



SAN FRANCISCO HUMAN SERVICES AGENCY  
**Department of Disability  
and Aging Services**

P.O. Box 7988  
San Francisco, CA  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)

## **MEETING NOTICE/AGENDA**

### **Wednesday February 1, 2023 Regular Meeting 9:30 AM**

Watch Live on SFGovTV Channel 78 and [www.sfgovtv.org](http://www.sfgovtv.org)

For Public Comment instructions, please see below.

This meeting will be held in person at City Hall, 1 Dr. Carlton Goodlett Place, Room 416. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020 emergency proclamation, it is possible that some members of the Disability and Aging Services Commission may attend this meeting remotely. In that event, those members will participate and vote by video. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or online at SFGovTV Channel 78 and [www.sfgovtv.org](http://www.sfgovtv.org). Instructions for providing remote public comment are below.

Members of the public are encouraged to participate remotely. If you want to ensure your comment on any item on the agenda is received by the Commission in advance of the meeting, please send an email to the Commission Secretary, Ravi Durbeej, at [Ravi.Durbeej@sfgov.org](mailto:Ravi.Durbeej@sfgov.org) by 5pm on Monday, January 30, 2023. Please see the information on the next page for remote meeting access.



**London Breed**  
Mayor

**Kelly Dearman**  
Executive Director



## DAS COMMISSIONERS

Martha Knutzen, Commission President

Janet Y. Spears, Commission Vice President

Sascha Bittner, Commissioner

Linda Parker Pennington, Commissioner

Wanda Jung, Commissioner

Nelson Lum, Commissioner

Barbara Sklar, Commissioner

## DAS Executive Director

Kelly Dearman

## DAS Commission Secretary

Ravi Durbeej

WATCH LIVE ON SFGOVTV: [www.sfgovtv.org](http://www.sfgovtv.org) / Channel 78

To dial-in to the DAS Commission meeting or to make public comment, please call **(415) 655-0001, Access Code: 2498 563 7042#** and then **#** again and use **Password: 5646**

## PROVIDING PUBLIC COMMENT:

Ensure you are in a quiet location – Speak Clearly – Turn off any TVs or radios around you. Once in the conference, please press \*3 to enter the question queue.

You will hear a notification when your line is unmuted.

Pressing \*3 again will remove you from the question queue.

The caller will have the standard three minutes to provide comment.



## ACCESSIBLE MEETING POLICY

The San Francisco Department of Disability and Aging Services Commission meeting will be held virtually due to the public health emergency.

To obtain a disability-related accommodation, including auxiliary aids or services, or to obtain meeting materials in alternative format, please contact Ravi Durbeej at [Ravi.Durbeej@sfgov.org](mailto:Ravi.Durbeej@sfgov.org). Providing at least 72 hours' notice will help to ensure availability. Written reports or background materials for calendar items are available online at [www.sfhhsa.org/das](http://www.sfhhsa.org/das). Public comment will be taken on each item before or during consideration of the item.

**“The San Francisco HSA/DAS Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.”**

## KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the city and County exist to conduct the people business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689; by phone at 415.554.7724; by fax at 415.554.7854; or by email at [soft@sfgov.org](mailto:soft@sfgov.org).

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/>

## LOBBYIST REGISTRATION AND REPORTING REQUIREMENTS

The Ethics Commission of the City and County of San Francisco has asked us to remind individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [S.F. Campaign and Governmental Conduct



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Code section 2.100 et seq.] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 415.581.2300; fax: 415.581.2317; 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102-6027 or the web site: [sfgov.org/ethics](http://sfgov.org/ethics)



## ORDER OF BUSINESS

1. CALL TO ORDER/President Martha Knutzen
2. ROLL CALL/Ravi Durbeej
3. COMMUNICATIONS/Ravi Durbeej
4. APPROVAL OF THE December 7, 2022 MEETING MINUTES **ACTION**
5. RESOLUTION TO HOLD IN-PERSON MEETING WITH SOME MEMBERS POSSIBLY APPEARING REMOTELY. **ACTION**
6. AUTHORIZATION TO ALLOW THIRD-PARTY PRESENTERS WHO ARE NOT CITY EMPLOYEES TO ATTEND COMMISSION MEETINGS VIRTUALLY, PENDING ANY CALIFORNIA GOVERNMENT CODE CHANGE OR MAYORAL SUPPLEMENT TO THE EMERGENCY PROCLAMATION. **ACTION**
7. DIRECTOR'S REPORT/Presented DAS Deputy Executive Director Kelly Dearman
8. DAS JANUARY 2023 EMPLOYEE OF THE MONTH. Executive Director Kelly Dearman and the DAS Commission will honor DAS Human Service Technician, Joel Scott.
9. DAS FEBRUARY 2023 EMPLOYEE OF THE MONTH. Executive Director Kelly Dearman and the DAS Commission will honor both Minyi Xian and Simon Tan who are both Junior Clerks in the DAS Clinical and Quality Improvement (CQI) Unit.
10. ADVISORY COUNCIL REPORT/President Diane Lawrence
11. JOINT LEGISLATIVE REPORT REPORT/ President Diane Lawrence
12. CASE REPORT/ Fiona Hinze
13. GENERAL PUBLIC COMMENT

*AT THIS TIME MEMBERS OF THE PUBLIC MAY ADDRESS THE COMMISSION ON*



*ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE COMMISSION THAT ARE NOT ON THE THIS MEETING AGENDA. WITH RESPECT TO AGENDA ITEMS, YOUR OPPORTUNITY TO ADDRESS THE COMMISSION WILL BE AFFORDED WHEN THE ITEM IS REACHED IN THE MEETING. EACH MEMBER OF THE PUBLIC MAY ADDRESS THE COMMISSION FOR UP TO THREE MINUTES. THE BROWN ACT FORBIDS THE COMMISSION FROM TAKING ACTION OR DISCUSSING ANY ITEMS NOT APPEARING ON THE POSTED AGENDA, INCLUDING THOSE ITEMS RAISED AT PUBLIC COMMENT.*

**14. OLD BUSINESS:**

**15. APPROVAL OF THE CONSENT AGENDA**

**ACTION**

THIS ITEM CONSTITUTES A CONSENT AGENDA AND IS CONSIDERED TO BE ROUTINE BY DISABILITY AND AGING SERVICES COMMISSION AND WILL BE ACTED UPON BY A SINGLE VOTE OF THE COMMISSION. THERE WILL BE NO SEPARATE DISCUSSION OF THIS ITEM UNLESS A MEMBER OF THE COMMISSION OR THE PUBLIC SO REQUESTS, IN WHICH EVENT THE MATTER WILL BE REMOVED FROM THE CONSENT CALENDAR AND CONSIDERED A SEPARATE ITEM.

<b>Grantee</b>	<b>Original Amount</b>	<b>Additional Amount</b>	<b>Contingency</b>	<b>Not-to Exceed</b>	<b>Funding Source</b>	<b>Term</b>	<b>Effective Date</b>
Conard House Inc.	\$316,307	\$3,313	\$25,687	\$345,307	General	7/1/2019 – 6/30/2023	1/1/2023

\*The additional amount is to add FY 22/23 CODB to the Money Management Program for FY22/23.

**16. NEW BUSINESS:**

ITEMS A AND B ARE INFORMATIONAL ONLY ITEMS AND DOES NOT REQUIRES A VOTE BY THE COMMISSION

A. Consideration regarding the DAS proposed budget for FY23-24 and FY24-25.



(Presented by DAS Executive Director Kelly Dearman and HSA Deputy Director of Finance & Administration Dan Kaplan) **INFORMATIONAL ONLY**

- B. Fiscal Year (FY) 2022-23 Area Plan Budget Amendment 1. (Presented by Genevieve Herreria) **INFORMATIONAL ONLY**

ITEMS B through K ARE ACTION ITEMS AND REQUIRES A VOTE BY THE COMMISSION

- C. Requesting authorization to modify the existing grant agreement with Edgewood Center for Children & Families for the provision of Kinship Family Caregiver Support Services for the period of January 1, 2023 to June 30, 2026 in the additional amount of \$96,948 plus a 10% contingency for a revised total amount not to exceed \$381,370. (Erica Maybaum will present the item)
- D. Requesting authorization to modify the existing grant agreement with Self-Help for the Elderly for the provision of Adult Day Program Services for Older Adults and Adults with Disabilities during the period of February 1, 2023 to June 30, 2024; in the additional amount of \$218,692 plus a 10% contingency for a total grant amount not to exceed \$1,121,636. (Sarah Chan will present the item).
- E. Requesting authorization to enter into a new grant agreement with Felton Institute for the provision of Employment Navigation and Benefits Support during the period of January 1, 2023 through June 30, 2024; in the amount of \$378,251, plus a 10% contingency for a total amount not to exceed \$416,076. (Michael Zaugg will present the item)
- F. Requesting authorization to modify the existing grant agreements with multiple providers for the provision of Case Management; for the period of January 1, 2023 thru June 30, 2023; in the additional amount of \$486,879 plus a 10% contingency for a total amount not to exceed of \$7,261,883. (Erica Maybaum will present the item)



Location	Current Amount 1/1/2021 - 6/30/2023	Modification	Revised FY22/23 Budget	Revised Total 1/1/2021 - 6/30/2023	10% Contingency	Total Not to Exceed
Bayview Senior Services	\$532,110	\$39,762	\$305,817	\$571,872	\$57,187	\$629,059
Catholic Charities	\$523,308	\$52,541	\$314,195	\$575,849	\$57,585	\$633,434
Curry Senior Center	\$743,542	\$73,164	\$444,935	\$816,706	\$81,671	\$898,377
Episcopal Community Services	\$637,676	\$41,874	\$360,712	\$679,550	\$67,955	\$747,505
Institute On Aging	\$1,127,832	\$68,317	\$632,233	\$1,196,149	\$119,615	\$1,315,764
Jewish Family & Children's Services	\$218,546	\$12,691	\$121,964	\$231,237	\$23,124	\$254,361
Kimochi	\$281,296	\$34,746	\$175,394	\$316,042	\$31,604	\$347,646
On Lok Day Services	\$716,080	\$37,202	\$395,242	\$753,282	\$75,328	\$828,610
Openhouse	\$241,014	\$46,473	\$166,980	\$287,487	\$28,749	\$316,236
Self Help for the Elderly	\$1,093,428	\$80,109	\$546,714	\$1,173,537	\$117,354	\$1,290,891
<b>Total</b>	<b>\$6,114,832</b>	<b>\$486,879</b>	<b>\$3,464,186</b>	<b>\$6,601,711</b>	<b>\$660,172</b>	<b>\$7,261,883</b>

- G. Requesting authorization to enter into a new grant agreement with Open Door Legal for the provision of Westside Legal Services during the period of January 1, 2023 through June 30, 2024; in the amount of \$571,972, plus a 10% contingency for a total amount not to exceed \$629,169. (Michael Zaugg will present the item)
- H. Requesting authorization to modify the existing grants with Shanti Project for the provision of Animal Bonding Services; for the period of February 1, 2023 to June 30, 2023, in the additional amount of \$337,846 plus a 10% contingency for a revised total amount not to exceed \$2,288,161. (Dong Liu will present the item.)
- I. Requesting authorization to modify the existing two contracts with California Extradition Services, LLC (CAE) and JHM Non-Emergency Medical Transport (JHM) for the provision of transportation services to benefit clients served through the Office of the Public Conservator (PC) and the Adult Protective Services (APS)





programs; for the period of January 1, 2023 thru June 30, 2026; in the additional amount of \$690,000 plus a 10% contingency for a total amount not to exceed of \$1,069,932. (Carrie Wong will present the item)

- J. Requesting approval of a sole source waiver and authorization to enter into a new sole source contract with Panoramic Software Inc. (“Panosoft”) for the provision of Software Licensing and Maintenance Services to proprietary databases utilized to support conservatorship of vulnerable adults; for the period of July 1, 2023 through June 30, 2028; in an amount of \$1,343,200 plus a 10% contingency for a total amount not to exceed \$1,477,520. (Carrie Wong will present the item)
- K. Requesting authorization to enter into a new grant with SELF-HELP FOR THE ELDERLY for the provision of Residential Video Doorbell Program; during the period of February 1, 2023 through June 30, 2027; in the amount of \$175,000 plus a 10% contingency for a total grant amount not to exceed \$192,500. (Melissa McGee will present this item)
- L. Requesting authorization to Modify the existing grant agreements with multiple providers for the provision of SF Connected; for the period of February 1, 2023 thru June 30, 2023; in the additional amount of \$634,273 plus a 10% contingency for a total amount not to exceed of \$3,560,406. (Sarah Chan will present the item)



<i>Grantee</i>	<i>Current Amount 1/1/21- 6/30/23</i>	<i>Modification 2/1/23- 6/30/23</i>	<i>Revised FY 21/22 FY 22/23</i>	<i>Revised Total 1/1/21- 6/30/23</i>	<i>10% Contingency</i>	<i>TotalNot to Exceed</i>
Community Living Campaign – Tech support	\$314,259	\$175,000	\$104,918 \$304,115	\$489,259	\$48,926	\$538,185
Community Living Campaign – Tech Council	\$372,439	\$152,635	\$177,528 \$281,676	\$525,074	\$52,507	\$577,581
Community Living Campaign – Tech training	1,173,324	\$194,047	\$475,430 \$603,857	\$1,367,371	\$136,737	\$1,504,108
Self Help for the Elderly	\$477,438	\$85,811	\$231,546 \$231,086	\$563,249	\$56,325	\$619,574
The Arc	\$265,000	\$26,780	\$103,000 \$129,780	\$291,780	\$29,178	\$320,958
<b>Total</b>	<b>\$2,602,460</b>	<b>\$634,273</b>	\$1,092,422 \$1,550,514	<b>\$3,236,733</b>	<b>\$323,673</b>	<b>\$3,560,406</b>

**17. PUBLIC COMMENT**

**18. ANNOUNCEMENTS**

**19. ADJOURN**