



## AGENDA

### Human Services Commission

### SAN FRANCISCO HUMAN SERVICES COMMISSION

**TUESDAY, AUGUST 1, 2023 at 2p.m.**  
**Ronald H. Born Auditorium, First Floor**  
**170 Otis Street, San Francisco, CA 94103**  
**& via Webex & conference call**

**Scott Kahn**  
President

**James McCray, Jr**  
Vice President

**Sally Coghlan McDonald**

**Rita Semel**

**Darshan Singh**

**Elizabeth LaBarre**  
Commission Secretary

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Commission Secretary Elizabeth LaBarre contact information:  
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Members of the Human Services Commission, staff and presenters will attend this meeting in person.<sup>1</sup> Everyone attending the meeting in person is encouraged to wear a mask throughout the meeting. Members of the public are invited to observe the meeting and provide public comment in person or remotely. There are 2 ways to access the commission meeting remotely as a member of the public:

1. **Online.** Use this Webex<sup>2</sup> link: =  
<https://sfpublic.webex.com/sfpublic/j.php?MTID=mc063c313ea5bf705743ef58cb18d1fb1>  
Webinar number: 2663 807 0887
2. **Phone.** Conference line: dial 1-415-655-0001, enter access code when prompted: 2663 807 0887

If you experience access issues while trying to join the meeting remotely, please **text (415) 535-2386**. The Human Services Commission Secretary will attempt to assist, when possible, during the meeting.

Public comment is allowed in relation to each agenda item, and either the Human Services Commission President or Secretary will indicate when public comment is to occur for each item when not listed on the agenda below. Each individual may comment 1 time per agenda item.

Members of the public attending the meeting in person will have an opportunity to provide public comment on every item and shall be



City and County  
of San Francisco

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<sup>1</sup> Contact the Human Services Commission Secretary for reasonable modifications to policy for staff and presenters with disabilities under the ADA.

<sup>2</sup> Instructions on how to join Webex webinars: <https://help.webex.com/en-us/article/8l0y08/Join-a-webinar>

heard once for up to three minutes. Those wishing to speak in person are requested to submit a public comment card to the Human Services Commission Secretary. Public comment cards are located on a table by the auditorium entrance. In addition to in-person public comment, the Human Services Commission will hear up to 20 minutes of remote public comment on each agenda item via the following process:

1. The Human Services Commission Secretary will address Webex (online) attendees first. To be placed in the public comment queue, use the “raise your hand” feature. The Human Services Commission Secretary will call on you and unmute you when it is your turn to provide up to 3 minutes of public comment.
2. The Human Services Commission Secretary will then address phone (call-in) attendees. Dial “\*3” to be added to the public comment queue for this item. When it is your time to speak, you will hear “Your line has been unmuted.” When the Commission Secretary states, “Next Caller,” you are encouraged to state your name clearly. As soon as you speak, your time allotment will begin. After you speak, you will go back to listening mode. You may stay on the line to provide public comment on another item.

Because of the 20-minute time limit, it is possible that not every person in the queue will have an opportunity to provide remote public comment. Remote public comment from people who have received an accommodation due to disability (as described below) will not count toward the 20-minute limit.

#### REMOTE MEETING ATTENDANCE FOR THE PUBLIC - BEST PRACTICES

- Join telephonically or via Webex from a quiet location. Remain muted when not speaking. Turn off any televisions or radios around you when not muted.
- Speak slowly and clearly.
- Address the Commission as a whole, do not address individual Commissioners.
- Switch to call-in audio: If your internet audio and video experience does not work while using Webex, you can instead use a cell phone or land line to call into the meeting using the dial-in number and passcode to join.
- For additional tips to ensure a successful remote meeting experience, contact the Commission Secretary.

#### DISABILITY ACCESS

- The first floor of the Ronald H. Born Auditorium is wheelchair accessible.
- The commission meeting is accessible remotely as a disability accommodation. There are 2 remote options: online using Webex (includes closed captions) and by phone call.
  - To access the meeting virtually via **Webex** click on this link:  
<https://sfpublic.webex.com/sfpublic/j.php?MTID=mc063c313ea5bf705743ef58cb18d1fb1>  
You may then be asked to enter the webinar number **2663 807 0887**
  - To attend the meeting on a **phone**, dial **(415) 655-0001** then enter access code **2663 807 0887** when prompted.

Contact the Commission Secretary in advance for more information on remote attendance.

- The closest accessible BART Station is at 16th and Mission Streets. Accessible MUNI Lines are the 14-Mission, 49-Mission/Van Ness, and 9-San Bruno. All the MUNI Metro Lines are accessible. Accessible curbside parking has been designated at points on the 100 block of Otis Street.

- To make a request to be given an accommodation due to a disability, including auxiliary aids or services, sign language interpreters, or to obtain meeting materials in alternative format, please contact the Human Services Commission Secretary at least two business days before the meeting to help ensure availability.
- To accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

#### POLICY ON AUDIO RECORDING OF COMMISSION MEETINGS

Under the San Francisco Sunshine Ordinance, all Human Services Commission meetings are audio recorded in digital form. Audio recordings of open sessions are available for public access no later than 10 days after the commission meeting by contacting the Human Services Commission Secretary.

#### TRANSLATION SERVICES

Interpreters for languages other than English are available on request. Please contact the Commission Secretary at least two business days before a meeting.

#### RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT

The San Francisco Human Services 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 decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at (415) 554-7724; Fax (415) 554-7854; e-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance may be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sf.gov](http://www.sf.gov).

#### LOBBYIST REGISTRATION AND REPORTING REQUIREMENTS

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Section 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, SF 94102; (415) 252-3100; FAX (415) 252-3112; and web site [www.sfethics.org](http://www.sfethics.org).

#### EXPLANATORY DOCUMENTS RELATED TO AGENDA ITEMS

Copies of explanatory documents are available through the Human Services Commission Secretary during normal business hours. They can be emailed, faxed or mailed to you upon request. They are also available on the Human Services Commission website: <https://www.sfhsa.org/about/commissions-committees/human-services-commission>

IN COMPLIANCE WITH SENATE BILL 343'S AGENDA NOTICE REQUIREMENT

If any materials related to an item on this agenda have been distributed to the Human Services Commission after distribution of the agenda packet, those materials are available for public inspection at 170 Otis Street, 8<sup>th</sup> Floor.

Item #	Description	Presenter		
I.	Call meeting to order	President Kahn		
II.	Roll call	Commission Secretary		
III.	Adoption of agenda	President Kahn		
IV.	Adoption of the June 26, 2023 regular meeting minutes	President Kahn		
V.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">The Executive Director's report:</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>A. State and City legislation and budget reports</li> <li>B. Family &amp; Children's Services</li> <li>C. Economic Support and Self-Sufficiency Services</li> <li>D. Administration and other issues</li> </ul> </td> </tr> </table>	The Executive Director's report:	<ul style="list-style-type: none"> <li>A. State and City legislation and budget reports</li> <li>B. Family &amp; Children's Services</li> <li>C. Economic Support and Self-Sufficiency Services</li> <li>D. Administration and other issues</li> </ul>	Trent Rhorer
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VI.	Presentation of the July Employee of the Month Award <b>ANCA BUJES, PROTECTIVE SERVICES WORKER, FAMILY &amp; CHILDREN'S SERVICES</b>	President Kahn		
VII.	Consent Calendar – Submitted for a single vote without discussion unless a Commissioner so requests in which event the matter to be discussed shall be removed from the consent calendar and considered as a separate item: A. Requesting ratification of actions taken by the Executive Director since the June 26, 2023 Regular Meeting in accordance with Commission authorization of August 1, 2023: <ol style="list-style-type: none"> <li>1. Submission of request to encumber funds in the total amount of \$2,439,897 for purchase of services or supplies and contingency amounts.</li> <li>2. Submission of 8 temporary positions for possible use in order to fill positions on a temporary basis made during the period 6/22/23 to 7/26/23.</li> <li>3. Submission of 70 temporary appointments for possible use in order to fill positions on a temporary basis made during the period 6/22/23 to 7/26/23.</li> </ol>	President Kahn		

Item #	Description	Presenter
VIII.	<p>COMMISSION BUSINESS – ACTION ITEMS</p> <p>A. Requesting authorization to enter into a sole source grant agreement with SAN FRANCISCO-MARIN FOOD BANK (SFMFB) for the provision of CalFresh outreach, enrollment, benefit maintenance, and other support services via a mobile office; for the period of July 1, 2023 through June 30, 2025; in the amount of \$290,023, plus a 10% contingency, for a total grant amount not to exceed \$319,025.</p> <p>B. Requesting authorization to modify the existing sole source waiver and contract with CODE42 SOFTWARE, INC. for the provision of data risk and protection software; for the period of July 1, 2023 through September 30, 2024; in an additional amount of \$160,186, plus a 10% contingency, for a revised total contract amount not to exceed \$357,689.</p>	<p>President Kahn</p> <p>Mieko Yeh</p> <p>Alex Shoyket</p>
IX.	GENERAL PUBLIC COMMENT – On any matter within the subject matter jurisdiction of the Human Services Commission.	President Kahn
X.	ADJOURNMENT.	President Kahn

Posted: July 28, 2023