequences of denial:

These services are required to process client and court mandated information, and are necessary for the smooth operation of the Department. Without these services, operations would be interrupted.

C. Explain how this service has been provided in the past(if this services was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The Department, with the approval of the Controller and the City Purchaser, has historically acquired operational support commodities and services as an administrative process through the Department's Purchasing Unit, under the City's purchasing guidelines. Recently, the Controller revised his interpretation of the Administrative code and determined that these services are considered "Professional Services," subject to regulations governing contracting. Previous PSC# 4010-03/04, 4012-03/04.

D. Will the contract be renewed:

Contract may be renewed based upon funding availability and contract performance.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 790, 535, 21		
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date
RFP sent to:	Union Name	Date
		Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES – DSS Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: In-Homecare Supportive Services and Health Plan

Funding Source: County, State and Federal Funds PSC Duration: annual memo required

PSC Amount: \$327,750,000 PSC Est. Start Date: 02/02/2009 PSC Est. End Date: Continued

1. Description of Work

A. Scope of Work:

Serves as the employer of record for the In-Home Supportive Services Program (IHSS), an entitlement program of the federal and state government. Provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.

B. Explain why this service is necessary and the consequence of denial:

The San Francisco IHSS Public Authority was established by the Board of Supervisors, ordinance 185-95 as required by the State Statute. Consequences of denial would be the violation of the local ordinance and State law

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

PSC# 2026-04/05

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. Union Notification: On 12/10/2008, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified Local 1071, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2007-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires the maintenance of the independent "In-Home Service Providers" and administers health and dental benefits to these providers. Note: The providers are not employed by the City and are not eligible for benefits through the City's health service system

B. Which, if any, civil service class(es) normally perform(s) this work?
none,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

In accordance with ordinance 185-94/95, "employees of the Public Authority shall not be employees of the City for any purpose." Note: The providers are not employed by the City and are not eligible for benefits through the City's health service system. (department unable to locate ordinance)

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
It would not be practical due to state and local laws

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services? see resolution 291-06	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services? see resolution 291-06	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? Board of Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 12/10/08 BY:

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2007-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to In Home supportive Services for Seniors and Younger Adults with Disabilities

These contracts are provided under the authority of 11100.1 Article 3, Sections 11100-11105. of the California Welfare and Institutions code and policies adopted by the State Department of Social Services, the Human Services Commission and the Adult and Aging Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:
To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov>
(document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
CAREACCESS OF THE SILICON VALLEY	REVA	2007-08/09	MISC	7/1/2013	6/30/2014	\$10,800
CATHOLIC CHARITIES CYO	Case Management	2007-08/09	DAAS	7/1/2013	6/30/2014	\$136,195
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	Family Caregiver	2007-08/09	DAAS	7/1/2013	6/30/2014	\$51,765
EPISCOPAL COMMUNITY SVCS OF S F INC	Case Management	2007-08/09	STANDARD	7/1/2013	6/30/2014	\$208,734
FAMILY CAREGIVER ALLIANCE	Family Caregiver	2007-08/09	DAAS	7/1/2013	6/30/2014	\$394,547
IHSS CONSORTIUM	IHSS Contract Mode	2007-08/09	STANDARD	7/1/2013	6/30/2014	\$19,444,011
IHSS CONSORTIUM	Provider Skills Development Training & Supports	2007-08/09	Program Budget	7/1/2013	6/30/2014	\$884,934
INSTITUTE ON AGING	Case Management	2007-08/09	DAAS	7/1/2013	6/30/2014	\$199,185
INSTITUTE ON AGING	Clinical Supervision collaborative	2007-08/09	DAAS	7/1/2013	6/30/2014	\$196,240
INSTITUTE ON AGING	Community Living Fund	2007-08/09	DAAS	7/1/2013	6/30/2014	\$3,074,024
INSTITUTE ON AGING	Linkages	2007-08/09	DAAS	7/1/2013	6/30/2014	\$325,483
SF IN-HOME SUPPORT SVCS (IHSS) PUBL AUTH	IHSS JP Mode PA Admin, Health, Dental	2007-08/09	STANDARD	7/1/2013	6/30/2014	\$53,351,114
					Total	\$78,277,032

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:39 *****

MODE = MEMORY TRANSMISSION

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City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5679
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:46 *****

MODE = MEMORY TRANSMISSION

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END=DEC-10 10:46

FILE NO.=561

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City and County of San Francisco

Human Services Agency



Gavin Newsom, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON
 Fax: (415) 864-2166 Fax: (415) 557-5679
 Phone: _____ Phone: (415) 557-5330
 Pages: _____ Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most
recently approved PSC # and upload a copy of the PSC.**

PSC # 2007-08/09

PSC # 2026-04/05

ESC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/16
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFPMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/15/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFPMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Beatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Fittocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7 Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

- Action:** Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)
- 0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)**
- August 20, 2007:** Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
- October 1, 2007:** Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.
- Note:** Commissioners Morgan Gorrone and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
- November 19, 2007:** Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
- August 17, 2009:** Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.
- Speakers:** None.
- Action:** Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)
- 0296-09-1 Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Police and Fire. (Item No. 10)**
- Speakers:** Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director
- Action:** Accept and file the report. (Vote of 4 to 0)
- 0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)**
- Speakers:** None.
- Action:** Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)
- 0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$290,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers: Dave Curto, Human Services Agency
Steve Pirocchi, SEIU Local 2021
- Action: Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)
- Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code. (Vote of 4 to 0)
- 0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)
- Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0297-09-1 Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

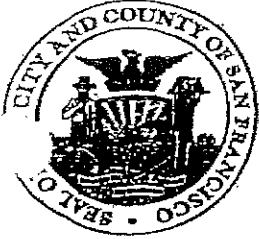
Kevin Hughes, IBEW Local 5 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20) -----

None.

ADJOURNMENT (Item No. 21)

6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2007-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- ☐ Micki Callahan, Human Resources Director
- ☐ David Curto, Human Services Agency
- ☐ Jennifer Johnston, Department of Human Resources
- ☐ Naomi Kelly, Office of Contract Administration
- ☐ Brigitte Rockett, Department of Human Resources
- ☐ Ben Rosenfield, Controller
- ☐ Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- ☐ Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg, SF, CA 94103
- ☐ Commission File
- ☐ Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSG No.	Depth	Agency Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, inclusion training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 20,000,000.00	Will provide services to community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,600,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job relation support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,410,000.00	Will provide support services to the Agency include but not are limited to the following: legal process services, courier services, fiscal intermediary (employer agency payroll) services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 927,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homeless workers. Provides the contract mode (HSS as mandated).	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 70,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,980,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4088-08/09	22	Department of the Environment	Regular	\$ 30,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 284,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean-Air projects.	30-Jun-13

2007-08/09
Initial

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME: HUMAN SERVICES DEPARTMENT NUMBER: 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)

CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: In-Homecare Supportive Services and Health Plan

FUNDING SOURCE: County, State and Federal

PSC AMOUNT: \$57,000,000 est annual/\$327,750,000 term PSC DURATION: 7/1/09-6/30/14

1. DESCRIPTION OF WORK

- A. Concise description of proposed work:
Serves as the employer of record for the In-Home Supportive Services Program (IHSS) an entitlement program of the federal and state government, establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 16,000 homecare workers. Also provides for contract mode IHSS as mandated by the State and local policy.
- B. Explain why this service is necessary and the consequences of denial:
The San Francisco IHSS Public Authority was established by the Board of Supervisors (ordinance 185-95) as required by State Statute. If this service is denied, it would violate the local ordinance and State law.
- C. Explain how this service has been provided in the past (if this services was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
Previous PSC# 2026-04/05.
- D. Will the contract be renewed:
Contract may be renewed based upon funding availability and contract performance and competitive procurement process.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021	Union Name	Signature of person mailing/faxing form	Date
Local 21	Union Name	Signature of person mailing/faxing form	Date
RFP sent to:	1021, 21	February 2005	
	Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Maintains registry of independent "In-Home Service Providers" and administer health and dental benefits to these providers. Note the providers are not employed by the City and are not eligible for benefits through the City's health service system.

B. Which, if any, civil services class normally performs this work? **None.**

C. Will contractor provide facilities and/or equipment not currently possessed by the City? **No.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

In accordance with ordinance 185-94/95, "employees of the Public Authority shall not be employees of the City for any purpose". Note these providers are not employed by the City and County and are not eligible for benefits through the City's health service system

B. Would it be practical to adopt a new civil service class to perform this work? Explain:
No. Due to state and local laws.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Describe training and indicate approximate number of hours.

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

D. Are there federal and state grant requirements regarding the use of contractual services?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

Department of Adult and Aging Services Commission, Human Services Commission

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

David M. Curto 12-9-08
Signature of Departmental Personal Services Contract Coordinator

David Curto, Director, Office of Contract Management

Department of Human Services, PO. Box 7988, S.F. CA 94120

(415) 557-5581

1 [IHSS Provider Benefits and Administration Contract Approval – San Francisco IHSS Public
2 Authority]

3
4 Resolution approving the contract between the City and County of San Francisco and
5 San Francisco In-Home Supportive Services (IHSS) Public Authority for the provision
6 of Administration, health and dental benefits to IHSS Independent Providers for the
7 period of July 1, 2006 to June 30, 2012, in the amount of \$201,786,117.00

8
9 WHEREAS, The State of California, under Welfare and Institutions Code 12300,
10 mandates that all counties provide the In-Home Supportive Services (IHSS) Program, which
11 provides supportive services to eligible blind, aged, and disabled persons in order to enable
12 these individuals to remain safely in their homes; and,

13 WHEREAS, The City and County of San Francisco, pursuant to California Welfare and
14 Institutions Code 12301.6, has created through legislation the San Francisco In-Home
15 Supportive Services Public Authority to provide for the delivery of In-Home Supportive
16 Services and to be the employer of record for the Independent Providers; and,

17 WHEREAS, The City and County of San Francisco also wishes to provide health and
18 dental benefits to the Independent Providers of IHSS; therefore be it

19 RESOLVED, That the Board of Supervisors hereby approves the contract with the San
20 Francisco In-Home Supportive Services Public Authority to provide administration, health and
21 dental benefits to the IHSS Independent Providers, for the period of July 1, 2006 to June 30,
22 2012, in the amount of \$201,786,117.



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails
Resolution

File Number: 060333

Date Passed:

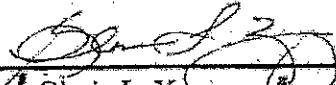
Resolution approving the contract between the City and County of San Francisco and San Francisco In-Home Supportive Services (IHSS) Public Authority for the provision of Administration, health and dental benefits to IHSS Independent Providers for the period of July 1, 2006 to June 30, 2012, in the amount of \$201,786,117.00

May 9, 2006 Board of Supervisors — ADOPTED

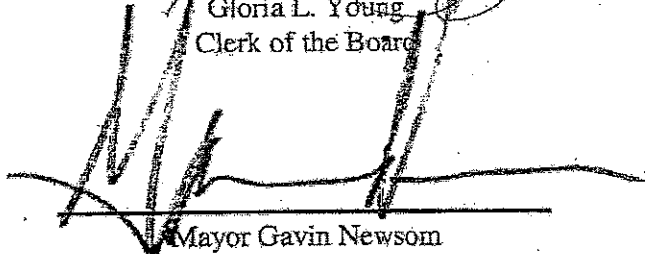
Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 060333

I hereby certify that the foregoing Resolution was ADOPTED on May 9, 2006 by the Board of Supervisors of the City and County of San Francisco.


Gloria L. Young
Clerk of the Board

5/19/06
Date Approved


Mayor Gavin Newsom

Item ?
File 11-0581

Department:
Human Services Agency (HSA)

EXECUTIVE SUMMARY

Legislative Objective

- Resolution amending an existing agreement between the City and County of San Francisco, on behalf of the Human Services Agency (HSA), and the San Francisco In-Home Supportive Services (IHSS) Public Authority for a total agreement amount of \$419,058,271 for the period from July 1, 2006 through June 30, 2016 to provide administrative services and benefits to IHSS independent providers.

Key Points

- The San Francisco IHSS Public Authority is an independent public agency, which, pursuant to California Welfare and Institutions Code Section 12301.6, is the designated public authority for the County of San Francisco to (a) provide administrative and operations support services for IHSS independent providers and (b) administer health and dental benefits to IHSS independent providers.
- The existing six-year, \$201,786,117 agreement between HSA and the San Francisco IHSS Public Authority, which was previously approved by the Board of Supervisors on May 9, 2006, commenced on July 1, 2006 and will expire on June 30, 2012.

Fiscal Impact

- HSA is projected to expend \$208,825,203 by the end of FY 2011-2012 such that HSA will exceed the \$201,786,117 authorization under the existing six-year agreement by \$7,039,086.
- During the past six years, average annual expenditures were \$34,804,201. The proposed ten-year \$419,187,190 amended agreement, which would provide for an additional four years of revenue, reflects an increase in expenditures for the remaining four fiscal years (FY 2012-2013 through FY 2015-2016) of \$210,362,707 (\$419,187,910 less \$208,825,203). Therefore, the proposed four-year extension of the existing six-year agreement reflects projected average annual expenditures of \$52,590,677 over the remaining four years. This is an increase in average annual expenditures of \$17,786,476 or 51.1 percent (\$52,590,677 less \$34,804,201).
- The proposed HSA FY 2011-12 budget contains \$45,026,867 to provide support for IHSS independent providers. This includes \$40,148,919 for health benefits, \$2,941,761 for dental benefits, and \$1,936,187 for administrative and operations support services.

Recommendations

- Amend the proposed resolution in the last line of the title and on page 1, line 23 to change the total amended amount of the IHSS Public Authority agreement from \$419,058,271 to \$419,187,910.
- Approval of the proposed resolution, as amended, is a policy decision for the Board of Supervisors.

MANDATE STATEMENT & BACKGROUND**Mandate Statement**

In accordance with Charter Section 9.118, any amendment of over \$500,000 to an agreement over \$10,000,000 in anticipated expenditures is subject to Board of Supervisors approval.

Background

In May of 1995, the Board of Supervisors established the San Francisco IHSS Public Authority as an independent public agency, pursuant to California Welfare and Institutions Code Section 12301.6, to be the designated public authority for the County of San Francisco to (a) provide administrative and operations support services for In-Home Supportive Services (IHSS) independent providers and (b) administer health and dental benefits to IHSS independent providers. The existing six-year, \$201,786,117 agreement between HSA and the San Francisco IHSS Public Authority, initially approved by the Board of Supervisors on May 9, 2006, provides for (a) administrative and operations support services and (b) health and dental benefits to IHSS independent providers. IHSS independent providers are personal assistance workers who deliver care and services to IHSS clients.

According to Ms. Martha Peterson, Finance and Planning, Human Services Agency (HSA), there are approximately 22,000 clients in San Francisco's IHSS program served by either IHSS independent providers or outside agencies. Under the IHSS program, HSA provides funding for low-income seniors and disabled persons to receive non-medical personal care and other household assistance in their homes from visiting workers. Ms. Peterson advises that approximately 85 percent of IHSS services are provided by 15,041 IHSS independent providers based in San Francisco.

On May 3, 2006, the Board of Supervisors approved an initial six-year agreement between the HSA and the San Francisco IHSS Public Authority (File No. 06-0333) to provide (a) administrative and operations support services and (b) health and dental benefits for IHSS independent providers from July 1, 2006 through June 30, 2012, at an estimated total cost of \$201,786,117, or an average annual cost of \$33,631,019. While the existing agreement will not expire until June 30, 2012, or in approximately one year, HSA projects that IHSS program expenses will exceed the amount approved in the current agreement before the expiration of the agreement.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would amend the existing agreement between the HSA and the San Francisco IHSS Public Authority to provide (a) administrative and operations support services to IHSS independent providers and (b) health and dental benefits for IHSS independent providers for an additional four years, or a total of ten years from July 1, 2006 through June 30, 2016, at a

total estimated cost of \$419,058,271.¹ The proposed amended agreement would not change the types of services provided by the IHSS Public Authority, but would reflect the increasing costs for health, dental, and administrative services, as described below.

Table I below, provided by Ms. Peterson, provides actual expenditures for health, dental and administrative costs for FY 2006-2007 through FY 2010-2011, as well as projected expenditures for health, dental, and administrative costs for FY 2011-2012 through FY 2015-2016. These are expenditures by the IHSS Public Authority to provide health and dental benefits and administrative support services to IHSS independent providers.

Table I

Actual/Projected Costs					
FY	Administrative	Dental	Health	Other Costs*	Total
06/07	2,088,300	2,014,538	23,906,505	-	28,009,343
07/08	2,192,715	2,385,544	25,720,401	-	30,298,660
08/09	2,280,424	2,548,029	27,534,297	-	32,362,750
09/10	2,394,445	2,746,502	29,722,637	-	34,863,584
10/11	2,514,167	2,915,087	31,576,498	-	37,005,752
11/12	1,936,187	2,941,761	41,067,565	339,602	46,285,115
Six-year Subtotal					\$208,825,203
Six-year Average					\$34,804,201
12/13	1,936,187	3,135,550	43,396,001	339,602	48,807,340
13/14	1,936,187	3,329,339	45,724,436	339,602	51,329,564
14/15	1,936,187	3,523,128	48,052,872	339,602	53,851,789
15/16	1,936,187	3,716,917	50,381,308	339,602	56,374,014
Four-year Subtotal					\$210,362,707
Four-year Average					\$52,590,677
Ten-Year Total	\$21,150,985	\$29,256,395	\$367,082,520	\$1,698,010	\$419,187,910

*Other Costs includes fingerprinting, on-call services, and advisory committee services. These are existing services and costs that were included in the existing six-year agreement under Administrative Costs. For FY 2011-2012 and all future fiscal years, fingerprinting, on-call services, and advisory committee services will be broken out into separate categories in order to more clearly identify where IHSS Public Authority contract funds are allocated.

FISCAL IMPACT

Under the existing six-year agreement, HSA is projected to expend \$208,825,203 by the end of FY 2011-2012 as shown in Table I above. Therefore, the projected \$208,825,203 will exceed the \$201,786,117 authorized expenditures under the current six-year agreement by \$7,039,086, an increase of 3.5 percent.

¹ The Budget and Legislative Analyst notes that the amount of \$419,058,271 which is included in the proposed resolution is incorrect. The correct amount is \$419,187,910. Therefore, the Budget and Legislative Analyst uses the correct amount in this report and includes a recommendation to amend the proposed resolution to include this corrected amount.

1030

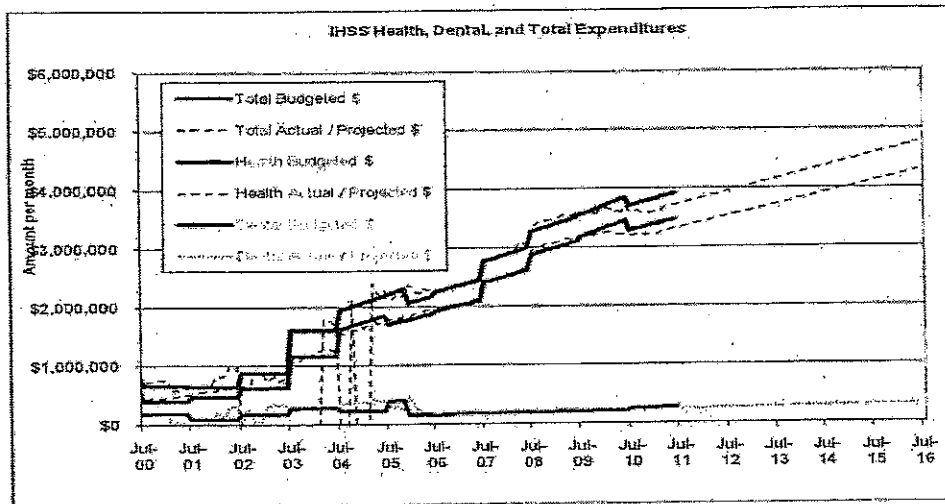
As shown in Table 1 above, based on the total projected \$208,825,203, average annual expenditures for the last six years (FY 2006-2007 through FY 2011-2012) totaled \$34,804,201. The proposed ten-year \$419,187,910 amended agreement reflects an increase in expenditures for the remaining four fiscal years (FY 2012-2013 through FY 2015-2016) of \$210,362,707 (\$419,187,910 less \$208,825,203). Therefore, the proposed four-year extension of the existing six-year agreement reflects projected average annual expenditures of \$52,590,677 over the remaining four years, or an increase in average annual costs of \$17,786,476 or 51.1 percent (\$52,590,677 less \$34,804,201).

Attachment I, provided by Ms. Peterson, outlines key assumptions used to calculate the cost increases for health and dental benefits, and the administrative and operations support services for FY 2011-2012 through FY 2015-2016.

- Currently, IHSS independent providers who work at least 20 hours per week may qualify for health and dental benefits.
- According to Ms. Peterson, an increasingly older demographic in San Francisco has led to a higher caseload for IHSS independent providers. As a result of rising caseload, the number of IHSS independent providers has increased. Additionally, existing IHSS independent providers, who previously did not work enough hours to qualify for benefits, are working more hours due to higher caseloads and are now qualifying for benefits.
- IHSS independent providers currently contribute \$3 per month toward the full cost of health and dental benefits. In an effort to offset the rising costs of providing these benefits, for the proposed FY 2011-2012 budget, HSA increased the IHSS independent provider contribution from \$3 per month to \$10 per month. The Budget and Finance Committee has recommended to the Board of Supervisors a total proposed \$680,000 General Fund add-back to the IHSS FY 2011-2012 budget in order to reduce the proposed IHSS independent provider contribution from \$10 to \$7 per month.
- According to Ms. Peterson, relative to other counties in California, the City and County of San Francisco provides a generous benefits plan for IHSS independent providers. In addition, the hourly wage of \$11.54 paid to IHSS independent providers is higher than almost every other California county, and the current \$3 co-pay is lower than all but Santa Clara County. Additionally, the monthly work requirement of 25 hours per month for two consecutive months is low compared to the 80 hours per month required by many other counties.

Figure I below, provided by Ms. Peterson, shows projected expenditure increases for health and dental benefits for FY 2000-2001 through FY 2015-2016.

Figure I



The projected increase in health expenditures between July 2011 and July 2016 is approximately \$950,000 or a total increase of about 29 percent over those five years. Dental expenditures are expected to remain relatively flat during the same period.

Ms. Peterson indicated that the primary reason for the increase in average annual cost of \$52,590,677 for the proposed ten-year amended agreement is an increase in the number of cases served by the IHSS independent providers. Higher caseloads have led to an increase in the number of IHSS independent providers and subsequently an increase in the number of IHSS independent providers who qualify for health and dental benefits. According to Ms. Peterson, both health and dental enrollments for IHSS independent providers have increased by approximately 50 percent since July 2006. The proposed amended ten-year agreement reflects the expected continuing increase in caseloads and the expected continuing increase in the number of IHSS independent providers qualifying for health and dental benefits.

The projected increase in average annual costs under the proposed ten-year agreement does not reflect an increase in the annual cost of providing health and dental benefits, but rather reflects the increase in the number of IHSS independent providers enrolled in health and dental benefits. According to Ms. Peterson, the costs of providing health and dental benefits have been flat since FY 2009-2010 and are expected to remain relatively flat through FY 2015-2016. [Following up with the Department to further clarify this.]

According to Ms. Peterson, General Fund revenue for the program is assumed to remain constant at 32 percent. Likewise, Federal contributions of roughly 60 percent of program costs and State contributions of roughly 8 percent of program costs are expected to remain constant.

POLICY ISSUES

With rising overall IHSS program expenditures, as shown in Table 1 above, the assumed 32 percent General Fund support will place an increasing burden on the City's General Fund. In order to sustain an increase in program expenditures through FY 2015-2016 without significantly increasing support from the City's General Fund, HSA has, since FY 2009-2010, proposed to increase monthly contributions toward the cost of health and dental benefits from IHSS independent providers. In previous fiscal years, however, the Board of Supervisors has reversed HSA's proposed increases to the IHSS provider's co-pay and has used General Fund monies to pay for the increased costs. In the proposed FY 2011-12 budget pending before the Board of Supervisors, the Board's proposed add-back of \$680,000 would allow for an increase in monthly co-pays from \$3 to \$7 per month, instead of \$3 to \$10 per month. If the monthly contribution of IHSS independent providers was further increased, the City would be able to offset a portion of the impact on the City's General Fund.

While the program faces important budgetary constraints at the City level, the IHSS program also faces budgetary constraints at the State level. The recently approved FY 2011-12 State Budget includes significant reductions to IHSS programs in FY 2011-2012. The State will no longer provide services to recipients without medical certification, resulting in a likely decrease in caseload (totaling \$67.4 million Statewide in FY 2011-2012). Additionally, the State has eliminated funding for IHSS Advisory Committees, resulting in a decrease of \$1.5 million in funding Statewide. With the elimination of the mandate for counties to establish advisory committees, counties will have the option to continue using advisory committees but funding will be limited to \$3,000 annually in State General Fund support. HSA has factored in these State-level budget reductions into the HSA projected expenditures under the proposed amended ten-year agreement. HSA's projections do not, however, taken into account more significant reductions that may be necessary under alternative State Budget scenarios. A potential State budget reduction, not factored into HSA's current projections, includes an across-the-board reduction of 20 percent for all IHSS hours.

RECOMMENDATIONS

1. Amend the proposed resolution in the last line of the title and on page 1, line 23 to change the total amended amount of the IHSS Public Authority agreement from \$419,058,271 to \$419,187,910.
2. Approval of the proposed resolution, as amended, is a policy decision for the Board of Supervisors.

1 [In-Home Supportive Services - Public Authority.]

2
3 Ordinance amending Administrative Code Chapter 70, regarding the In-Home
4 Supportive Services Public Authority, to eliminate obsolete terms and amending
5 Section 70.2 to provide compensation for members of the governing body for attending
6 meetings.

7 Note: Additions are single-underline italics Times New Roman,
8 deletions are ~~striketrough italics Times New Roman~~.
9 Board amendment additions are double underlined.
Board amendment deletions are ~~striketrough normal~~.

10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. The San Francisco Administrative Code is hereby amended by Section
12 70.1, to read as follows:

13 **SEC. 70.1. PURPOSE.**

14 The Board of Supervisors for the City and County of San Francisco (hereinafter, City)
15 by this Chapter establishes a public authority whose powers are derived from and consistent
16 with the provisions of Welfare and Institutions Code Section 12301.6. The name of this public
17 authority shall be the In-Home Supportive Services Public Authority, and shall be referred to in
18 this Chapter as the "Authority." Its purpose is to ~~provide assistance in finding personnel~~ assure the
19 availability of independent providers for the In-Home Supportive Services Program (IHSS)
20 through the establishment of a central registry, and related functions, and to perform any other
21 functions, as may be necessary for the operation of the Authority, or related to the delivery of
22 IHSS in San Francisco, subject to all applicable federal and State laws and regulations, and to
23 the limitations set forth in this Chapter.

24 Section 2. The San Francisco Administrative Code is hereby amended by Section
25 70.2, to read as follows:

103:

1 **SEC. 70.2. MEMBERSHIP OF GOVERNING BODY.**

2 (a) The governing body of the Authority shall be composed of ~~11~~ 13 members
3 appointed by the Board of Supervisors. The Board of Supervisors shall solicit
4 recommendations for appointment of qualified members through a fair and open process,
5 including reasonable written notice to, and affording reasonable response time from, members
6 of the general public and interested persons and organizations. No fewer than 50 percent of
7 the membership shall be individuals who are current or past users of personal assistance
8 services paid for through public or private funds or who are recipients of IHSS, referred to in
9 this Chapter as "consumers."

10 (b) Membership categories on the governing body shall be as follows:

11 (1) Two consumers over the age of ~~60~~ 55 years, each authorized to represent
12 organizations that advocate for aging people with disabilities;

13 (2) Two consumers between the ages of 18 and 60 years, each authorized to
14 represent organizations that advocate for younger people with disabilities;

15 (3) One consumer at-large over the age of ~~60~~ 55 years;

16 (4) One consumer at-large between the ages of 18 and 60 years;

17 (5) One worker who provides personal assistance services to a consumer;

18 (6) One Commissioner from the Human Services Commission, recommended to the
19 Board by the Commission;

20 (7) One Commissioner from the Commission on Aging, recommended to the Board by
21 the Commission;

22 (8) One Commissioner from the Public Health Commission, recommended to the
23 Board by the Commission;

1 (9) One member of the Mayor's Disability Council, recommended to the Board by the
2 Council.

3 (c) For purposes of Government Code Section 87103, and 2 California Code of
4 Regulations 18703.3, it is hereby found and declared that the persons appointed to this
5 governing body are appointed to represent and further the interests of the specific economic
6 interest which an individual member is appointed to represent,

7 (d) Initial appointment of both the consumer and worker members shall be made from
8 a list of recommendations based on applications designed by, and submitted to, the IHSS
9 Task Force of Planning for Elders in the Central City. ~~Succeeding appointments of consumer and~~
10 ~~worker members shall be based on a procedure developed by the governing body of the Authority,~~
11 ~~within the first six months of operation, after receiving recommendations from the IHSS Task Force of~~
12 ~~Planning for Elders in the Central City. The governing body of the Authority may make~~
13 ~~recommendations to the Board of Supervisors for establishing procedures for consumer and worker~~
14 ~~member appointments.~~ Every attempt shall be made to assure that each appointee will be able
15 to serve the full term to which he or she has been appointed, in order to ensure continuity in
16 the work of the Authority.

17 (e) If during his or her term as a member of the governing body of the Authority, a
18 ~~Human Services, Aging, or Health~~ Commissioner or member of the Mayor's Disability Council no
19 longer serves on ~~the~~ their respective Commission or Council, the body from which that member
20 came shall make another recommendation for appointment and notify the Board of
21 Supervisors of the end of that member's formal service ~~on their respective Commission or on the~~
22 ~~Council.~~

23 (f) After the terms of the initial period are complete, each appointment to the governing
24 body shall thereafter be for a three-year term. A member may be reappointed, but may not
25

1 serve more than a total of nine consecutive years on the governing body. ~~The initial~~
2 ~~appointment periods shall be staggered as follows:~~

3 ~~(1) Three one year terms;~~

4 ~~(2) Four two year terms; and~~

5 ~~(3) Four three year terms.~~

6 ~~Upon appointment, members shall draw lots to determine the length of each member's initial~~
7 ~~term. Members shall serve without compensation.~~

8 (g) Qualified applicants must reside in San Francisco and have: familiarity with, or
9 knowledge of, personal assistance services; the capacity to understand their role to aid and
10 assist the Authority in the administration of its duties; and the ability to attend regularly
11 scheduled meetings, which shall occur only in facilities which meet disability access
12 requirements. Those City departments from which Authority members are drawn shall
13 provide appropriate assistance to their respective representative in fulfilling his or her duties to
14 the Authority. ~~Within the first 90 days, the members of the governing body of the Authority shall~~
15 ~~receive orientation and training from the IHSS Task Force of Planning for Elders in the Central City~~
16 ~~and the Department of Human Services regarding the functions and duties of the Authority, current~~
17 ~~issues related to delivery of IHSS and the responsibilities of the Authority's governing body.~~ Each
18 subsequent new member shall receive similar orientation and training from Authority staff
19 within 60 days of appointment.

20 (h) Regulations governing the grounds for removal from, ~~and use of alternates on,~~ the
21 governing body shall be ~~proposed by~~ established in the Bylaws of the Authority. ~~governing body and~~
22 ~~submitted to the Board of Supervisors within 90 days of the date of the first meeting of the governing~~
23 ~~body. These regulations and any proposed amendments shall be initiated exclusively by the governing~~
24 ~~body and submitted to the Board of Supervisors for review, and shall become effective within 90 days of~~

1 ~~the date of receipt by the Board, unless disapproved by the Board by resolution. In exercising these~~
2 ~~review powers, the Board of Supervisors may only approve or disapprove; it may not modify such~~
3 ~~regulations and proposed amendments.~~

4 (i) Members of the governing body shall receive compensation as established in the Annual
5 Salary Ordinance for attending meetings of the governing body. Additionally, members shall be
6 reimbursed for all necessary expenses incurred for representing the governing body at regional, state
7 and/or national meetings conferences and workshops or other activities as authorized by the governing
8 body.

9 Section 3: The San Francisco Administrative Code is hereby amended by Section
10 70.3, to read as follows:

11 **SEC. 70.3. POWERS.**

12 (a) The Authority shall be an entity separate from the City and County of San
13 Francisco and shall file the Statement of Fact for the Roster of Public Agencies required by
14 Section 53051 of the Government Code.

15 (b) The Authority shall be a corporate public body, exercising public and essential
16 governmental functions with all powers necessary and convenient to carry out the delivery of
17 IHSS, including the power to contract for services pursuant to Sections 12302 and 12302.1 of
18 the Welfare and Institutions Code, subject to any limitations set forth in this Chapter.

19 (c) The Authority shall only engage in the following duties and functions involving IHSS
20 until such time that the requirements for the transferring of additional functions, as set forth in
21 Section 70.6 of this Chapter, are met: planning and advocacy for IHSS consumers and
22 personnel-independent providers; operation of a registry, including investigation of the
23 qualifications and background of potential personnel-independent providers, and referral of
24
25

1 potential personnel independent providers to consumers; and acting as the employer of IHSS
2 personnel independent providers in conformance with Subsection (g) of this Section,

3 (d) Any obligation or legal liability of the Authority, whether statutory, contractual or
4 otherwise, shall be the obligation or liability solely of the Authority and shall not be the
5 obligation or the liability of the City. All contracts between the Authority and third parties shall
6 contain an express provision advising the contractor that the Authority is a separate
7 governmental entity and that such agreement does not bind the City.

8 (e) All contracts, leases, or other agreements of any nature, including collective
9 bargaining agreements, between the Authority and any party, except those with the City, shall
10 contain the following statement: "The Authority is an independent legal entity, separate and
11 apart from the City and County of San Francisco. The Authority has no power to bind the City
12 to any contractual or legal obligations. Nor may the obligees of the Authority seek recourse
13 against the City for any financial or legal obligation of the Authority."

14 (f) Employees of the Authority shall not be employees of the City for any purpose.

15 (g) The Authority shall be deemed to be the employer of IHSS personnel independent
16 providers referred to consumers, under Paragraph (3) of Subdivision (d) within the meaning of
17 Chapter 10 (commencing with Section 3500) of Division 4 of Title 1 of the Government Code,
18 commonly known as the Meyers-Millias-Brown Act. The Authority shall not be deemed to be
19 the employer of IHSS personnel referred to consumers independent providers under this Chapter
20 for purposes of liability due to the negligence or intentional torts of the IHSS personnel.

21 (h) Nothing in these enumerated powers shall be construed to limit or interfere with the
22 consumers' right to retain, select, terminate, and direct the work of any ~~worker~~ independent
23 provider providing services IHSS to them.

1 (i) Nothing in these enumerated powers shall be construed to alter, require the
2 alteration of, or interfere with the State's payroll system and other provisions of Section
3 12302.2 of the Welfare and Institutions Code for independent providers of IHSS, or to affect
4 the State's responsibilities with respect to unemployment insurance, or workers' compensation
5 for independent providers of IHSS.

6 (j) The Authority shall maintain general liability insurance in an amount determined to
7 be adequate by the City's Risk Manager, and shall name the City as an additional insured.

8 (k) The governing body of the Authority shall hire ~~staff~~ the Executive Director of the
9 Authority, and adopt rules and regulations, not inconsistent with the provisions of this Chapter,
10 in order to implement and interpret this Chapter.

11 Section 4. The San Francisco Administrative Code is hereby amended by Section
12 70.4, to read as follows:

13 **SEC. 70.4. FISCAL PROVISIONS.**

14 (a) In order to facilitate the implementation of the Authority in a timely manner, the City
15 Treasurer and the City Controller may enter into contracts with the Authority for the provision
16 of fiscal services, with or without compensation from the Authority, under such terms and
17 conditions as the Treasurer and Controller may require. If any such contract is executed, the
18 Controller shall establish and maintain a specific account or accounts for this purpose. In
19 addition, other City departments may enter into contracts with the Authority, with or without
20 compensation, for the provision of various services that may be needed by the Authority. All
21 such contracts are subject to the applicable approval process as required by the San
22 Francisco Charter, the San Francisco Administrative Code and the respective department
23 regulation and policy.

1 (b) In adopting this Chapter, the Board recognizes that the funding of IHSS is the
2 product of a complex relationship of federal, State and City financing, and that the ability of
3 the Authority to operate and to negotiate the wages and benefits of the independent providers
4 of IHSS is contingent upon the availability of adequate funding from all sources. Nothing in
5 this Chapter is intended to require the City to appropriate any funds for the operation of the
6 Authority or for the payment of wages or benefits to the independent providers of IHSS.

7 (c) The *Department of Human Services Agency through the Department of Aging and Adult*
8 *Services* shall be the financial liaison between the City and County of San Francisco and the
9 Authority. The *Department of Human Services Agency* shall take appropriate action in order to
10 procure all available federal and State funds for the administration and delivery of IHSS, and
11 by contract, grant or agreement, transfer monies procured from these sources and from any
12 funds that the City may appropriate, to the Authority for the operation of its designated
13 functions, subject to the budgetary and fiscal provisions of the San Francisco Charter and the
14 San Francisco Administrative Code. The Authority shall submit its annual funding request to
15 the Department of Human Services no later than the deadline determined by the *Department of*
16 *Human Services Agency* to enable the *Department Agency* to prepare and submit its budget to
17 the Mayor's office. The Authority shall comply with all claiming and reporting deadlines set by
18 the *Department of Human Services Agency and the Department of Aging and Adult Services*.

19 The total of all operating costs, wages and benefits proposed or established by the
20 Authority must be consistent with the provisions of the final City budget.

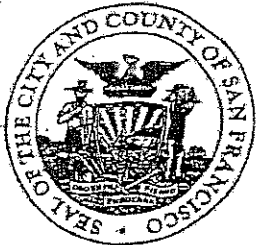
21 The Authority may not establish a payment rate that includes the costs of wages,
22 benefits and operation, until the governing body of the Authority makes a finding that the
23 funds necessary for payment of that rate are legally available.
24
25

1 (d) If and when the federal or State agencies responsible for IHSS promulgate
2 regulations that authorize and create direct funding mechanisms for the Authority, the
3 Authority and the *Department* of Human Services Agency may modify their agreements to
4 facilitate that direct financial relationship.

5
6 APPROVED AS TO FORM:
7 DENNIS J. HERRERA, City Attorney

8 By: VIRGINIA DARIO ELIZONDO
9 Deputy City Attorney

2026-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

DONALD A. CASPER
COMMISSIONER

If this matter is subject to the Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

MORGAN R. GORRANO
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
EXECUTIVE OFFICER

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
2026-04/05	Human Services	\$48,000,000	Will provide services as the employer of record for the In-Home Supportive Services Program (HISS), establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.	Continuing	6/30/2009
4096-04/05	Airport Commission	\$60,000	Will prepare SFO's Cost Allocation Plan ("CAP") for the year ended June 30, 2004 and advise SFO on the proper establishment of responsibility accounting within SFO's on-line Financial and Management Information System ("FAMIS").	Regular	6/30/2005
4097-04/05	Airport Commission	\$80,000	Will provide parking citation and hearing services.	Regular	6/30/2006
4098-04/05	Airport Commission	\$5,000,000	Will provide a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage.	Regular	1/31/2007

2026-04/05

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 19, 2005

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

TYPE OF APPROVAL: [] EXPEDITED [] REGULAR (OMIT POSTING [])
[X] CONTINUING [] ANNUAL

TYPE OF REQUEST: INITIAL REQUEST x MODIFICATION (PSC#2003-03-04 Qualified approval)

TYPE OF SERVICE: In-Homecare Supportive Services and Health Plan.

FUNDING SOURCE: 58% County general funds; 42% federal funds

PSC AMOUNT: \$48,000,000 (Annual Estimated Amount) PSC DURATION: 7/1/04 - ongoing

1. DESCRIPTION OF WORK:

A. Concise description of proposed work:

Serve as the employer of record for the In-Home Supportive Services Program (IHSS), establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.

B. Explain why this service is necessary and the consequences of denial:

The Public Authority was established by the Board of Supervisors (ordinance 185-95). If this service is denied, it would violate this ordinance.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

PSC #2024-95/96, 2024-98/99.

D. Will the contract(s) be renewed: YES

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Locals 790, 535, 21 Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to N/A, on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires specific knowledge to establish and maintain a registry of independent "In-Home Service Providers" and administer health benefits to these providers. Note the providers are not employed by the City and County and are not eligible for benefits through the City's health service system.

B. Which, if any, civil service class normally performs this work?

None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:**

In accordance with ordinance 185-94/95, "employees of the Public Authority shall not be employees of the City for any purpose". Note these providers are not employed by the City and County and are not eligible for benefits through the City's health service system.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. See IV. A. above (prohibited by ordinance).

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal/policy mandates requiring the use of contractual services?
State mandate for contract mode/ Local ordinance for IP mode/State and local policies.
Welfare and institutions Code 12300-12316/Ordinance 185-94/95 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? S | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator
 David Curto, Director of Contracts, Human Services Agency (415) 557-5581
 1650 Mission Street Suite 300
 San Francisco, CA 94103

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Emergency Shelter Services for Homeless Individuals and Families

Funding Source: City and County of San Francisco PSC Duration: annual memo required

PSC Amount: \$75,750,000 / term PSC Est. Start Date: 02/02/2009 PSC Est. End Date: Continued

\$15,150,000/annual W

1. Description of Work

A. Scope of Work:

Provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, voluntary case management, substance abuse, mental health group sessions, shelter reservations, employment services, housing access and health activities.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary for the provision of shelter and food to homeless individuals and families. Consequences of denial would be an increase in the number of malnourished people living on the streets due to lack of shelter and meals. In addition, denial would limit the opportunity to become self-sufficient

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

PSC# 2023-04/05

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. Union Notification: On 12/10/2008, the Department notified the following employee organizations of this PSC/RFP request: no unions notified - Local 1021, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2008-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Skills and expertise in providing shelter, support services and food preparation to homeless individuals and families.

B. Which, if any, civil service class(es) normally perform(s) this work?

1424,2604,2708,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Some contractors provide the facilities and equipment such as beds, sanitary facilities and cooking facilities for meal preparation.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Work is performed during irregular business hours, i.e. evenings and weekends (24 hours a day/seven days a week)

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It would not be practical due to the hours, required expertise for serving this population and fiscal impact

5. Additional Information (if "yes", attach explanation)

YES NO

A. Will the contractor directly supervise City and County employee?

B. Will the contractor train City and County employee?

C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?
Board of Supervisors, ordinance 185-95
(Dept. unable to locate ordinance) *W*

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 6/10/2013 BY: *W*

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2008-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to services for Homeless Single Adults.

These contracts are provided under the authority of 11266 Article 2, Sections 11250-112-70, of the California Welfare and Institutions code and policies adopted by the State Department of Social Services, the Care Not Cash Act, the Human Services Commission and the Adult and Aging Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov> (document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
CATHOLIC CHARITIES CVO	St. Joseph's Family Center	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$801,457
CENTRAL CITY HOSPITALITY HOUSE	Hospitality House	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$426,939
COMPASS FAMILY SERVICES	Clara House	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$256,685
COMPASS FAMILY SERVICES	Family Center	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$738,314
COMPASS FAMILY SERVICES	Rental Assistance Program	2008-08/09	STANDARD	7/1/2013	9/30/2013	\$75,584
COMPASS FAMILY SERVICES	SF Home	2008-08/09	SF Home	7/1/2013	9/30/2013	\$325,186
DOLORES STREET COMMUNITY CENTER	Emergency Shelter Services	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$1,363,347
EPISCOPAL COMMUNITY SVCS OF S F INC	Interfaith Winter Shelter	2008-08/09	STANDARD	11/1/2013	2/28/2014	\$124,236
GLIDE FOUNDATION	CHANGES	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$166,207
LARKIN STREET YOUTH CENTER	Lark Inn	2008-08/09	Lark Inn	7/1/2013	6/30/2014	\$902,024
PROVIDENCE FOUNDATION OF SAN FRANCISCO	350 Jones Homeless Storage	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$105,967
PROVIDENCE FOUNDATION OF SAN FRANCISCO	Emergency Shelter	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$624,215
PROVIDENCE FOUNDATION OF SAN FRANCISCO	First Friendship Family Shelter	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$546,904
ST VINCENT DE PAUL SOCIETY	Emergency Shelter Services- MSC South	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$4,295,435
					Total	\$10,752,500

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:39 *****

MODE = MEMORY TRANSMISSION

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END=DEC-10 10:39

FILE NO.=560

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- D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5879
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

MODE = MEMORY TRANSMISSION

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END=DEC-10 10:46

FILE NO.=561

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-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Garvin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: Dates: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

2008-08/09
Initial

Meeting Information

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2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997 METAMETALINKLINK

AMENDED

MINUTES

Regular Meeting

September 21, 2009

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

Action: Approved. (Vote of 4 to 0)
Review of request for approval of proposed personal services contracts.
(Item No. 5)

0267-09-8

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8

Review of request for approval of proposed personal services contracts.
(Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/15/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3502), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Picocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7 Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

- Action:** Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)
- 0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)**
- August 20, 2007:** Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
- October 1, 2007:** Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.
- Note:** Commissioners Morgan Geronzo and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
- November 19, 2007:** Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
- August 17, 2009:** Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.
- Speakers:** None.
- Action:** Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)
- 0286-09-1 Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Police and Fire. (Item No. 10)**
- Speakers:** Jesusa Bushong, San Francisco Fire Department
Mick Callahan, Human Resources Director
- Action:** Accept and file the report. (Vote of 4 to 0)
- 0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)**
- Speakers:** None.
- Action:** Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)
- 0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers: Dave Curto, Human Services Agency
Steve Pitocchi, SEIU Local 2021
- Action: Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0).
- Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code. (Vote of 4 to 0)
- 0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)
- Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0297-09-1 Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 2 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

Kevin Hughes, IBEW Local 5 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)

6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2008-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- cc: Micki Callahan, Human Resources Director
David Curio, Human Services Agency
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Brigitte Rockett, Department of Human Resources
Ben Rosenfield, Controller
Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
Commission File
Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	Human Services Agency	Continuing	\$ 85,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	Human Services Agency	Continuing	\$ 28,500,000.00	Will provide services to community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	Human Services Agency	Continuing	\$ 150,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Parsonal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not be limited to the following: legal process services, courier services, fiscal intermediary (employer agency/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homeless workers. Provides the contract model HHS as mandated.	30-Jun-14
2008-08/09	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	Human Services Agency	Continuing	\$ 14,850,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

2008-08-09 Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 2, 2009

DEPARTMENT NAME: Human Services Agency DEPARTMENT NUMBER 45

TYPE OF APPROVAL: [] EXPEDITED [] REGULAR (OMIT POSTING) [x] CONTINUING [] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Emergency Shelter Services for Homeless Individuals and Families

FUNDING SOURCE: City and County of San Francisco Funds

PSC AMOUNT: \$15,150,000 annual \$75,750,000 term PSC DURATION: 7/1/09-6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, voluntary case management, substance abuse, mental health group sessions, shelter reservations, employment services, housing access and health activities.

B. Explain why this service is necessary and the consequences of denial: This service is necessary for the provision of shelter and food to homeless individuals and families. Consequences of denial would be an increase in the number of malnourished people living on the streets due to lack of shelter and meals. In addition, denial would limit the opportunity to become self-sufficient.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC# 2023-04/05

D. Will the contract(s) be renewed: Yes, based upon funding, performance and procurement.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021 Union Name Larry Chaturon Signature of person mailing/faxing form 12-10-08 Date
Local 21 Union Name Larry Chaturon Signature of person mailing/faxing form 12-10-08 Date

RFP sent to 1021, 21 Union Name, on February 2005 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills and expertise in providing shelter, support services and food preparation to homeless individuals and families.

B. Which, if any, civil service class normally performs this work?

Civil service classes 1424, 2604 and 2708. However, there are no civil service class for shelter staffing.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Some contractors provide the facilities and equipment such as beds, sanitary facilities and cooking facilities for meal preparation.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Work is performed during irregular business hours, i.e. evenings and weekends (24 hours a day/seven days a week)

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It would not be practical due to the hours, required expertise for serving this population and fiscal impact.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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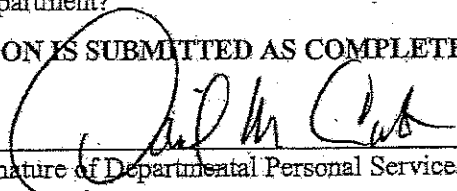
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:


Signature of Departmental Personal Services Contract Coordinator

David Curto, Director

(415) 557-5581

Print or Type Name

Telephone Number

1650 Mission Street, Suite 300

San Francisco, CA 94103

Address



2023-04/05

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05
THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05
AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

DONALD A. CASPER
COMMISSIONER

If this matter is subject to the Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

MORGAN R. GORRONG
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
EXECUTIVE OFFICER

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services ✓
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSCH#	Department	Amount	Description of Work	Type of Approval	Duration
2020-04/05	Human Services	\$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	6/30/2009
2021-04/05	Human Services	\$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	6/30/2009
2022-04/05	Human Services	\$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	6/30/2009
2023-04/05	Human Services	\$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/2009
2024-04/05	Human Services	\$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	6/30/2009
2025-04/05	Human Services	\$45,500,000	Will provide childcare services to low-income and CalWORKS families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	6/30/2009



2023-04/05

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May19, 2005

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

TYPE OF APPROVAL: [] EXPEDITED [] REGULAR (OMIT POSTING [])
[X] CONTINUING [] ANNUAL

TYPE OF REQUEST: INITIAL REQUEST [X] MODIFICATION (PSC#2007-03-04 Qualified Approval)

TYPE OF SERVICE: Emergency Shelter Services for the Homeless

FUNDING SOURCE: City and County of San Francisco

PSC AMOUNT: \$15,300,000 (annual estimated amount) PSC DURATION: 7/1/04 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide homeless individuals and families with emergency shelter and light meals.

B. Explain why this service is necessary and the consequences of denial:

This service is necessary to provide beds to the homeless, the supply of which is lower than the demand. Denial would result in further reduction in the supply of beds and loss of opportunity for homeless to exit from the streets and be stabilized.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

085C-94/95

D. Will the contract(s) be renewed:

Yes, contingent on available funding

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 790 Union Name Signature of person mailing / faxing form Date

Local 535 Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in working with homeless population and running a shelter; familiarity with available social services resources; ability to communicate effectively; and other skills including clerical and food handling.

B. Which, if any, civil service class normally performs this work?

1424, 2604, 2708. However, there are no civil service classes for shelter staffing.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Some contractors provide the facility and equipment, i.e. beds, sanitary facilities, cooking facilities, food, etc.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Work is performed during non-business hours, i.e. 8:00 p.m. to 7:00 a.m., seven days a week. The civil service classes reference are supervisory and there are no civil service shelter worker classifications.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. See 3.B. and 4.A.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal/policy mandates requiring the use of contractual services?

Welfare and Institutions Code Section 17000-17001, Proposition N

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service? **Human Services Commission, Board of Supervisors, Voters**

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator
David Curto, Director of Contracts Human Services Agency (415) 557-5680
1650 Mission Street Suite #300
San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Resource Center Drop-In Services for Homeless and At-Risk for Homelessness

Funding Source: City and County of San Francisco PSC Duration: annual memo required

PSC Amount: \$14,950,000 ^{Acym} PSC Est. Start Date: 02/02/2009 PSC Est. End Date: Continued

\$ 2,600,000/annual W

1. Description of Work

A. Scope of Work:

To provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary so that individuals and families who are homeless and/or at risk of homelessness can access referrals, make shelter reservations and access support services. Denial would result in an increased amount of homelessness and further deteriorate the physical and mental health of individuals and families on the streets

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
PSC# 2020-04/05

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. Union Notification: On none ^{*12/10/2008*} the Department notified the following employee organizations of this PSC/RFP request: no unions notified ^{*Local 1021, Local 714*}

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2009-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Requires skills and expertise in helping individuals who are homeless or at-risk of homelessness, making shelter and other support service referrals and crisis intervention.

B. Which, if any, civil service class(es) normally perform(s) this work?
1424,2604,2708,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Either the contractors provide the facilities or the contractors occupies a facility that the City owns and/or leases

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Work is performed during irregular business hours, i.e. evenings and weekends (24 hours a day/seven days a week).

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
It would not be practical due to the hours, required expertise for serving this population and fiscal impact

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? Board of Supervisors, ordinance 185-95	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 12/10/2008 BY: W

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2009-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to services for Homeless Families.

These contracts are provided under the authority of 17601 Article 2.5, Sections 17601.25-17601.75, of the California Welfare and Institutions code and policies adopted by the State Department of Social Services, the Human Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov> (document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
CHINATOWN COMMUNITY DEVELOPMENT CENTER	Housing Advocacy & Counseling Services For Seniors	2009-08/09	STANDARD	7/1/2013	6/30/2014	\$24,112
MISSION NEIGHBORHOOD HEALTH CENTER	Homeless Resource Center	2009-08/09	STANDARD	7/1/2013	6/30/2014	\$1,214,302
					Total	\$1,238,414

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

MODE = MEMORY TRANSMISSION

START=DEC-10 10:35

END=DEC-10 10:39

FILE NO. =560

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	94316241	023/023	00:03:54

-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco

Human Services Agency



Gavin Newsom, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5679
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	a98642166	023/023	00:04:23

-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON
 Fax: (415) 864-2166 Fax: (415) 557-5678
 Phone: Phone: (415) 557-5330
 Pages: Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most
recently approved PSC # and upload a copy of the PSC.**

PSC # 2009-08/09

PSC # 2020-08/09

2009-08/09
Initial

Meeting Information

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2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997 METAMETALINKLINK

AMENDED

MINUTES

Regular Meeting
September 21, 2009

2:00 p.m.
ROOM 406, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

0267-09-8 Action: Approved. (Vote of 4 to 0)
 Review of request for approval of proposed personal services contracts.
 (Item No. 5)

FSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on FSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8 Review of request for approval of proposed personal services contracts.
 (Item No. 6)

EISC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFPMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFPMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)
July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Pirocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0077-07-7 Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Note: Commissioners Morgan Gorrone and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

August 17, 2009: Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

Speakers: None.

Action: Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)

0296-09-1 Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Police and Fire. (Item No. 10)

Speakers: Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director

Action: Accept and file the report. (Vote of 4 to 0)

0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)

Speakers: None.

Action: Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)

0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homemaker workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) A written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers: Dave Curto, Human Services Agency
Steve Picocchi, SEIU Local 1021
- Action: Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)
- Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code.
(Vote of 4 to 0)
- 0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)
- Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0297-09-1 Department of Human Resources Report on the Position-Based Testing Program. (Item No. 17)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

Kevin Hughes, IBEW Local 6 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)

6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2009-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- cc: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St, Ste. 100 South Bldg, SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSG No.	Dept/No	Department	Approval Type	Contract Amount	Description of work	Duration
2000-08/08	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientation, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/08	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 25,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting classes, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/08	45	Human Services Agency	Continuing	\$ 250,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/08	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not be limited to the following: legal process service, courier service, fiscal intermediary (employer agency payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homecare workers. Provides the contract mode HSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4000-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4007-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advice on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

2009-08/09 Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

TYPE OF APPROVAL: [] EXPEDITED [] REGULAR (OMIT POSTING [])
[X] CONTINUING [] ANNUAL

TYPE OF REQUEST:
INITIAL REQUEST [X]

TYPE OF SERVICE: Resource Centers/Drop-in Services for the Homeless and At-Risk of Homelessness

FUNDING SOURCE: City and County of San Francisco

PSC AMOUNT: \$2,600,000 est. annual/\$14,950,000 term PSC DURATION : 7/1/09-6/30/14

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: To provide individuals/families who are homeless or at-risk of being homeless with drop-in access to services, shelter bed reservations and respite from the streets.
B. Explain why this service is necessary and the consequences of denial: This service is necessary so that individuals who are homeless and/or at risk of homelessness can access referrals, make shelter reservations and access support services. Denial would result in an increased amount of homelessness and further deteriorate the physical and mental health of individuals and families on the streets.
C. Explain how this service has been provided in the past (if this service was previously approved by the Previous PSC # 2020-04/05)
D. Will the contract(s) be renewed: Yes, contingent on available funding, contractor performance and competitive procurement process.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021
Union Name Signature of person mailing / faxing form Date

Local 21
Union Name Signature of person mailing / faxing form Date

RFP sent to 1021, 21, on September 2004
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Requires skills and expertise in helping individuals who are homeless or at-risk of homelessness, making shelter and other support service referrals and crisis intervention.
- B. Which, if any, civil service class normally performs this work?
Civil service classes 1424, 2604, 2708.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Either the contractors provide the facilities or the contractors occupies a facility that the City owns/leases.

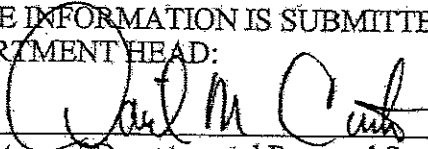
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
Work is performed during irregular business hours, i.e. evenings and weekends(24-7).
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. It would not be practical due to the hours and the required expertise for the target population. Please see 3B and 4A.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there policy mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission, Board of Supervisors, Voters | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

 12-9-08

Signature of Departmental Personal Services Contract Coordinator
 David Curto, Director of Contracts Human Services Agency (415) 557-5581
 1650 Mission Street Suite #300
 San Francisco, CA 94103

2020-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONS
COMMISSIONER

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

If this matter is subject to the Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

KATE FAVETTI
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services ✓
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of Work	Type of Approval	Duration
2020-04/05	Human Services	\$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	6/30/2009
2021-04/05	Human Services	\$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	6/30/2009
2022-04/05	Human Services	\$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	6/30/2009
2023-04/05	Human Services	\$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/2009
2024-04/05	Human Services	\$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	6/30/2009
2025-04/05	Human Services	\$45,500,000	Will provide childcare services to low-income and CalWORKS families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	6/30/2009

2020-04/05

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 19, 2005

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST **X**

TYPE OF SERVICE: Drop-in Services for the Homeless

FUNDING SOURCE: City and County of San Francisco

PSC AMOUNT: \$2,625,000 (annual estimated amount) PSC DURATION: 7/1/04 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide homeless individuals with drop-in services and respite from the streets.

B. Explain why this service is necessary and the consequences of denial:

This service is necessary to provide intake services to the homeless, Denial would result in loss of opportunity for homeless to exit from the streets and become stabilized.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

085C-94/95

D. Will the contract(s) be renewed:

Yes, contingent on available funding

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 790 _____
Union Name Signature of person mailing / faxing form Date

Local 535 _____
Union Name Signature of person mailing / faxing form Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in working with homeless population and the City's shelter system; familiarity with available social services resources; ability to communicate effectively; and other skills including clerical and crisis intervention.

B. Which, if any, civil service class normally performs this work?

1424, 2604, 2708. However, there are no civil service classes for shelter staffing.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

In some cases yes and others the City owns/leases the facility and the Contractors occupy the sites.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Work is performed during non-business hours, i.e. 8:00 p.m. to 7:00 a.m., seven days a week. The civil service classes reference are supervisory and there are no civil service shelter worker classifications.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. See 3.B. and 4.A.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there policy mandates requiring the use of contractual services?
Yes | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission, Board of Supervisors, Voters | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

 Signature of Departmental Personal Services Contract Coordinator
 David Curto, Director of Contracts Human Services Agency (415) 557-5680
 1650 Mission Street Suite #300
 San Francisco, CA 94103