

SAN FRANCISCO HUMAN SERVICES COMMISSION

MINUTES

April 27, 2023 Regular Meeting

The regular meeting of the Human Services Commission was held on Thursday, April 27, 2023 in person at the Born auditorium at 170 Otis Street, virtually via Webex and telephonically.

MEMBERS PRESENT IN PERSON SCOTT KAHN, President  
JAMES MCCRAY, JR., Vice President  
SALLY COGHLAN MCDONALD

MEMBERS PRESENT REMOTELY (VIA PHONE) DARSHAN SINGH

MEMBERS ABSENT (EXCUSED) RITA SEMEL

OTHERS PRESENT IN PERSON Trent Rhorer, Executive Director  
Elizabeth LaBarre, Commission Secretary  
Anna Pineda, Deputy Director – Economic Support & Self Sufficiency  
Susie Smith, Deputy Director – Policy, Planning & Public Affairs  
Joan Miller, Deputy Director – Family & Children’s Services

ROLL CALL President Kahn called the meeting to order at 9:40 a.m.

Commission Secretary Elizabeth LaBarre took roll, noting the presence of Commissioners Coghlan McDonald, Kahn and McCray in person in the Born auditorium. Commissioner Singh at the time of roll call was having technical issues and was unable to announce his presence remotely via phone call, but it was determined later in the meeting that he was indeed on the line since the beginning of the meeting. Commissioner Semel’s absence was anticipated and is excused.

AGENDA On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission adopted the agenda as posted.

MARCH 23, 2023 REGULAR MEETING MINUTES On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission adopted the minutes of the March 23, 2023 Regular Meeting as circulated.

EXECUTIVE DIRECTOR’S REPORT Executive Director Trent Rhorer provided updates on Human Services Agency (“SFHSA” or the “Agency”) programs and federal, state and local policy and activities as they relate to the Agency.

AGENCY UPDATES

**FEDERAL**

At the federal level, there have been a few hearings in Congress on rehashing work requirements for a lot of human services safety net programs. The Farm Bill, which reauthorizes the federal SNAP program (known as CalFresh in California), was addressed during a Senate Committee on Agriculture, Nutrition and Forestry hearing was last week

where the Republicans focused on increasing work requirements and closing loopholes at the state level that are exempting “far too many people” from work requirements. The Democrats in the Committee focused on the need being too great right now to shrink benefits. Executive Director Rhorer noted that he is seeing this pattern from the right, and from the House over to the Senate in budget & debt ceiling limit proposals. In the deficit reduction measure, Republicans are recommending tightening work requirements for single adults on SNAP and Medi-Cal. HSA has long denounced attaching work requirements to vital safety net services like nutrition and medical. This is likely dead on arrival in the Senate, but it is troubling nonetheless. The House Committee on Ways & Means held the first hearing on TANF (Temporary Assistance for Needy Families) in a number of years and titled the hearing, “Welfare is Broken: Returning Work Requirements.” TANF has been operating under reauthorizations for a number of years but Republicans have promised more hearings on TANF, implying there’s an interest in updating the program.

## **STATE**

SFHSA is waiting for the May Revise budget instructions. It looks like there will be proposed reductions similar to what is happening locally (see below). Revenues are projected to come in lower than they did in January. There is a new factor at play this year. Most counties’ taxes have been extended to October by the federal government due to the flood emergency. Typically, the May Revise takes actual tax receipts from the April 15 deadline to determine the budget; the January proposed budget is based on tax receipt projections. This year, there won’t be actual tax receipts to reference until October. It is not clear how the state will handle the budget this year. Perhaps the state will have a proposed budget in the summer and then an enacted budget in October/November, or perhaps the summer enacted budget will contain contingencies.

## **LOCAL**

There is an additional \$90 million shortfall in the local budget so the Mayor’s Office is requesting reductions from departments. SFHSA is being asked to reduce an additional \$2 million from the general fund and options for an additional \$3 million reduction. The cuts will come from staff attrition savings and contracts. There will be no cuts to programs or layoffs. The Mayor has made it clear that even if more reductions are necessary, there will be no cuts to City staff.

The Museums for All program, which SFHSA helped launch with other City departments, is now year-round. It started as a summer pilot program. 22 participating local museums and cultural centers offered reduced or free admission to CalFresh and Medi-Cal recipients. Through January of this year, over 136,000 people used the Museums for All program, which comprises almost 4% of total admissions to the 22 institutions. The California Academy of Science was the most popular with 76,000 admissions. The Exploratorium was second place with 20,000 admissions. 22% of all admissions at the Children’s Creativity Museum were Museums

for All participants. This program is a great example of the social inclusion work SFHSA has been working on.

## **AGENCY**

ADMIN/FINANCE

### **Office of Diversity, Equity, Inclusion & Belonging (DEIB)**

The Racial Equity Town Hall is taking place this afternoon at 1pm. The town hall will cover the Racial Equity Action Plan two-year progress report, updates on Employee Resource Groups, and applications for the next Racial Equity Work Group and 3<sup>rd</sup> Mentorship Program cohort.

Asa King, the Director of the Office of DEIB, took a position at the Department of Public Health. It is a promotion, and they will work on equity issues more broadly as they relate to health and the community. Executive Director Rhorer thanked Asa for their great work launching the Office of DEIB at SFHSA and shepherding a lot of great initiatives. Dr. Katrina Williams, SFHSA HR Director, is serving as Acting Director of DEIB.

## **Communications**

In response to the extended tax filing deadline, the SFHSA communications team has updated Agency social media posts, print materials and the website's free tax help page to reflect the message that through October 16, qualified tax filers can claim the Working Families Credit and file their taxes for free by calling 211 or accessing [www.freetaxhelpsf.org](http://www.freetaxhelpsf.org) to find a location for free tax preparation services. This year's campaign has resulted in 2,400 applicants so far. Hopefully with this push and the extension, more families will get free tax filing help and take advantage of the federal, state and local tax credits.

The communications team has been involved in helping to get the word out to CalFresh recipients regarding the end of the emergency allotments. In April, the communications team sent texts and letters to all CalFresh households explaining the benefits change and directing clients to additional food resources. The communications team also launched cross-programmatic and inter-agency communications related to the resumption of Medi-Cal renewals, which included social media posts, website updates, a Medi-Cal renewal FAQ video and presentations to community partners conveying that renewals are restarting and that contact info must be updated and accurate so that clients don't lose their Medi-Cal coverage. The communications are staggered, delivered to Medi-Cal beneficiaries according to their renewal month. Executive Director Rhorer will provide monthly updates regarding renewal and discontinuance rates at each commission meeting.

The Immigrant Outreach Project identified public charge as one of the main barriers that prevents immigrants from applying for public benefits. To address this, SFHSA's communication team partnered with the Office of Civic Engagement and Immigrant Affairs (OCEIA) and the Immigrant Legal Resource Center (ILRC) to facilitate a Zoom webinar with simultaneous Spanish and Cantonese interpretation on April 19. Of the 127

attendees, 46 requested Spanish translation and 13 requested Cantonese. We will continue to do this work. It is important when the messaging comes from government instead of only nonprofits/legal aid. When the government says this government program will help you, you can apply, you are eligible and you are entitled to receive these benefits, hopefully it is well received.

## ECONOMIC SUPPORT AND SELF-SUFFICIENCY (ESSS)

### **SFBN**

#### *CalFresh*

The California Department of Social Services (CDSS) received approval for telephonic signature and interview waivers through March 31, 2024. This means SFHSA staff can continue to waive the interview requirement on approved cases and collect applications by phone, which helps simplify the application process and gets more people to sign up.

#### *Medi-Cal*

There are 11,517 households in San Francisco with a June 2023 renewal date. About 40% of these households will qualify for auto-renew, which requires no action from the recipient. However, that leaves around 6,500 Medi-Cal recipients who need to renew their applications in June alone, signaling how important the Agency's communications efforts are.

SB 260, passed last year, addresses the gap that happens when someone loses their Medi-Cal coverage. It automatically places the client in the lowest level of Covered California coverage. Beneficiaries can choose to opt out, but it protects a lapse in coverage for those who do not make a selection.

SFBN has reopened an outstation at Wu Yee Children's Services in Chinatown. It makes it possible for local residents to apply for benefits at Wu Yee instead of making the trek to the Agency's other offices.

The American Public Human Services Association (APHSA) and Share our Strength (SOS) awarded SFHSA a \$745,000 grant over two years to "decrease food insecurity with a focus on innovation and collaboration with community partners." Out of 22 proposals submitted nationwide, SFHSA was one of four grant awardees. The Agency's partner is the SF-Marin Food Bank (SFMFB), and the plan is to purchase a van that will roam around San Francisco to provide outreach, enrollment and services related to not only SFBN programs but also Family & Children's Services, Department of Disability & Aging Services, DPH and other City departments. The mobile benefits van will be deployed to food pantries and other food insecure areas. It will contain an EBT printer on board so CalFresh applicants get their benefits cards in the same visit. This van is another way to bring benefits to the community and help break down barriers that historically exist for application to benefits.

### **County Adult Assistance Programs (CAAP)**

CAAP and SFBN relaunched the Homeward Bound Relocation Services Program on April 14 at 1235 Mission service center. Homeward Bound was a program that SFHSA launched in 2005 under Mayor Newsom, which provided transportation to homeless individuals if they wanted to go home to someone who agrees to support them. Through a referral or walk in, a social worker calls the family or friend to ensure they agree to take the homeless individual into their care. Before homelessness was transitioned to the Mayor's Office, SFHSA provided a path home to over 11,000 homeless individuals. Under the Department of Homelessness & Supportive Housing (HSH), the program was integrated into the coordinated entry program and the numbers have decreased, so we decided to reup the program in CAAP, where participants do not need to complete a lot of paperwork or be a part of the coordinated entry process. The program will be messaged out to CAAP & Agency partners as an option in addition to a shelter bed.

### FAMILY & CHILDREN'S SERVICES (FCS)

FCS was awarded an \$8.5 million grant from the state for a Crisis Continuum pilot, which provides a statewide framework for continuum of care for children with high needs who are more difficult to place. In the pilot, the provider oversees the case from the highest level of care down to a lower level of care (for example, from a psychiatric health facility at the highest level of care down to an in-home placement at the lower level of service). The idea is to integrate all levels of care & provide a seamless transition for kids to help stabilize and treat foster youth with high needs. SFHSA is collaborating with Seneca and Sonoma, Contra Costa, Solano and Marin counties. The \$8.5 million will fund 2 psychiatric health facility beds, 4 crisis stabilization unit beds, 4 children's crisis residential beds, and 4 intensive service foster beds. Executive Director Rhorer is looking forward to launching the program to provide a safe setting to address the needs of these youth in a humane and therapeutic way.

The FFPSA (Family First Prevention Services Act) requires counties to submit a prevention plan, so San Francisco did so. SF is the second of 58 counties to submit. It is a very robust prevention plan that spans across the City and includes partnerships with other city departments and community organizations. It creates a system to better highlight families in crisis early enough so that they don't end up in the child welfare and justice systems. FFPSA allows federal dollars to be spent on prevention measures for the first time ever. Historically, federal funds could only be used for placement purposes. In order to draw down the federal dollars, the state has to approve SFHSA's plan, which hasn't happened yet since we just submitted the plan a few weeks ago. Once the plan is approved, the Deputy Director of FCS will present an update to the commission as a way to help get the word out.

The Resource Family Appreciation event, for which the commissioners were sent an invitation, is on Friday, May 5 at 5:30pm at the South San Francisco Conference Center. The annual ILSP graduation celebration will be held on Thursday, June 8 at 5:30pm at the Firehouse in Fort Mason.

One of SFHSA's Family & Children's Services staff, Gloria Samayoa, was honored by the District Attorney's Office of the Victim Services Division as a community champion as part of a kickoff to the National Crime Victim's Rights Week on April 24. Gloria, a Child Advocacy Center Coordinator and Forensic Interview/ER worker, was recognized as an incredible community leader who has shown unwavering advocacy for victims by helping to change policy so that victims recount the trauma once instead of being forced to repeat the incident over and over again as was the case in the past.

EMPLOYEE OF THE MONTH AWARD

The Commission Secretary announced DANILO ROSE, Clerk with the Foster Care Eligibility Unit within Family & Children's Services, as the April 2023 employee of the month. President Kahn presented Mr. Rose with an engraved desk clock, which he graciously accepted with thanks to all, including his mother who was in attendance.

CONSENT CALENDAR

On motion of Vice President McCray, seconded and unanimously carried, the Commission approved and ratified actions taken by the Executive Director since the March 23, 2023 Regular Meeting in accordance with Commission authorization of April 27, 2023:

1. Submission of request to encumber funds in the total amount of \$5,466,411 for purchase of services or supplies and contingency amounts.
2. Submission of 15 temporary positions for possible use in order to fill positions on a temporary basis made during the period 3/18/23 to 4/21/23.
3. Submission of 78 temporary appointments for possible use in order to fill positions on a temporary basis made during the period 3/18/23 to 4/21/23.

CALFRESH AWARENESS MONTH

Phillip Mau, Director of Alignment and Guidance, presented the request for adoption of a resolution proclaiming May 2023 as CALFRESH AWARENESS MONTH.

**WHEREAS**, this is a Resolution declaring May 2023 as CalFresh Awareness and Action Month in the City and County of San Francisco, and urging all community members to support efforts to increase awareness of, and participation in, the CalFresh program; and

**WHEREAS**, access to safe, nutritious and culturally acceptable food is a basic human right and is essential to human health; and

**WHEREAS**, food security is the foundation of a strong and healthy community; and

**WHEREAS**, food insecurity in San Francisco has risen to historic proportions during the Pandemic, CalFresh has played a critical role in filling the gap; and

**WHEREAS**, during the Health Emergency, the federal government has allowed states to waive the requirement that clients participate in an interview as part of the CalFresh application process. In the past, we could

deny a complete application for missing a required interview. That is not currently the case; and

**WHEREAS**, in recognition of many students who are struggling with food insecurity, the federal government instituted a waiver during the Pandemic easing the access of students to SNAP. As such, the nation has expanded student eligibility to include more who qualify via work study or using expected family contribution as an income indicator; and

**WHEREAS**, SFHSA reopened 3 of out of 4 SF BenefitsNet outstations following COVID-related closures. Eligibility workers continue to be co-located at these outstations sites, providing CalFresh and other benefit enrollment support to San Francisco residents.

**WHEREAS**, SFHSA continued its contract with 211 San Diego to expand CalFresh access and increase food security. On a weekly basis, staff from 211 San Diego conduct telephone outreach to approximately 100 individuals who are receiving Medi-Cal benefits and likely eligible, but not yet receiving CalFresh to see if they are interested in obtaining assistance in submitting applications online, which SFHSA eligibility workers then process; and

**WHEREAS**, with funding from the federal Process and Technology Improvement Grant, our key partner the San Francisco Marin Food Bank (SFMFB) has launched a new program to help increase the number of MyBenefitsCalWIN.org (MyBCW) client accounts with the end goals of: 1.) Decreasing in-person lobby transactions, particularly relevant during the ongoing pandemic, and 2.) Learning how low-income persons, namely those with limited English, experience technology so that the agency can engage them in future technology developments. MyBCW is an online application portal that allows individuals to create personal accounts that make it possible to use one's personal computer, tablet, or smartphone to submit benefit applications, among other functions. To date, the SFMFB has assisted approximately 1,000 CalFresh recipients in signing up for MyBCW accounts; and

**WHEREAS**, SNAP agencies throughout the nation are currently waiving all work requirements; and

**WHEREAS**, Market Match allows a CalFresh household to extend the value of its benefits; farmers markets will double the value of purchases made using CalFresh EBT. This promotes healthy food options, supports farmers and extends the clients' CalFresh budget; and

**WHEREAS**, Online EBT services has been established for such food distributors as Safeway, Amazon, and Whole Foods to expand access and permit households to use CalFresh food benefits for online purchase and delivery; and

**WHEREAS**, EBT Food benefit usage at farmers markets in San Francisco soared in 2022 to over \$6.5 million, compared to about \$2.5 million in 2021; and

**WHEREAS**, San Francisco continues to offer a Restaurant Meals Program, allowing homeless, seniors, and the federally disabled to use their CalFresh allotment to pay for meals in designated restaurants. This increases the access to hot meals for those without easy access to kitchens; and

**RESOLVED**, that the San Francisco Human Services Commission proclaims May 2023 to be CalFresh Awareness and Action Month, and urge

all community members to support efforts to increase awareness of and participation in the CalFresh program.

Vice President McCray asked how does the news that it is CalFresh Awareness Month get relayed beyond this room, to which Mr. Mau responded that the SFHSA CalFresh team partners with community-based organizations to get the word out to sign up more CalFresh recipients. Additionally, the Agency partners with higher education because of AB 1326 to help get the word out to college students that they may qualify for benefits.

On motion of President Kahn, seconded and unanimously carried, the Commission approved the resolution proclaiming May 2023 as CALFRESH AWARENESS MONTH.

#### FOSTER CARE MONTH

Sophia Isom, Program Director, & Angela Ramos, Permanency Program Manager, presented the request for adoption of a resolution proclaiming May 2023 as FOSTER CARE MONTH.

**WHEREAS**, the family is the foundation of a strong and healthy community; and  
**WHEREAS**, in San Francisco there are 618 children and youth in foster care; and  
**WHEREAS**, in San Francisco there are 138 foster youth in Non-Minor Dependent Status; 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 leave 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 2023 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.

Sophia Isom added that she will be retiring at the end of June and that it has been an honor working with the Commission. She thanked the Commission for their support of the City's foster youth, resource parents and SFHSA staff. President Kahn noted that when he has spoken to resource parents they always speak very highly of Sophia and he thanked her for her service.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the resolution proclaiming May 2023 as FOSTER CARE MONTH.

URBAN ALCHEMY

Vladimir Rudakov, Director of Program Integrity & Investigations, requested authorization to enter into a new grant agreement with URBAN ALCHEMY.

On motion of President Kahn, seconded and unanimously carried, the Commission approved the request to enter into a new grant agreement with URBAN ALCHEMY for the provision of Street Safety Monitors; for the period of May 1, 2023 through June 30, 2025; in the amount of \$2,079,458, plus a 10% contingency, for a total grant amount not to exceed \$2,287,404.

SENECA FAMILY OF AGENCIES (SENECA)

Brenda Williams, Program Specialist, requested authorization to enter into a new grant agreement with SENECA FAMILY OF AGENCIES (SENECA).

Executive Director Rhorer noted for the record that there is an error in the memo. A California law enacted last year forbids county child welfare agencies from placing out of state. The memo erroneously alludes to out of state placements. However, if the children are placed with relatives then they can be placed out of state.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the request to enter into a new grant agreement with SENECA for the provision of Secure Transport for Foster Youth; for the period of July 1, 2023 through June 30, 2026; in the amount of \$200,000.

ASIANWEEK/  
FLORENCE FANG  
COMMUNITY FARM

Cindy Lin, Food Access Manager, requested authorization to enter into a new grant agreement with ASIANWEEK/FLORENCE FANG COMMUNITY FARM.

On motion of Vice President McCray, seconded and unanimously carried, the Commission approved the request to enter into a new grant agreement with ASIANWEEK/FLORENCE FANG COMMUNITY FARM for the provision of the Farming Toward Food Security Program; for the period of May 1, 2023 through June 30, 2024; in the amount of \$415,000, plus a 10% contingency, for a total grant amount not to exceed \$456,500.

EARTH ISLAND  
INSTITUTE/ FRIENDS  
OF ALEMANY FARM

Cindy Lin, Food Access Manager, requested authorization to enter into a new grant agreement with EARTH ISLAND INSTITUTE/FRIENDS OF ALEMANY FARM.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the request to enter into a new grant agreement with EARTH ISLAND INSTITUTE/FRIENDS OF ALEMANY FARM for the provision of the Farming Toward Food Security Program; for the period of May 1, 2023 to June 30, 2024 in the amount of \$415,000 plus a 10% contingency for a new total amount not to exceed \$456,500.

CHINATOWN YMCA

Cindy Lin, Food Access Manager, requested authorization modify the existing grant agreement with CHINATOWN YMCA.

On motion of Vice President McCray, seconded and unanimously carried, the Commission approved the request to modify the existing grant agreement with CHINATOWN YMCA for the annual Chinatown Food Giveaway; for the period of May 1, 2023 through June 30, 2023; in the additional amount of \$154,500, plus a 10% contingency, for a revised total grant amount not to exceed \$397,828.

CHAPIN HALL

Taryn Ness, Program Support Analyst, requested authorization for a sole source waiver and to enter into a new grant agreement with CHAPIN HALL.

Vice President McCray asked if this is going to be an iterative process, to which Taryn noted that the 150 participants have been identified. The team is now in the planning phase. FCS will speak about the pilot more in depth next month. Vice President McCray then asked what is the goal for each youth. Taryn replied that each youth will receive \$1,200/month for 18 months along with optional support services such as case management and financial coaching. The population comprises foster youth as they are aging out of foster care and the hope is that this sustained support will help them foster independence and transition into adulthood.

Commissioner Coghlan McDonald asked how are participants selected and Taryn responded that 150 is the total number of foster youth aging out of extended foster care in calendar years 2022 and 2023. Vice President McCray is excited about the project and hopes SFHSA will, "let the community know that it takes a village, and this is our contribution... We are in this together..." Executive Director Rhorer added that there is a lot about the impact of guaranteed income that we do not know. Stockton, under Mayor Tubbs, did a GI program for 500 families many years ago. To

answer the Commissioner's questions, is this iterative and what are our goals, our broad goal is that these young adults are in a better position in 18 months than they would have been absent the money. Other goals could be higher education attainment, more stable jobs, housing stability? Guaranteed income projects are being pushed out around the county. It will be interesting to find out if they provide better outcomes than the cash assistance programs currently in place. Commissioner Coghlan McDonald asked if the \$1,200 will disqualify the recipients from other benefits and services, to which Executive Director Rhorer replied no, they will not be disqualified from other benefits, they have waivers for CalWORKs and CalFresh and the team is currently working on a waiver for CAAP. Susie Smith, Deputy Director of Policy, Planning and Public Affairs, added that the state initially required a random control trial whereby half of the participants receive the income and half would not. The SFHSA team was not comfortable with those parameters and is instead doing a quasi-experimental study. San Francisco's support system for this population is different than other counties and is more robust. The Planning team and the GI matching funds partner, Tipping Point, will analyze what ingredients do and do not work within the GI pilot.

On motion of President Kahn, seconded and unanimously carried, the Commission approved the request for a sole source waiver and to enter into a new grant agreement with CHAPIN HALL for the provision of Local Evaluation of the Guaranteed Income Pilot; for the period of May 1, 2023 through April 30, 2028; in the amount of \$565,984, plus a 10% contingency, for a total grant amount not to exceed \$622,582.

FISCAL EXPERTS,  
INC.

Heather Davis, Manager, requested authorization to enter into a new contract agreement with FISCAL EXPERTS, INC.

Vice President McCray highlighted a sentence in the contract, "as required by the state." What does the state require? Heather replied that the state requires that case workers who work directly with clients spend at least 4 weeks per quarter on Time Study. The Time Study program shows how much time staff spend on a particular program, for example x # of hours on CalFresh eligibility and y # of hours on Medi-Cal enrollment, etc. The state has a cost allocation plan approved by the federal government and Time Study comprises the allocation plan. Vice President McCray then requested clarification: is Time Study to analyze staff/organization time or client time, to which Heather replied the former. Trent added that it is related to the level of state and federal dollars for each program.

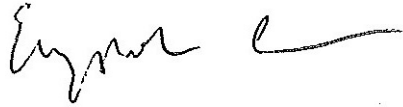
On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the request to enter into a new contract agreement with FISCAL EXPERTS, INC. for the provision of Time Study Buddy Services; for the period of July 1, 2023 through June 30, 2027; in the amount of \$600,000, plus a 10% contingency, for a total amount not to exceed \$660,000.

GENERAL PUBLIC  
COMMENT

The Commission Secretary's call for public comment yielded no responses.

ADJOURNMENT

President Kahn adjourned the meeting at 10:59 am.

A handwritten signature in black ink, appearing to read 'Elizabeth LaBarre', with a long horizontal flourish extending to the right.

Elizabeth LaBarre, Commission Secretary  
Human Services Commission

Posted: 5/16/23